

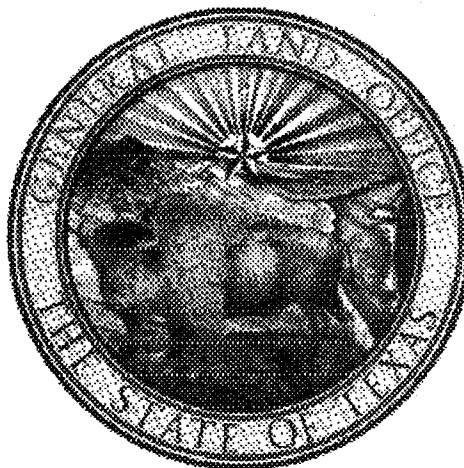
South Texas Zone Area Contingency Plan

Marine Safety



Environmental Protection

United States Coast Guard Marine Safety
Environmental Protection

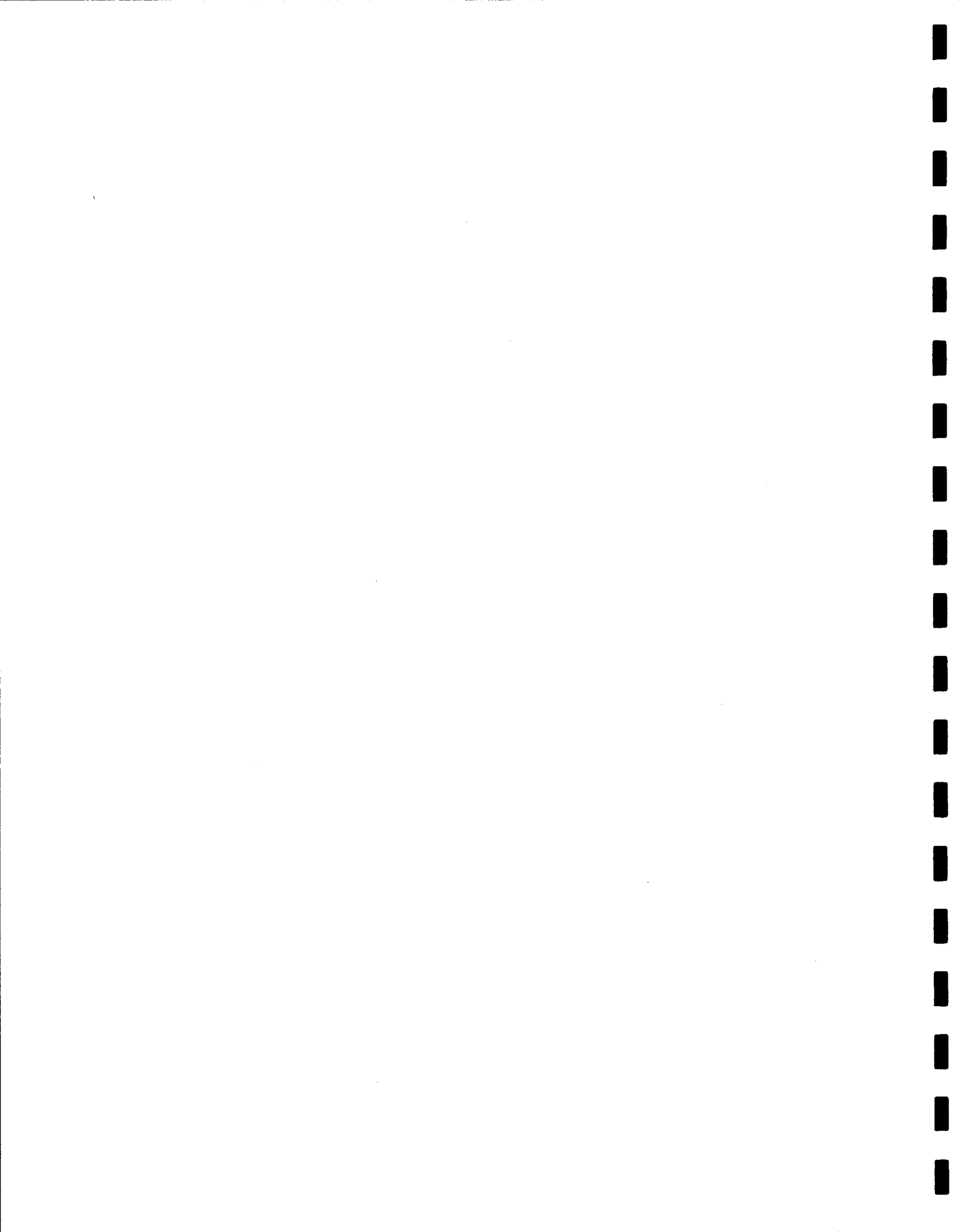


Texas General Land Office Oil Spill
Prevention and Response

Thank you for coming to the joint USCG/TGLO effort to put the South Texas Coastal Zone Area Contingency Plan online. This is a draft document for comment. Please direct comments to LTJG. Brian Falk-MSO Corpus Christi (bfalk@msocorpuschristi.uscg.mil) and Scott Benton-TGLO/Oil Spill.

On to the plan table of contents...

This document was last updated 13 October 1999.



SOUTH TEXAS ZONE AREA CONTINGENCY PLAN

TABLE OF CONTENTS

1000 - Introduction

- 1100 - Authority
 - 1110 - Federal
 - 1120 - State
 - 1130 - Local
- 1200 - Definitions and Acronyms
- 1300 - Area Committee Purpose and Objective
- 1400 - Geographic Boundaries
- 1500 - National Area Response System
 - 1510 - National Response System
 - 1520 - State Response System
 - 1530 - Local Response System
- 1600 - Responsible Party

2000 - Command

- 2100 - Command Structure - Unified Command
 - 2110 - Command and General Staff Planning Cycle Guide
- 2200 - Command/Staff Elements: Roles and Responsibilities
 - 2210 - On Scene Coordinator (OSC)
 - 2220 - State Incident Commander (IC)
 - 2230 - Representative of Responsible Party (RP)
 - 2240 - Information Officer (IO)
 - 2240.1 - Joint Information Center (JIC)
 - 2240.2 - Media Contacts
 - 2250 - Safety Officer (SA)
 - 2260 - Liaison Officer (LO)
 - 2270 - Agency Representatives (AR)
 - 2280 - Natural Resource Damage Assessment Unit (NRDA)

3000 - Operations

- 3100 - Operations Section Organization
 - 3110 - Operations Section Planning Cycle Guide
- 3200 - Roles and Responsibilities
 - 3210 - Operations Section Chief
 - 3210.1 - Staging Area Manager
 - 3220 - Air Operations Branch
 - 3220.1 - Air Tactical Group
 - 3220.1.1 - Helicopter Coordination
 - 3220.1.2 - Fixed Wing Coordination

- 3220.2 - Air Support Group
- 3230 - Recovery and Protection Branch
 - 3230.1 - Protection Group
 - 3230.2 - On Water Recovery Group
 - 3230.3 - Shoreside Recovery Group
 - 3230.4 - Disposal Group
 - 3230.5 - Decon Group
- 3240 - Emergency Response Branch
 - 3240.1 - Emergency Notifications
 - 3240.2 - Search and Rescue Group
 - 3240.3 - Salvage Group
 - 3240.4 - Fire Suppression Group
 - 3240.5 - Hazardous Material Group
 - 3240.6 - Emergency Medical Services Group
 - 3240.7 - Law Enforcement Group
- 3250 - Wildlife Branch
 - 3250.1 - Wildlife Recovery
 - 3250.2 - Wildlife Rehabilitation
- 3300 - Initial Emergency Communication
 - 33XX - Initial Awareness, Assessment & Notification Sequence
 - 33XX.X - Initial Assessment Check-Off List
 - 33XX.X - Initial Action Check-Off List
 - 33XX.X - Notification Check-Off List
- 3400 - Required Correspondence (TBD)
 - 3410 - Federal Required Letters and Reports
 - 3420 - State Required Letters and Reports
- 3500 - Tactical Response Priorities
 - 3510 - General Hierarchy of Tactical Operational Priorities
- 3600 - Tactical Response Options
- 3700 - Sensitive Areas (* See TGLO Atlas)

4000 - Planning

- 4100 - Planning Section Organization
 - 4110 - Planning Section Planning Cycle Guide
- 4200 - Roles and Responsibilities
 - 4210 - National Response Team
 - 4220 - Regional Response Team
 - 4230 - Area Committee
 - 4240 - ICS Planning Section Roles
 - 4240.1 - Situation Unit
 - 4240.11 - Display Processor
 - 4240.12 - Field Observer
 - 4240.13 - Trajectory Analysis Specialist
 - 4240.14 - Geographic Information Specialist (GIS)
 - 4240.15 - Resources at Risk Specialist (RAR)
 - 4240.2 - Resources Unit
 - 4240.21 - Check in Recorder

- 4240.22 - Volunteer Coordinator
- 4240.3 - Documentation Unit
- 4240.4 - Technical Specialist
 - 4240.41 - Disposal
 - 4240.42 - Scientific Support Coordinator
 - 4240.43 - Alternative Response Technology
 - 4240.44 - Legal

4300 - Compliance Guidance

4400 - Environmental Sensitivity Indices, Maps & Information
(*See TGLO Atlas)

4500 - Strategic Response Priorities
(*See TGLO Atlas)

4600 - Strategic Response Options

- 4610 - Countermeasures
- 4620 - Disposal

5000 - Logistics

5100 - Logistics Section Organization

- 5110 - Logistics Section Organization

5200 - Roles and Responsibilities

- 5210 - Service Branch
 - 5220 - Service Branch Director
 - 5220.1 - Communication Unit
 - 5220.2 - Medical Unit
 - 5220.3 - Food Unit
- 5230 - Support Branch
 - 5230.1 - Supply Unit
 - 5230.1.1 - Ordering Manager
 - 5230.1.2 - Receiving and Distribution Manager
 - 5230.2 - Facilities Unit
 - 5230.2.1 - Security Unit
 - 5230.3 - Vessel Support Unit
 - 5230.4 - Ground Support Unit

5300 - Communications (TBD)

5400 - Area Resources: Infrastructure
(*See TGLO Atlas)

5500 - Area Resources: Response Equipment & Services

5600 - Area Resources: Personnel (TBD)

6000 - Finance/Administration

6100 - Finance/Administrative Section Organization

- 6110 - Finance/Administrative Section Planning Cycle Guide

6200 - Roles and Responsibilities

6210 - Time Unit
6220 - Procurement Unit
6230 - Compensation/Claims Unit
6240 - Cost Unit

6300 - Federal Onscene Coordinator (OSC) & State Incident Commander (IC) Access to Funds

6400 - Other Access to Funds (TBD)

6500 - Cost Documentation Procedures
(* See Technical Operating Procedures Manual)

7000 - Hazardous Substance Section

7100 - Recommended Response Action

7200 - Posting of "Contaminated Area" Warning Signs

7300 - Extent of Cleanup and Restoration Activities

7400 - Special Considerations for Hazardous Material Safety

7500 - Response Strategy Considerations

7600 - Initial Response Actions

7700 - Container Damage Assessment

7800 - Evacuation Considerations

7900 - Protection In Place Considerations
7910 - Protection From Thermal Ruptures

Resource Appendix

Government Contacts
Oil Spill Removal Organizations
Media Contacts
NRDA Trustees
Dispersant Stockpiles
In-situ Burn Boom Stockpiles

1000 - INTRODUCTION

TABLE OF CONTENTS

1000 Area Committee Introduction

1010 Charter

1020 Mission Statement

1030 Vision Statement

1040 Executive Steering Group Membership

1100 Authority

1110 - Federal

1120 - State

1130 - Local

1200 Definitions and Acronyms

1300 Area Committee Purpose and Objectives

1400 Geographic Boundaries

1500 Response Systems

1510 National Interagency Incident Management System (NIIMS)
Incident Command System (ICS)

1520 National Response System

1530 State Response System

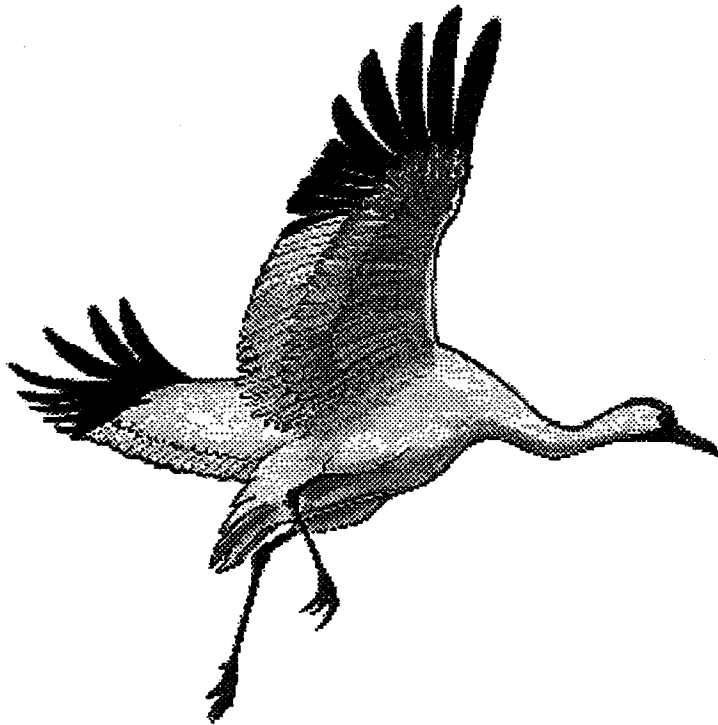
1540 Local Response System

1600 Responsible Party

1000-AREA COMMITTEE INTRODUCTION

1010 - Area Committee Charter

**South Texas Coastal Zone
Area Committee**



Organizational Plan & Charter

South Texas Coastal Zone Area Committee Charter

Purpose

This Charter establishes the South Texas Coastal Zone Area Committee (STCZAC) pursuant to the Oil Pollution Act of 1990 (OPA 90). OPA 90 established Area Committees to serve as spill preparedness planning bodies responsible for developing strategies for coordinated responses to the discharge, or threat of discharge of oil or hazardous substances, in pre-designated Inland and Coastal zones. The STCZAC was established to cover the coastal waters of South Texas, between the Colorado River and the Rio Grande.

Scope and Objectives

The South Texas Coastal Zone Area Committee is comprised of various federal, state, and local government and marine industry. The committee is specifically responsible for:

1. Preparing the Area Contingency Plan (ACP), which describes the strategy of a coordinated federal, state and local response to a oil spill or chemical release. The ACP addresses response to a most probable discharge, a maximum most probable discharge, and a worst case discharge, including discharges involving fire or explosion. Planning for these scenarios will cover the range of spills likely to occur in this area. The plan shall identify the probable locations of discharges or releases, the response equipment (quantity and type) available within the Area, response personnel available, waste disposal methods and facilities, protection strategies, economically and environmentally sensitive areas likely to be impacted by a discharge, the local command structure, and other necessary response issues. This plan must provide for a well coordinated response that is compatible with all appropriate Federal, State, and local emergency plans. The plan will also be used as a guide for reviewing vessel and facility response plans to ensure consistency.
2. Working together to plan joint response efforts, including development of appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, protection, rescue, and rehabilitation of fisheries and wildlife, fire fighting, and salvage operations.
3. The Area Committee works with other Federal, State and local officials to expedite decisions on the use of dispersants and other mitigating substances and response methods.

South Texas Coastal Zone Area Committee Organization

The South Texas Coastal Zone Area Committee (STCZAC) is comprised of qualified personnel from federal, state, and local governments and marine industry.

1. *Executive Steering Group (ESG)*: The Executive Steering Group is the decision making body of the Area Committee. This group consists of the Federal On-Scene Coordinator, State On-Scene Coordinator, a Local Emergency Coordinator representative, representatives from each of the committee's Advisory Groups and an Executive Secretary.

The ESG leads the Area Committee by providing an agenda and guidance for the work of the committee. The duties and responsibilities of the members of the ESG are to set the goals for the Area Committee, assign and monitor projects assigned to working groups, vote on issues, and properly represent all applicable entities who participate in the Area Committee. The group meets on a quarterly basis, although special meetings may be called if needed. There will be a combination of open meetings, open to all members of the Area Committee and the general public, and closed meetings which only the ESG members will attend. The open meetings will be held on a rotational basis among ports.



2. *Advisory Groups:* The Advisory Groups have been established to allow the general membership of the committee an opportunity to actively voice their concerns and comments. Each member of the committee is aligned in one of the Advisory Groups: Regulatory, Industry, OSRO, Environmental and Academia. Members from each of the Advisory Groups are selected for representation on the Executive Steering Group. The interests of the Advisory Groups are conveyed to the related ESG member and discussed at the ESG level. Advisory Groups may meet as often as necessary to ensure their concerns are considered.

3. *Working Groups:* These groups will be established to work on functional items pertaining to the Area Committee. They are specifically tasked to complete assigned projects and goals that are developed by the Executive Steering Group. The number of Working Groups can grow as needed by the work projects established by the ESG.

4. *Membership:* The following breakdown shows the ESG membership:

(1) Federal Member	U.S. Coast Guard COTP
(3) State Member(s)	TX General Land Office Regional Director TX Natural Resource Conservation Commission Regional Director Railroad Commission of TX District Director
(1) Local Govt Member	County Emergency Management Representative
(4) Industry Member(s)	Pipelines Rep Facility Rep Barge Rep Deep Draft Rep
(1) OSRO Member	Cleanup Contractor Rep (both oil & hazmat)
(1) Environmental	Public Rep
(1) Academia	Specialized Rep
Executive Secretary	

The membership selection is a two-fold process. The regulatory agencies will fill the ESG chairs by their agency positions (i.e., CG COTP, TGLO Regional Director, etc.). Non-regulatory members will be selected by consensus vote of the ESG. For example, the OSRO ESG member's term is complete and a replacement is required. Solicitation of OSRO Advisory Group members would determine those volunteering to fill the position on the ESG for the next term. The ESG would then determine, by consensus vote, who will fill the position from the list of volunteers. The Executive Secretary will be selected from all volunteers.

The duties of the Executive Secretary are to record meeting minutes, draft the minutes for review and mailing by the Coast Guard COTP, prepare reminder notices containing the next meetings agenda (approximately 2 weeks prior to the meeting) for mail out by the Coast Guard COTP, and make notifications of date or time changes to Area Committee meetings. The Executive Secretary has no voting privileges.

Non-regulatory ESG membership terms will be 3 years. Regulatory Agency ESG membership will be as long as the position with the agency is held. Initial non-regulatory ESG membership terms will be staggered between 1-3 years ensuring a small turnover rate at the end of the term. Terms will begin February 1, 1998.

- Initial 1 year terms on the ESG are: Industry (Pipelines) and Academia Members
- Initial 2 year terms on the ESG are: Local Govt Rep, Transportation Rep (Barge) and OSRO Members
- Initial 3 year terms on the ESG are: Industry (Facility), Industry (Deep draft), Environmental and Executive Secretary.

The U. S. Coast Guard COTP, as pre-designated Federal On-Scene Coordinator, shall be the Chairman of the Area Committee. The lead state agency for oil spill response, TGLO (Regional Director), shall serve as the Vice Chairman. The Chairman shall conduct each meeting and provide an opportunity for participation by each member and by the public attendees, ensure adherence to the agenda, maintain order and review

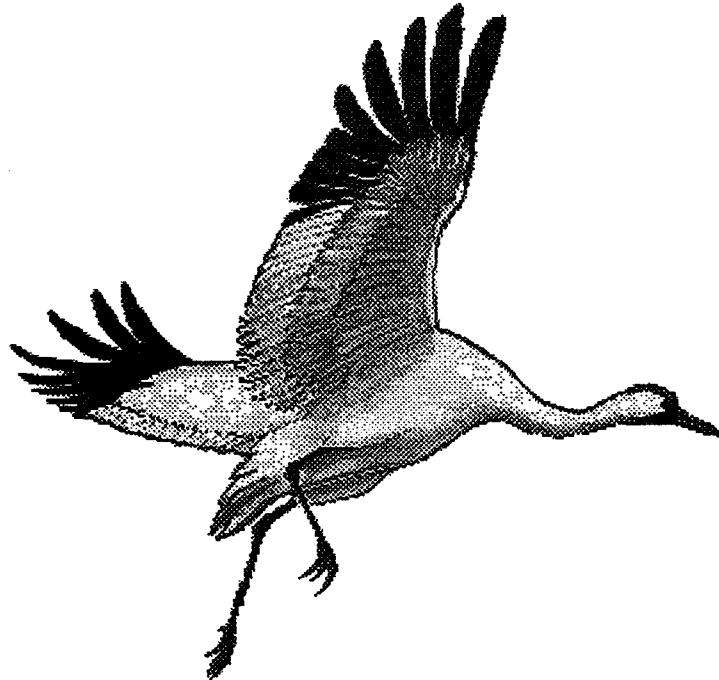


recommendations submitted to the ESG. In the absence of the Chairman, these duties are performed by the Vice Chairman.



South Texas Coastal Zone Area Committee Mission Statement

Our mission is to ensure the highest state of readiness for the protection and preservation of the marine environment of the South Texas Coastal Zone. We plan to accomplish this by developing comprehensive and useful contingency plans, preparing the community through training and exercises, developing coordination mechanisms to facilitate an effective response and educating all South Texas stakeholders.

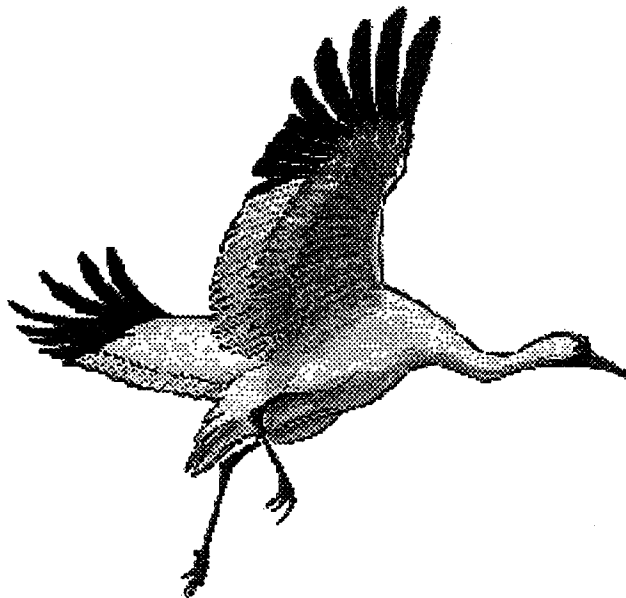


South Texas Coastal Zone Area Committee Vision Statement

We will be recognized as the preeminent organization for ensuring the effective prevention of and response to environmental threats on the Gulf coast. Our members will include all stakeholders representing a cross-section of interests in the Federal, State, and local levels.

We will collaborate, sharing information and resources, to produce the best possible plans and creative solutions to problems. We will employ state of the art research and technology in both our problem solving and our decision making.

*We will learn from our responses and activities, improve our processes and develop as individuals and as an organization. We are proud of our past accomplishments and will make even greater contributions toward the environmental protection of the South Texas Coastal Zone in the **future**.*



Executive Steering Group (ESG)

Membership:

Federal: U. S. Coast Guard COTP (*Capt Guerrero*)

State: Texas General Land Office (*Mr. Duke Mroz*)
Texas Natural Resource Conservation Commission (*Mr. Buddy Stanley*)
Texas Railroad Commission (*Mr. Fermin Munoz*)

Local: Calhoun County LEPC (*Mr. William Zwerschke*)

Industry: (Pipelines) Koch Pipelines (*Mr. Gabe Lugo*)

(Facilities) Dupont, Victoria (*Mr. Allen Vanelli*)

(Deepdraft Transportation) Bona Shipping (*Mr. Tom Tray*)

(Barge Transportation) Texas Waterway Operators (*Mr. Chuck King*)

OSRO: MSRC (*Mr. Kenneth Howland*)

Academia: TAMU-CC (*Dr. Steve Barnes*)

Environmental: Coastal Bend Bays Foundation (*Mr. Ray Allen*)

Executive Secretary: Minerals Management Service (*Ms. Bobbi Reed*)

1100-AUTHORITY

1110 - Authority Provided by Federal Laws:

A. Federal Water Pollution Control Act (FWPCA) is designed to restore and maintain the chemical, physical and biological integrity of our Nation's waters. To accomplish this, predesignated On Scene Coordinators (OSC's) are provided by the Environmental Protection Agency (EPA) or U.S. Coast Guard (USCG) with full authority to respond to oil and designated hazardous substance spills into or upon the navigable waters of the United States. The OSC is required to initiate enforcement actions for the FWPCA violations. The FWPCA was amended in 1977 and became known as the CWA (Clean Water Act).

1. Discharge prohibited: Section 311 (b) (30 of 33 U.S.C. 1301) prohibits the discharge



of oil or hazardous substances into navigable waters of the United States, adjoining shoreline, or waters of the contiguous zone in such quantities as may be harmful. Each violation is a separate offense.

2. Federal Spill Removal: Section 311 (c) (1) of the CWA allows the OSC to conduct a federal removal of oil or designated hazardous substances, or to mitigate a threat of such discharge, if the owner's actions are inadequate. This authority extends to navigable waters of the United States and adjoining shorelines. The "Superfund" established by CERCLA is used by the federal government to pay for certain removal costs and damage claims resulting from chemical releases.

3. OSC Removal Authority: Section 311 (d) of the CWA gives the OSC authority to take what action is necessary to remove the discharge or threat of discharge. The authority to summarily remove or destroy a vessel has not been delegated to OSC's. That authority is retained by the Coast Guard Commandant (see 40 CFR 300 415 (b) (1)).

4. Marine Safety Manual: CG authorities and policies under CWA are described in detail in Chapter 7 of the Coast Guard Marine Safety Manual, Volume 6.

B. Oil Pollution Act of 1990 (OPA '90): OPA '90 legislation amended the CWA. OPA '90 was intended to prevent oil spills and better prepare areas for potential oil spills. Onshore facilities, offshore facilities and vessels carrying 250 bbls. of oil as cargo will be required to develop response plans to address a worst case oil discharge, in adverse weather conditions, to the best extent possible. As a result of OPA '90, the Coast Guard OSC's were tasked with overseeing the writing of Area Contingency Plans (ACPs) with federal, state and local authorities. The ACP's will also be used as a basis for industry's response plans.

1. Removal Authority: One of the major changes to the CWA by OPA '90 is the increased limits on liability. Also, the OSC's authority under OPA '90 is greater than before. Instead of the "monitor" role, set forth under CWA, the OSC is responsible for accurately supervising the cleanup operations and directing the responsible party (RP) to take appropriate steps to mitigate the spill. If the RP will not accept responsibility for the discharge, or the OSC determines the RP is not taking steps for the cleanup, the OSC can conduct the cleanup and direct the RP to take specific actions. The RP is then liable for removal costs incurred by the government, of up to three times that cost. If the cause of the spill is determined to be the result of a violation of a federal regulation, or the spiller failed to make the required notification, the limits of liability are revoked and the RP is subject to unlimited liability for removal costs and damage claims.

2. The Oil Spill Liability Trust Fund (OSLTF) was established to provide:

- a. funds for removal action;
- b. payment of costs to assess and to restore damaged natural resources;
- c. compensation to claimants for certain damages resulting from an oil pollution incident; and
- d. pursuing cost recovery from responsible parties for removal cost and damages paid by the OSLTF.

Claimants with questions concerning the preparation and submission of claims may contact the U. S. Coast Guard, National Pollution Fund Center(NPFC) at (800) 280-7118.

3. Penalties for oil pollution as defined under OPA '90:

a. Administrative Penalties:

i. Class I: Class I penalties are imposed through a Coast Guard hearing officer, and are used for a majority of OPA '90 violations (cases with minimal involvement and a few violations). Penalties of up to \$10K per violation may be assessed. The maximum penalty that can be imposed under Class I proceedings is \$25K, regardless of the number of violations.

ii. Class II: Class II penalties are imposed through an Administrative Law Judge at an administrative hearing. These penalties are typically used for incidents involving numerous violations, continuous violations or repeat offenders. Like Class I, penalties of up to \$10K per violation may be assessed. However, the maximum cumulative penalty that can be imposed is increased to \$125K.

b. Civil Penalties:

i. Civil penalties are issued by the federal district courts for complex incidents with major violations. For a discharge, a penalty may be assessed up to a maximum of \$25K per day of the violation or an amount up to \$1K per barrel of oil discharged. Failure to comply with an issued order, or failure to properly carry out removal subjects the RP to a civil penalty of \$25K per day or an amount up to 3 times the cost incurred by the Oil Spill Liability Trust Fund. For any discharge that involves willful misconduct or gross negligence, the person is subject to a penalty of not less than \$100K and not more than \$3K per barrel of product discharged.

c. Criminal Fines:

i. For the "failure to notify" the penalty has been increased from \$10K and/or 1 year imprisonment (CWA) to \$250K for individuals or \$500K for organizations and not more than 5 years imprisonment.

d. Notice of Violation Program (Ticket Program):

i. The Coast Guard's civil penalty process can be cumbersome and time consuming. The Notice of Violation Program (NOV) is intended to address these issues. It uses an NOV settlement offer which allows immediate notification of an alleged violator of the violation and the penalty proposed by the government. It also allows direct payment to the treasury without district staff or hearing officer involvement.

ii. NOV may be issued in the field or mailed to the party. NOV may be issued for two types of violations: (1) Oil discharges in violation of the CWA, if they are of 100 gallons or less, and (2) Pollution prevention violations (33 CFR Parts 154, 155 and 156). A NOV may not be issued when the total proposed penalty for all violations found exceeds \$5,000.

C. Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA).
CG authorities and policies under CERCLA are relatively complex. Details are provided in

Commandant Instructions 16465.29 (CERCLA Response Authority and Associated Coast Guard Policies).

1. Removal Authority/Liability:

a. 42 USC 9604 provides authority to remove or arrange removal of releases of hazardous substances, pollutants or contaminants, as defined in 40 CFR 300.5, which may present an imminent and substantial endangerment to the public health or welfare. CERCLA provides no authority to respond to a release of oil with the exception of leaks from underground storage tanks. CERCLA authorizes a federal removal when all of the following conditions exist: i) The release of a hazardous substance, pollutant or contaminant. ii) There is a release or a substantial threat of a release into any of the environmental media - air, land, groundwater and all surface waters.

ii. The responsible party is not taking proper actions.

iii. Local/State agencies are not able to fund the removal.

b. The RP will be held accountable for all costs for removal or remedial action. Any person who is liable for a release or threat of a release of a hazardous substance and fails to properly provide removal or remedial action may, upon order pursuant to 42 USC 9604 OR 9696 be liable for punitive damages up to 3 times federal removal costs.

2. Administrative Orders: 42 USC 9606 authorizes the OSC to issue administrative orders requiring corrective measures whenever release of contaminant defined in 40 CFR 300.5 may pose an imminent and substantial endangerment to the public health, welfare of public or environment. Coast Guard policy is to use administrative orders before initiating federal removal. This authority does not extend to releases from vessels. A federal removal effort may be initiated even though an administrative order is not appropriate for the release (if the release is from a vessel or pollutant is clearly not a hazardous substance) See COMDTINST M16465.29 for policy on initiating a federal removal. MSM Volume VI (Ch. 7, p.41) provides an example of an admin. order.

3. Enforcement: CERCLA enforcement provisions are criminal in nature. See COMDTINST M16465.29 for enforcement procedures.

D. Resource Conservation and Recovery Act (RCRA): RCRA was established to ensure that hazardous wastes are properly disposed. It mandates regulations to trace hazardous wastes from the point of generation through final disposal and to assure that waste disposal practices do not pose a threat to humans or the environment.

1. Responsibility: It is the responsibility of the generator to identify spilled material as hazardous or non-hazardous. Any petroleum hydrocarbon spill has the potential to be classified as hazardous. The March 1990 Toxic Characterization Leachate Procedure (TCLP) amended the RCRA and added 25 chemicals to the hazardous waste list. Included in the list is benzene. If the TCLP test of oily waste measures .5 ppm benzene, then the material is considered hazardous. For mystery spills in which the RP has not been determined, the OSC shall take responsibility to determine whether the spilled material is hazardous or non-hazardous.

2. Manifests: All OSC monitored or supervised cleanups will comply with RCRA regulations.

3. Enforcement: EPA is in charge of the RCRA program; however, much of this responsibility has been delegated to the Texas Natural Resource Conservation Commission (TNRCC). The CG refers all RCRA enforcement matters to either EPA and/or TNRCC.

E. International Convention for the Prevention of Pollution from Ships 1973 (MARPOL): MARPOL requires the United States to implement the provisions of MARPOL. The Coast Guard only allows vessels that are in compliance with the requirements of MARPOL to enter U.S. waters. The goal of MARPOL is to reduce the amount of pollutants (oily wastes, noxious liquid substances, plastics and sewage) discharged onto the oceans by ships. There are 5 Annexes contained in MARPOL 73/78 which are:

Annex I - Regulations for the prevention of pollution by oil.

Annex II - Regulations for the control of pollution by noxious liquid substances.

Annex III - Regulations for the prevention of pollution by harmful substances in packaged forms.

Annex IV - Regulations for the prevention of pollution by sewage.

Annex V - Regulations for the prevention of pollution by garbage.

F. The Refuse Act: This act prohibits the throwing, discharging or depositing of any refuse into the navigable waters of the United States, its tributaries or on to adjoining shorelines. The Act is primarily criminal and does not contain civil sanctions. Although the term "refuse" has been interpreted to include oil, the primary enforcement tool for discharges of oil is the CWA. The administration and primary enforcement authority is the U.S. Army Corps of Engineers. As the primary maritime enforcement agency, the Coast Guard will assist the ACOE by conducting investigations and enforcement action. The MSO should contact the ACOE as soon as an investigation is initiated.

G. Superfund Amendments and Reauthorization Act (SARA). Public law 99-400 reauthorized CERCLA for another 5 years and added "right to know" legislation. Title II of SARA provides detailed provisions for community planning.

H. Ports and Waterways Safety Act (PWSA): The PWSA (33 USC 1221) provides the COTP with broad authorities to ensure a safe port.

1. Safety Zones: In many situations, including pollution response, the COTP is authorized to establish safety zones to limit access to water and shore areas. Only authorized persons, vehicles or vessels may enter a safety zone and persons in a safety zone shall obey the orders of the COTP.

2. Vessels/Facilities Operators: 33 CFR 160.101-115 provides the COTP with authority control vessels and facility operations to ensure the safety of vessels or facilities and the protection of navigable waters and resources therein.

I. Magnuson Act: This act provides the COTP with authority to ensure of security of vessels, harbors and waterfront facilities against sabotage or other subversive activities.

1. Security Zones: 33 CFR 6.04-06 authorizes the COTP to establish security zones to prevent damage or injury to any vessel or waterfront facility, to safeguard ports, harbors, territories or waters of the United States. Coast Guard policy is that safety zones will normally be established in lieu of security zones for purpose of environmental protection.

J. Intervention on the High Seas:

1. Coast Guard COMDTINST 16451.5 (series) provides guidance concerning vessel intervention actions taken in application of the Intervention of the High Seas Act.
2. Other Laws: CERCLA (42 USC 9604 (a) also provides implicit authority for intervention on navigable water.
3. Delegation of Authority: The authority to carry out interventions provisions of the CWA and CERCLA is delegated to the Commandant of the Coast Guard. This authority has not been further delegated. The Commandant is authorized to:
 - a. Coordinate and direct all public and private efforts directed at removal or elimination of threatened pollution damages.
 - b. Directly or indirectly undertake the whole or any part of any salvage or other action required.
 - c. Remove and, if necessary, destroy the ship and cargo that is the source of danger.
4. As soon as an intervention action is considered, refer to COMDTINST 16451.5A and consult the District Legal Officer.

1120 - Authority Provided by State Laws and State Policy:

A. Texas Natural Resource Conservation Commission (TNRCC)

1. Section 26.127 of the Texas Water Code establishes the TNRCC as the principal authority in the state on matters relating to quality of water. In addition, the Hazardous Substance Spill Control Prevention and Control Act (Chapter 26, Subchapter G, 26.262, Texas Water Code) stipulates that it is the policy of this state to prevent the spill or discharge of hazardous substances into the waters in the state and to cause the removal of any spills and discharges without undue delay. This subchapter shall be construed to conform with Chapter 40 of the Natural Resource Code.
 - a. Response: The TNRCC is the state's lead agency in spill response to certain inland oil spills, all hazardous substance spills, spills of other substances which may cause pollution, as well as any releases of substances which may adversely impact air quality. The TNRCC shall conduct spill response for state and shall otherwise administer the provisions of the Act. The Act also authorizes the Executive Director of the TNRCC to act independently if no On-Scene Coordinator is present or no action is being taken by agency of the federal government in response to a spill or discharge of oil, hazardous substances or other substances. The Executive Director's response may include actions to abate or remove the spill.
 - b. Removal: Under the authority of certain provisions of Chapter 361 of the Texas Health and Safety Code, the TNRCC has additional removal authorities with respect to cleanup of a release or threatened release of hazardous substances.
 - c. Superfund: The TNRCC has been designated by the Governor of Texas, in accordance with the provisions of CERCLA , (42 USC 9601); SARA,

(Public Law 99-499); CWA as amended (33 USC 1251); and the National Oil and Hazardous Substances Pollution Contingency Plan, (40 CFR Part 300), as the state's lead agency for "Superfund" activities and as one of the state's representatives to the federal Regional Response Team (RRT). In accordance with 40 CFR Part 300.32(b), the RRT serves as the regional body for planning and preparedness before a response action is taken and for coordination and advise during such actions.

d. Trusteeship: The Governor of Texas has designated the TNRCC as one of the 3 state trustees for damage assessment and restoration of the state's natural resources that may be affected by a spill, discharge or release. The TNRCC is designated trustee for air, surface water including sediments, groundwater, and drinking water resources. The TNRCC as a natural resource Trustee has the obligation to protect and preserve all trust resources of the State of Texas.

e. Municipal Hazardous Waste and Industrial Solid Waste Program: This program is implemented by 30 Texas Administrative Code and adopted under authority of the State Solid Waste Disposal Act. Under chapter 335 any person who conveys or transports hazardous waste by truck, ship, pipeline or other means shall clean up any hazardous waste discharge or take action, required or approved by TNRCC, so that the discharge no longer presents a hazard to health or environment. In addition, owners or operators of hazardous waste facilities must have a contingency plan to minimize release or discharge of hazardous waste incorporating by reference 40 CFR 264.

f. Storage Tanks: The TNRCC is authorized to take corrective action regarding owners/operators of aboveground or underground storage tanks whereby there is an actual or threatened release of a regulated substance from these tanks. This is authorized by 30 Texas Administrative Code (Chapter 334).

g. Texas Clean Air: The TNRCC is charged with safeguarding the state's air resources from pollution by controlling or abating air pollution and emissions of air contaminants. The TNRCC requires facilities to report any *major upset* condition. A major upset is defined as an unscheduled occurrence or excursion of a process or operation that results in an emission of air contaminants (See Texas Clean Air and 30 TAC 101.1)

B. Texas General Land Office (TGLO)

1. The Texas General Land Office is the state's lead agency for response to oil spills that enter or threaten coastal waters. State discharge response and cleanup operations resulting from unauthorized discharges of oil that enter or threaten to enter coastal waters are administered and directed by the TGLO pursuant to the Oil Spill Prevention and Response Act of 1991 (OSPRA), Texas Natural Resource Code 40.001.

a. Coastal Waters: OSPRA defines coastal waters as the waters and bed of Gulf of Mexico within the jurisdiction of State of Texas, including arms of Gulf of Mexico subject to tidal influence and any other waters contiguous thereto that are navigable by vessels with a capacity to carry 10,000 gallons or more of oil as fuel or cargo.

b. Unauthorized Discharge: OSPRA defines unauthorized discharge of oil as any

discharge of oil emanating from a vessel into waters adjoining and accessible from a vessel into waters adjoining and accessible from coastal waters, that is not authorized by a federal or state permit.

c. Discharge: OSPRA defines discharge of oil as an intentional or unintentional act or omission by which harmful quantities of oil are leaked, spill pumped, poured, emitted or dumped into or on coastal waters or at a place adjacent to coastal waters where, unless controlled or removed, an imminent threat of pollution to coastal waters exist.

d. Trusteeship: CERCLA, 42 USC 9601 of OPA '90, 33 USCA authorizes the Governor of Texas to designate the TGLO as a natural resource trustee.

e. Pipelines and Platforms: The Texas Natural Resource Code (Sect. 51.121 and 51.291) give the TGLO permitting authority over pipelines and platforms located on state lands and anti-pollution requirements built into TGLO contracts.

C. Texas Railroad Commission (RRC)

1. The RRC has spill response authority for spills or discharges from all activities associated with exploration, development or production, including storage or transportation of oil, gas and geothermal resources (Texas Natural Resource Code 85.042, 91.101 and 91.601). Spills or discharges from brine mining or surface mining are also under the jurisdiction of RRC.

a. Coastal Spills: Although the TGLO is the lead agency for oil spills into coastal waters, the RRC is the on-scene coordinator for spills of 240 barrels or less. (Texas Natural Resource Code 40.008).

b. Pipelines: The RRC has pipeline safety jurisdiction over pipelines carrying carbon dioxide, natural gas and hazardous liquids. (Texas Natural Resource Code, Ch. 117).

D. Texas Parks and Wildlife Department (TPWD)

1. The TPWD has the primary responsibility for protecting the state's fish and wildlife resources. Texas Water Code of the Texas Parks and Wildlife Code grants TPWD authority to investigate and take necessary action to identify the cause and party responsible for fish kill and pollution. TPWD estimates monetary value of lost resources and seek restoration through presentation of evidence to the agency responsible for permitting or through county or district court.

a. Trusteeship: The Governor of Texas designates TPWD as a natural resource trustee for biota (aquatic life, birds, wildlife, vegetation, etc.).

b. Department Lands: Such lands include state parks, wildlife management areas, and natural areas. Section 11.071 of Texas Parks and Wildlife Code authorizes the TPWD to regulate use of Department lands for oil gas and other mineral recovery.

c. Sand/Gravel: Chapter 86 of Texas Parks and Wildlife Code authorizes TPWD to regulate, control and protect marl and sand of commercial value and all gravel, sand and mudshell located within tidewater limits of the state and on islands within those limits. Also within freshwater areas of

the state, and islands within, not embraced by private land survey.

E. Texas Department of Public Safety (DPS)

1. DPS has adopted rules relating to reporting of all transportation incidents involving releases of reportable quantities of hazardous materials and on-site coordination of transportation emergencies on public roads and railroads (Texas Government Code, Ann. 411.018, Vernon Supp. 1990). These rules specify DPS's role in on-site coordination and outline a written report requirement for carriers involved in hazardous materials transportation incidents (see 37 TAC 3.101 AND 3.102).

a. On-Site Coordinator: The DPS official acts as on-scene coordinator during transportation incidents involving hazardous materials. DPS is responsible for on-site coordination of transportation emergencies for all unincorporated areas and may assume on-scene coordination role within cities when requested to do so by local government (37 TAC 3.101b). The DPS on-site coordinator is authorized to make emergency rules when normal operating procedures prove inadequate.(37 TAC 3.101 (d)).

F. Texas Department of Transportation (TxDOT)

1. The TxDOT and the TNRCC, as provided in 25.264 (f) of the Texas Water Code, have developed a contractual agreement whereby TxDot personnel, equipment and materials may be used in state-funded cleanup actions. All expenses and costs resulting from cleanup activities are subject to reimbursement from the Texas Spill Response Fund.

G. Governor's Division of Emergency Management

1. If a spill presents or threatens to become a disaster, the Governor of Texas may utilize the authority granted under the Texas Disaster Act of 1975, (Chapter 418, Vernon Supp. 1990), to make available and bring to bear all all resources of the state to prevent or lessen the impact of such a disaster. *Disaster* is defined as the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause or other public calamity requiring emergency action. An executive order from the governor activates the recovery and rehabilitation phase of the State of Texas Emergency Management Plan.

1130 - Local Response Policy

A. Local Emergency Planning Committees (LEPC's)

1. Establishment: Title III of the Superfund Amendment and Reauthorization Act (SARA) established Local Emergency Planning Committees. The Texas Emergency Response Commission defined jurisdiction of the LEPC's to coincide with county boundary lines. The LEPC's were established to gather information concerning the types, hazards and quantities of hazardous substances produced, used or transported within their county.

2. Emergency Response Plan: The LEPC's were also tasked with preparing such a plan. to ensure prompt notification of all involved parties and the public in case of a release, to evaluate the effect of the release on area and population, and to ensure close coordination of response efforts by member agencies and a clear delineation of the command structure.

3. Response: During an actual response situation the LEPC is not activated as a group. Instead, the agencies and organizations that make up LEPC will respond to the incident as directed in their individual plans and as requested in their mutual aid agreements.

4. Zones: The South Texas Coastal Zone encompasses nine coastal counties, each has it's own response plan. In all cases, the plan centers around the Emergency Operations Center, which would be activated in case of a major release.

5. Incident Commander (IC). The first official on-scene in a hazardous substance release will, in most cases, be fire dept., law enforcement, or emergency medical service personnel. The senior official on-scene will initially assume IC until relieved. In most cases the IC will be assumed by the senior fire official on-scene.

6. Emergency Operations Center (EOC): After initial assessment of the situation and hazards, the IC will determine whether activation of the EOC is necessary. When the EOC is operational the IC will direct response operations from that location.

7. South Texas Counties: Although similar in many ways, each LEPC's response plan differs in some details. The following is a discussion of major sections of each area's plans:

a. Cameron County: The Incident Commander will be the highest ranking fire official on-scene, assisted by Code-3. He establishes on-scene command post to ensure a coordinated response. The County Judge maintains overall direction and control of the response from EOC.

b. Willacy County: The Willacy County Emergency Management Coordinator will act as incident commander.

c. Kleberg County: The Kingsville City Manager will serve as the EOC Coordinator, assisted by the Assistant to the County Judge.

d. Nueces County: The District Fire Chief establishes the on-scene command post and assumes the role of IC. The EOC is established upon request of the IC.

e. San Patricio County: The San Patricio County Emergency Management Coordinator will act as the Incident Commander, assisted by the Fire Chief.

f. Refugio County: The Incident Commander will be the Fire Chief, assisted by the Assistant Fire Chief.

g. Calhoun County: The Incident Commander will be the ranking fire official on scene. He establishes an integrated on-scene command post to ensure a coordinated response. The County Judge maintains overall direction and control of the response from the EOC.

h. Matagorda County: The Incident Commander will be the Fire Chief, assisted by the Assistant Fire Chief.

i. Victoria County: The Incident Commander will be the highest ranking fire official on scene. The City Mayor maintains overall direction and control of the response from the EOC for any incidents that occur within the city limits of Victoria. The County Judge maintains overall direction and control of the response from the EOC for any incidents occurring in Victoria County outside the city limits.

B. Local Oil Spill Legal Authority and Responsibilities:

1. Corpus Christi:

a. Boats, Bays and Waterways: City of Corpus Christi, Code of Ordinance chapter 12, Boats, Bays and Waterways, sections 9 and 20, prohibit the discharge of oil, waste oil, bilge oil and other inflammables into Corpus Christi Bay, Nueces Bay and their tributaries. The Marina Superintendent is responsible for enforcement of these offenses.

b. Oil and Gas Wells: City of Corpus Christi, Code of Ordinances chapter 35, Oil and Gas Wells, section 113 provides that no person may permit crude oil or other petroleum products to overflow, leak drain out, escape or accumulate on any surface that may pollute any water or damage any publicly owned land. The Petroleum Superintendent is responsible for enforcement of these offenses.

c. Cleanup: The City of Corpus Christi is a member of the Corpus Christi Area Oil Spill Control Association (CCAOSCA), an Oil Spill Removal Organization (OSRO) cooperative, and contracts with them for reciprocal services from the Oil and Gas Well Division of the Fire Department.

2. Brownsville:

a. The Brownsville Ship Channel is outside the city limits. The channel falls under the jurisdiction of the Brownsville Navigation District of Cameron County.

b. Navigation District Ordinance 4, section 4, prohibits the discharge of any inflammable liquid, petroleum, petroleum products, coal, tar or bilge water into any of the waters situated within the territorial limits of the Brownsville Navigation District.

1200 - DEFINITIONS and ACRONYMS

A. Federal Department and Agency Title Abbreviations:

DHHS- Department of Health and Human Services
DOC- Department of Commerce
DOD- Department of Defense
DOE -Department of Energy
DOI - Department of Interior
DOJ - Department of Justice
DOL -Department of Labor
DOS -Department of State
DOT -Department of Transportation

EPA - Environmental Protection Agency
FEMA - Federal Emergency Management Agency
MARAD -Maritime Administration
NIOSH-National Institute for Occupational Safety and Health
NMFS -National Marine Fisheries Service
NOAA - National Oceanic and Atmospheric Administration
OSHA -Occupational Safety and Health Administration
USACOE -U.S. Army Corps of Engineers (CORPS)
USCG - U.S. Coast Guard
USDA - U.S. Department of Agriculture
USFWS -U.S. Fish and Wildlife Service
USMMS - U.S. Mineral Management Service
USN- U.S. Navy

B. Operational Title Abbreviations:

ALC -Advisory and Liaison Coordinator
CGD8 - Commander, Eighth Coast Guard District
COTP- Captain of the Port
DRAT- District Response Advisory Team
DRG -District Response Group
ERT- Environmental Response Team
GST- National Strike Force, Gulf Strike Team
LAST- Atlantic Area Strike Team (USCG)
JRT - Joint Response Team
MLCLANT - Maintenance and Logistics Command Atlantic (USCG)
MEP- Marine Environmental Protection Division (USCG)
MSO - Marine Safety Office (USCG)
MSSO - Marine Safety Satellite Office
NRC- National Response Center
NRT -National Response Team
NSF-National Strike Force
OCMI -Officer in Charge Marine Inspection
OSC -On- Scene Coordinator
PART - Public Affairs Response Team
PIAT- Public Information Assistance Team
RRC-Regional Response Center
RRT -Regional Response Team
SOSC - State On-Scene Coordinator
SSC- Scientific Support Coordinator
RP- Responsible Party

C. State of Texas Agency Title Abbreviations:

DEM-Department of Emergency Management
TxDOT - Texas Dept. of Transportation
TGLO -Texas General Land Office
RRC -Railroad Commission of Texas
SERC - State Emergency Response Commission
TDA-Texas Dept. of Agriculture
TDH-Texas Dept. of Health
TDPS-Texas Dept. of Public Safety
TNRCC -Texas Natural Resource Conservation Commission
TPWD -Texas Parks and Wildlife Department

D. Miscellaneous Abbreviations:

CERCLA -Comprehensive Environmental Response, Compensation and Liability Act
of 1980
COMDTINST-United States Coast Guard Commandant Instruction (copies available at
U.S. Coast Guard Marine Safety Office Corpus Christi)
CWA-Clean Water Act
CWA -Federal Water Pollution Control Act
GICW-Gulf Intracoastal Waterway
LEPC - Local Emergency Planning Committee
NCP - National Contingency Plan
NPFC - National Pollution Funds Center
OCSLA- Outer Continental Shelf Lands Act
OSLTF- Oil Spill Liability Trust Fund
OSPRA - Oil Spill Prevention and Response Act of 1991
OPA '90 -Oil Pollution Act of 1990
SARA - Superfund Amendments and Reauthorization Act
SPCC- Spill Prevention Control Countermeasures

E. ICS Abbreviations and Definitions:

AGENCY REPRESENTATIVE - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting their agency's participation at the incident. Agency Representatives report to the Liaison Officer.

AIR OPERATIONS BRANCH MANAGER - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

ALTERNATIVE RESPONSE TECHNOLOGIES (ART) - Response methods or techniques other than mechanical containment or recovery. ART may include use of chemical dispersants, in-situ burning, bioremediation or other alternatives. Application of ART must be authorized by the OSC.

ASSIGNED RESOURCES - Resources checked-in and work tasks on an incident.

AVERAGE MOST PROBABLE DISCHARGE - For a facility, it is a discharge of the lesser of 50 barrels or one percent of the volume of the worst case discharge. For a vessel, it is a discharge of the lesser of 50 barrels of oil or one percent of the cargo from the vessel during cargo oil transfer operations to or from the vessel.

BASE - That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collated with the base. There is only one base per incident.

BRANCH - That organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in Operations Section and between Section and Units in the Logistics Section.

CAMP - A geographical site, within the general incident area, separate from base, equipped and staffed to provide sleeping areas, food, water and sanitary services to incident personnel.

CHIEF - The ICS title for individuals responsible for command of functional services: Operations, Planning, Logistics and Finance.

COMMAND STAFF - The Command Staff consist of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants as needed.

COMMUNICATION UNIT - A vehicle (trailer or mobile van) used to provide the major part of an incident Communication Center.

COST UNIT - Functional unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates and recommending cost saving measures.

DEPUTY - A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as a relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff and Branch Commanders.

DEMOBILIZATION UNIT - Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident resources.

DIRECTOR - The ICS title for individuals responsible for supervision of a Branch.

DIVISION - That organizational level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Team and the Branch. (See also "Group").

DOCUMENTATION UNIT - Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to the incident.

EMERGENCY OPERATIONS CENTER (EOC) - A predesignated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an agency.

FACILITIES UNIT - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

FIELD OPERATIONS GUIDE (FOG) - A pocket-size manual of instructions on the application of the Incident Command System.

FINANCE SECTION - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

FOOD UNIT - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

GENERAL STAFF - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance Section Chief.

GEOGRAPHIC INFORMATION SYSTEM (GIS) - An electronic information system which provides a geo-referenced data base to support management decision making.

GROUND SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining and repairing vehicles, and the ground transportation of personnel and supplies.

GROUP - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division). Groups are located between Branches (when activated) and resources in the Operations Section.

HEALTH AND SAFETY PLAN (HASP) - Site specific document required by State and Federal OSHA regulations and specified in the Area Contingency Plan. The HASP shall at minimum address, include or contain the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations work plan, personnel training requirements, PPE selection criteria, site specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety conference for all incident participants and quality assurance of HASP effectiveness.

HELIBASE - A location within the general incident area for parking, loading fueling and maintenance of helicopters.

HELISPOT - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

INCIDENT ACTION PLAN (IAP) - The Incident Action Plan, which is initially incident strategy, and specific plans for the next operational period. When complete, the Incident Action Plans will have a number of attachments.

INCIDENT COMMANDER (IC) - The individual responsible for the management of all incident operations.

INCIDENT COMMAND POST (ICP) - That location at which the primary command

INCIDENT COMMAND SYSTEM (ICS) - A standardized on-scene emergency management concept specifically designed to allow it's user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

INFORMATION OFFICER (IO) - A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information on the incident. There is only one IO per incident. The IO may have assistants.

JOINT INFORMATION CENTER (JIC) - A facility established within or near Incident Command Post where the IO and staff can coordinate and provide information on the incident to the public, media and other agencies. The JIC is normally staffed with representation from OSC, SOSC and RP.

LEADER - The ICS title for an individual responsible for a Task Force/Strike Team, or functional unit.

LIAISON OFFICER (LO) - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

LOGISTICS SECTION - The Section responsible for providing facilities, services and materials for the incident.

MAXIMUM MOST PROBABLE DISCHARGE - For a facility, it is a discharge of the lesser of 1,200 barrels or ten percent of the volume of a worst case discharge. For a vessel, it is a discharge of 2,500 barrels of oil for vessels with an oil cargo capacity equal to or greater than 25,000 barrels; or ten percent of the vessel's oil cargo capacity for vessels with a capacity of less than 25,000 barrels.

MEDICAL UNIT - Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment for personnel.

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) - Predominant public domain response management system in use nationwide.

NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA) - The process of identifying and quantifying the resource impacts and evaluating the value of impacted resources for the purpose of restoration.

ON-SCENE COORDINATOR (OSC) - The Federal Official predesignated by the EPA or USCG designated to respond under Subpart "D" of the National Contingency Plan (NCP)

OPERATIONAL PERIOD - The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational periods can be various lengths, usually not over 24 hours.

OPERATIONS SECTION - Responsible for all operations directly applicable to the primary mission. Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch and Wildlife Branch.

OUT- OF SERVICE RESOURCES - Resources assigned to an incident but unable to respond for mechanical, rest or personnel reasons.

PLANNING SECTION - Responsible for the collection, evaluation and dissemination of tactical information related to the incident, and for the preparation and documentation of Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation and Demobilization Units as well as Technical Specialists.

PROCUREMENT UNIT - Functional unit within the Finance Section responsible for financial matters involving vendor contracts.

POLREP - Pollution report.

QUALIFIED INDIVIDUAL (QI) - The person authorized by the responsible party to act on their behalf, authorize expenditures, and obligate organization's resources.

REGIONAL RESPONSE TEAM (RRT) - The Federal response organization, consisting of representatives from selected federal and state agencies, which acts as a regional body responsible for planning and preparedness before an oil spill occurs and for providing advice to the OSC in the event of a major or substantial spill.

RESOURCES UNIT - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, The impact that additional responding resources will have on the incident, and anticipated resource needs.

SAFETY OFFICER (SO) - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

SECTION - That organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance. The Section level is organizationally between Branch and Incident Commander.

SITE SAFETY PLAN - Legal document required by OSHA before entry into site, prepared by Safety Officer.

SITUATION UNIT - Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of

the situation as it progresses. Reports to the Planning Section Chief.

SPAN OF CONTROL - The supervisory ratio of from three to seven individuals, with five to one being established as optimum.

SUPERVISOR - The ICS title for individuals responsible for command of a Division or Group.

SUPPORT BRANCH - A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Transportation Units.

TASK FORCE - A group of resources with the common communications and a leader assembled for a specific mission.

TEMPORARY FLIGHT RESTRICTIONS (TFR)-Temporary airspace restrictions for non-emergency aircraft in the incident area. TFR's area established by the FAA to ensure aircraft safety and are normally limited to a five-nautical mile radius and 2000 feet in altitude.

TIME UNIT - Functional unit within the Finance Section responsible for recording time for incident personnel and hired equipment.

UNIFIED COMMAND - In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

VESSEL SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for Vessel Routing Plan and coordinating transportation on the water and between shore resources.

WORST CASE DISCHARGE - For a facility or a deepwater port, it is the largest foreseeable discharge in adverse weather conditions. For a vessel, it is a discharge in adverse weather conditions of a vessel's entire oil cargo.

1300 -AREA COMMITTEE PURPOSE AND OBJECTIVES

A. Section 4202 of the Oil Pollution Act of 1990 (OPA '90) amended subsection (j) of Section 311 of the Federal Water Pollution Control Act (CWA) (33 USC 1321 (j)) to address the development of a National Planning and Response System. As part of this system, Area Committees have been established for each area designated by the President. These area committees are to be comprised of qualified personnel from Federal, State and local agencies. Each Area Committee, under the direction of the On-Scene Coordinator (OSC) for the area is responsible for developing an Area Contingency Plan (ACP), which when implemented in conjunction with the National Contingency Plan (NCP), should be adequate to remove the worst case discharge of oil or a hazardous substance, and to mitigate or prevent a substantial threat of such a discharge, from a vessel, offshore facility or onshore facility operating in or near the geographical area. Each Area Committee is also responsible for working with State and local officials to pre-plan for joint response efforts, dispersal, shoreline cleanup, protection of sensitive environmental area, and protection, rescue and rehabilitation of fisheries and wildlife. The Area Committee is also required to work with State and local officials to expedite decisions for the use of dispersants and other

mitigating substances and devices.

B. The functions of the designated areas, appointing Area Committee members, determining the information to be included in Area Contingency Plans, and reviewing and approving Area Contingency Plans, was delegated by Executive Order 12777 of 22 October 1991, to the Commandant of the U.S. Coast Guard (through the Secretary of Transportation) for the coastal zone and to the Administrator of the Environmental Protection Agency for the inland zone. The term "coastal zone" is defined in the current NCP (40 CFR 300.5) to mean all United States waters subject to the tide, U.S. waters of the Great Lakes, specified ports and harbors in inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The Coast Guard has designated as areas those portions of the Captain of the Port (COTP) zones that are within the coastal zone, for which the Area Committees will prepare Area Contingency Plans. The COTP zones are described in Coast Guard regulations (33 CFR Part 3).

1400-GEOGRAPHIC BOUNDARIES

A. Geographic Boundaries of COTP Corpus Christi. See Figure 1 for geographical area and assigned boundaries as detailed below.

1. The Corpus Christi Marine Safety Office is located on the second floor of the Government Plaza Building at 400 Mann Street, Corpus Christi, Texas.
2. The boundary of the Corpus Christi Marine Inspection Zone and Captain of the Port Zone starts at the junction of the sea and the east bank of the Colorado River; thence northerly along the East bank of the Colorado River to 29°18'N latitude, 96°07'W longitude; thence northwesterly to the southeast corner of New Mexico at 32°00'N latitude, 93°30'W longitude; thence easterly along the southern boundary Exclusive Economic Zone to 26°00'N latitude, 93°30'W longitude; thence along a line drawn 320 degrees true to the junction of the sea and the east bank of the Colorado River (33 CFR 3.40- 35).
3. The Supervisor for the Marine Safety Satellite Office in Brownsville, Texas shall respond to spills in the southern section of the COTP zone, covering the entire MSO zone south of latitude 27°00'N.
4. The Marine Safety Satellite Office in Port Lavaca, Texas, is responsible for responding to all spills in the northern section of the COAPT zone from the north bank of Copano Creek and Copano Bay, including the barrier islands offshore. It includes the city of Lamar and vessels operating out of Lamar, Blackjack Peninsula, the Aransas National Wildlife Refuge, the Victoria Barge Canal and Port O'Connor. The coastal zone is divided by a line drawn from the intersection of Matagorda Island and Cedar Bayou Southwest to the intersection of 28°00'N latitude to the intersection of 28°00'N latitude, then east along 28°00'N latitude to the intersection of 95°20'W longitude.
5. Interior State responsibility is generally defined as the area to the east of Routes 77, 175, and 59.

1500- RESPONSE SYSTEMS

1510 - National Interagency Incident Management System (NIIMS) Incident Command System (ICS)

A. In accordance with COMDTINST 16471.1 the NIIMS based ICS shall be adopted for response to oil and hazardous substance incidents in order to standardize response management within the Coast Guard marine safety field.

B. The Coast Guard ICS organization structure will, whenever possible and practical, incorporate a Unified Command structure in place of the individual Incident Commander. The Unified Command includes the predesignated Federal On-Scene Coordinator (OSC), the predesignated State Incident Commander (IC) representing state and local response agencies, and the Responsible Party (RP). The Unified Command is responsible for the overall management of the incident with the OSC retaining ultimate authority. Some incidents will call for other organizations to be represented in the UC. For example, the local fire department when an incident includes both pollution and fire, or other law enforcement organizations in a pollution incident associated with sabotage.

C. See COMDTINST 16471.1 for more information concerning Coast Guard ICS.

1520 - National Response System:

A. Purpose: The National Response System (NRS) (see figure 1) was developed to coordinate all government agencies with the immediate and effective clean up response strategy for environmental protection, in a focused response strategy for the immediate and effective clean up of oil or hazardous substance discharge. The NRS of a three tiered response and preparedness mechanism that supports the predesignated OSC in coordinating national, regional, local government agencies, industry and responsible party during responses.

B. The U.S. Coast Guard: The Coast Guard provides the NRT vice-chair, CO-chairs for the standing RRT's, and serves as predesignated OSC's for the coastal zone, as described in 40 CFR 300.120 (a) (1). The Coast Guard is tasked with responding to all and hazardous substance releases into or, threatens to go into, navigable waters within the coastal zone. Additionally, offers expertise in domestic and international fields of port safety and security, maritime law enforcement, ship navigation and construction, and the manning, operation and safety of vessels and marine facilities.

C. The Environmental Protection Agency (EPA): The EPA chairs the NRT and co-chairs various RRT's with the Coast Guard. EPA provides expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants, and environmental pollution control techniques.

D. The Federal Emergency Management Agency (FEMA): FEMA provides guidance, policy and program advice and technical assistance in hazardous materials, chemical and radiological emergency preparedness activities (including planning, training and exercising). FEMA is a primary point of contact for administering financial and technical assistance to State and local governments to support their efforts to develop and maintain an effective emergency management and response capability. In the event of a declaration of a major disaster or emergency by the President, FEMA will activate the Federal Response Plan. The Federal Coordinating Officer, designated by the President, will implement the Federal Response Plan and coordinate and direct emergency assistance and disaster relief efforts. At a hazardous materials response site, FEMA's Federal Coordinating Officer will coordinate all disaster or emergency actions with the On-Scene Coordinator. FEMA shall also provide relocation of residents, and community facilities or temporary evacuation and housing of threatened individuals not otherwise provided for under Section 104 (a) of CERCLA.

E. Department of Defense (DOD): The DOD shall plan and handle all spills and releases from any facility or vessel under DOD control. In addition, DOD may also upon request of the OSC, provide locally deployed U.S. Navy oil spill equipment and provide assistance to the OSC. The following two branches of DOD have particularly relevant expertise:

1. The U.S. Navy is the Federal agency most knowledgeable and experienced in ship

salvage, shipboard damage control and diving. The Superintendent of Salvage (SUPSALV) has an extensive array of specialized equipment and personnel available for use in these areas, as well as specialized containment, collection and removal equipment, specifically designed for salvage-related and open sea pollution incidents.

2. The U.S. Army Corps of Engineers (COE) has specialized equipment and personnel for maintaining navigation channels, for removing navigation obstructions, for accomplishing structural repairs, and for performing maintenance to hydropower electric generating equipment.

F. Department of Energy (DOE): DOE generally provides advice and assistance for emergency actions essential for the control of immediate radiological hazards.

G. Department of Agriculture (DOA): The DOA is a Federal resource manager. Several agencies within this department may play an important role during certain spills:

1. Forest Service
2. Soil Conservation Service
3. Food and Safety Inspection Service
4. Animal and Plant Health Inspection Service

H. Department of Commerce (DOC): DOC, through NOAA, has jurisdiction over and provides scientific support for response and contingency planning in coastal and marine areas, including assessments of hazards that may be involved, predictions of movement and dispersion of oil and hazardous substances through trajectory modeling, and information on the sensitivity of coastal environments to oil and hazardous substances. Also provides expertise on and has jurisdiction over living marine resources and their habitats, including endangered species. NOAA also provides information on actual and predicted meteorological, hydrological, and oceanographic conditions for marine, coastal, and inland waters. NOAA is a Federal trustee for living and non-living natural resources in coastal and marine areas. Natural resources of concern to NOAA include:

1. All life stages, wherever they occur, of fishery resources of the exclusive economic zone (EEZ) and continental shelf.
2. Anadromous and catadromous species throughout their ranges.
3. Rivers and tributaries to rivers that historically or presently support anadromous species.
4. Federally "endangered" or "threatened" species including designated critical habitat and marine mammals for which NOAA has assigned responsibility.
5. Tidal wetlands, salt marshes, estuaries, and other important habitat supporting fishery and marine resources.
6. Living and non-living resources of the National Marine Sanctuaries and National Estuarine Research Reserves.

I. Department of Health and Human Services (HHS): HHS provides health risk assessment support, including field response personnel. This support is provided through the Agency for Toxic Substances and Disease Registry (ATSDR). Their emergency response personnel are

available 24 hours a day throughout the week to provide this support. Questions related to suspected acute overexposures can be addressed by the ATSDR in order to determine facilities which are properly staffed and equipped to evaluate such cases, and to coordinate medical evaluation procedures with local health care facilities.

J. Department of Interior (DOI): DOI may be of particular interest to community response organizations. It has expertise on (and jurisdiction over) a variety of natural resources, Federal lands, Federal waters, certain aspects related to native American lands, and certain jurisdictions related to U.S. territories. The following bureaus and offices have relevant expertise as follows:

1. Fish and Wildlife Service - Anadromous and certain fishes and wildlife, including endangered and threatened species, migratory birds, and certain marine mammals; waters and wetlands; contaminants affecting habitat resources; and laboratory research facilities.
2. Geological Survey - Geology, hydrology (ground water and surface water), and natural hazards.
3. Bureau of Indian Affairs - Coordination of activities affecting Indian lands and assistance in identifying Indian tribal government officials.
4. Bureau of Land Management - Minerals soils, vegetation, wildlife, habitat, archaeology, wilderness and hazardous materials.
5. Minerals Management Service - Manages and regulates offshore oil, gas, and other mineral extraction activities in Federal waters on the Outer Continental Shelf.
6. Bureau of Mines - Performs analysis and identification of inorganic hazardous substances and technical expertise in metals and metallurgy relevant to site cleanup.
7. National Park Service - Provides biological and general natural resources expert personnel at park units.
8. Bureau of Reclamation - Operation and maintenance of water projects in the west, engineering and hydrology.

K. Department of Justice (DOJ): DOJ can provide expert advice on complicated legal questions arising from discharges or releases, and Federal agency responses. In addition, the DOJ represents the Federal government in litigation relating to such discharges or releases.

L. Department of Labor (DOL): Through OSHA, DOL has authority to conduct safety and health inspections of hazardous waste sites to assure that employees are being protected and to determine if the site is in compliance with OSHA regulations. OSHA regulations related to spill response can be found in Title 29 CFR 1910.120 (HAZWOPER regulations).

M. Department of Transportation (DOT): DOT provides response expertise pertaining to transportation of oil, or hazardous substances by all modes of transportation. Through the Research and Special Programs Administration (RSPA), DOT offers expertise in the requirements for packaging, handling and transporting regulated hazardous materials.

N. Department of State (DOS): DOS will lead in development of international joint contingency plans. DOS will also help to coordinate an international response when discharges or releases cross international boundaries or involve foreign flag vessels. Additionally, DOS will coordinate requests for assistance from foreign governments and U.S. proposals for conducting research at

incidents that occur in waters of other countries.

O. The Nuclear Regulatory Commission (NRC): NRC will respond as appropriate, to releases of radioactive materials and is the key agency in dealing with radiological pollution.

P. General Service Administration (GSA): GSA plays an essential role in providing facility and related logistical support for the response organization.

Q. On-Scene Coordinator: The NRS supports the responsibilities of the OSC under the CWA's Federal removal authority. The OSC plans and coordinates response strategy on scene, using the support of the National Response Team (NRT), Regional Response Team (RRT), and responsible parties as necessary, to supply the needed trained personnel, equipment and scientific support to complete an immediate and effective response to any oil or hazardous substance discharge.

R. Unified Command: The NRS is designated to support the OSC and facilitate responses to a discharge or threatened discharge of oil or a hazardous substance. The NRS is used for all spills, including a Spill of National Significance (SONS). When appropriate, the NRS is designated to incorporate a unified command and control support mechanism (Unified Command) consisting of OSC, the State Incident Commander (IC), and the Responsible Party's Incident Manager. The unified command structure allows for a coordinated response effort which takes into account the Federal, State, local and responsible party concerns and interests when implementing the response strategy. A unified command establishes a forum for open, frank discussions on problems that must be addressed by the parties with primary responsibility for oil and not usually who interface with the command structure through the Liaison Officer or the State representative. When a unified command is used, Joint Operations Center and Joint Information Bureau is established. The Joint Operations Center should be located near and convenient to the site of the discharge. All responders (Federal, State, local and private) should be incorporated into the OSC's response organization at the appropriate level.

S. A Spill of National Significance (SONS) is that rare, catastrophic spill event that captures the nation's attention due to its actual damage or significant potential for adverse environmental impact. A SONS is defined as a spill that greatly exceeds the reasonable capability at the local and regional levels, and which, due to its size, location, and actual or potential for adverse impact on the environment is so complex, it requires extraordinary coordination of Federal, State, local and private resources to contain and clean up. The Commandant of the Coast Guard or the Administrator of the EPA can declare a SONS. The response to a SONS event must be a coordinated response that integrates the OSC's response organization with the SONS response organization.

1. SONS Declaration and Area Command Activation: The Commandant of the Coast Guard alone is empowered to declare a SONS in the coastal zone, taking into account environmental risks, weather conditions, response capabilities, and the amount, of product spilled. A Coast Guard Area or District Commander may recommend to the Commandant that a SONS be declared. Factors to be considered in declaring a SONS might include:

- a. Multiple OSC zones, districts, or international borders may be affected;
- b. Significant impact or threat to the public health and welfare, wildlife, population, economy an/or property over a broad geographic area;
- c. Protracted period of discharge an/or expected cleanup;
- d. Significant public concern and demand for action by parties associated with the event; and,

e. The existence of , or the potential for, a high level of political and media interest. Once the Commandant declares a SONS, the following actions will occur.

a. An Incident Area Commander will be designated.

b. Other Departments/Agencies will be notified.

c. A unified Area Command will be established.

d. All pre-designated ICS Area Command staff personnel will be placed on immediate alert.

The Incident Area Commander will have overall responsibility for the incident strategic management and will ensure the following:

a. Incident Commanders (OSCs) covered by the Area Command are notified that an Area Command is being established.

b. The Incident Area Command team consists of the best-qualified personnel with respect to their functional areas. The functions of Area Command require personnel that have experience in, and are qualified to oversee, complex response situations.

c. The Incident Area Command organization operates under the same basic principles as does the Incident Command System.

d. The Incident Area Command organization is kept as small as possible. The Incident Area Command organization will typically consist of the Incident Area Command and Incident Area Command Logistics Chief, Planning Chief, Resources Unit Leader, Situation Unit Leader, Information Officer and Liaison Officer. Flexibility exists to add a Finance Chief and/or a Chief of Staff.

2. General Organizational: Incident Area Command is an organization established to oversee the management of a very large incident that has multiple Incident Command Response Organizations assigned to it. If the incidents under the authority of the Incident Area Command are multi-jurisdictional, a Unified Incident Area Command should be established. This allows each jurisdiction to have representation in the Area Command. Representatives to the Incident Area Command would typically be at the highest executive levels within a responding organization such as a state governor or direct representative, and CEO or President of the affected commercial entity.

For the incident(s) under its authority, Incident Area Command has the responsibility to:

a. Set the overall incident related strategic priorities.

b. Allocate critical resources based on those priorities.

c. Ensure that the incident is properly managed.,

d. Ensure that incident objectives are met, and do not conflict with each other or with agency policy.

When an Incident Area Command is established, Incident Commanders (OSCs), will report to the Incident Area Commander. The Incident Area Commander is accountable to the Commandant.

Although the general concept for a nationally significant response involves an oil spill, major natural disasters such as earthquakes, floods, or hurricanes create a large number of incidents affecting multi-jurisdictional areas. Due to their size and potential impact, these incidents provide an environment for the use of Incident Area Command as deemed appropriate by the lead federal agency.

In situations where multiple incidents are occurring, the use of an Incident Area Command makes the jobs of OSCs more manageable for the following reasons:

- a. Much of the inter-incident coordination normally required of each OSC will be accomplished at the Incident Area Command level. Using an Incident Area Command organization allows the OSCs and their response organization to focus their attention on their assigned incident.
- b. Incident Area Command sets priorities between competing OSC objectives and resource needs.
- c. Incident Area Command ensures that established agency policies, priorities, constraints, and guidance are made known to the respective Incident Commanders.

It is important to remember that Incident Area Command does not replace the Incident Command level ICS organization or functions.

Incident Commanders under the designated Incident Area Commander, are responsible to and should be considered as part of, the overall Incident Area Command organization. They must be provided adequate and clear delegation of authority.

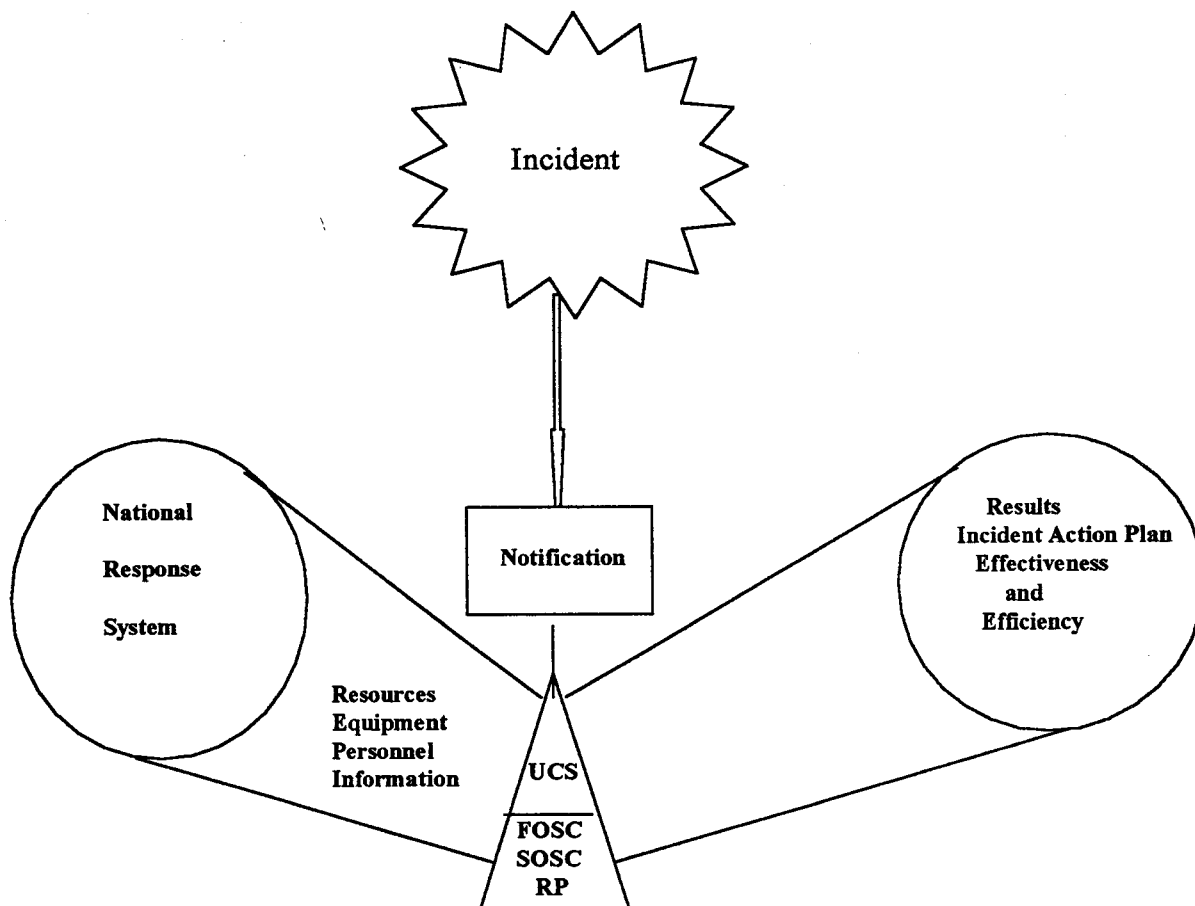
3. Suggested organization structure can be found in COMDTINST 16465.1.

T. Federal Response Plan: A SONS may activate the Federal Response Plan if a Presidential disaster or emergency is declared. When the Federal Response Plan is activated, which involves 27 federal departments and agencies, it will provide additional federal response resources as needed. The Federal Response Plan will not supplant the National Contingency Plan nor take its place. It is designated to work in concert with the NCP and to compliment its function. The Federal Response Plan establishes a foundation for coordinating Federal assistance to supplement state and local response effort to save lives, protect public health and safety and protect property.

U. Emergency Response Functions: The delivery of Federal assistance is facilitated through 12 annexes of the Emergency Response Functions (ESFs). Each ESF describes a single functional area of response activity such as transportation, communications, public works, fire fighting, information and planning, mass care, resources support, health and medical services, urban search and rescue hazardous materials and food. One of the annexes, ESF-10: Hazardous Materials, addresses the releases of oil and hazardous substances that occur as a result of a catastrophic event, and incorporates preparedness and response actions carried out under the NCP. EPA serves as the Chair of ESF-10 and is responsible for overseeing all preparedness and response actions associated with ESF-10 activities. All NRT/RRT department agencies serve as support agencies to ESF-10.

NATIONAL RESPONSE SYSTEM CONCEPTS

1500 - Figure 1.



1530 - State Response System:

A. State On-Scene Coordinator (SOSC): The State of Texas has three agencies with spill response leadership duties. Upon notification of a spill, the appropriate agency will act as the SOSC and ensure that response activities are consistent with the National Contingency Plan, State Contingency Plan, Area Contingency Plan, and other applicable plans.

1. **Texas General Land Office (TGLO):** TGLO is the SOSC for response to refined oil spills that enter or threaten coastal waters. TGLO will act as SOSC for spills of 240 barrels or more of crude oil into coastal waters from an exploration or production activity or from a crude oil pipeline. More details regarding TGLO are outlined in Section 1120 (B) of this ACP.
2. **Texas Natural Resource Conservation Commission (TNRCC):** TNRCC is the STATE IC during Inland oil spills, except crude oil discharges related to oil or gas exploration, development or production. More details regarding TNRCC functions are outlined in Section 1120 (A) of this ACP.
3. **Railroad Commission of Texas (RRCT):** RRCT acts as the SOSC during spills or discharges of less than 240 barrels of unrefined oil and natural gas related to exploration, development or production of oil, gas and geothermal resources. Spills from brine mining or surface mining are also under RRCT jurisdiction. More details regarding RRCT are outlined in Section 1120 (C) of this ACP.

B. Trusteeship: TGLO, TNRCC and Texas Parks and Wildlife Dept. have been designated by the Governor as natural resource trustees. Details regarding these trusteeships are outlined in Section 1120 (A) (1) (d), (B) (1) (d), and (D) (1) (a).

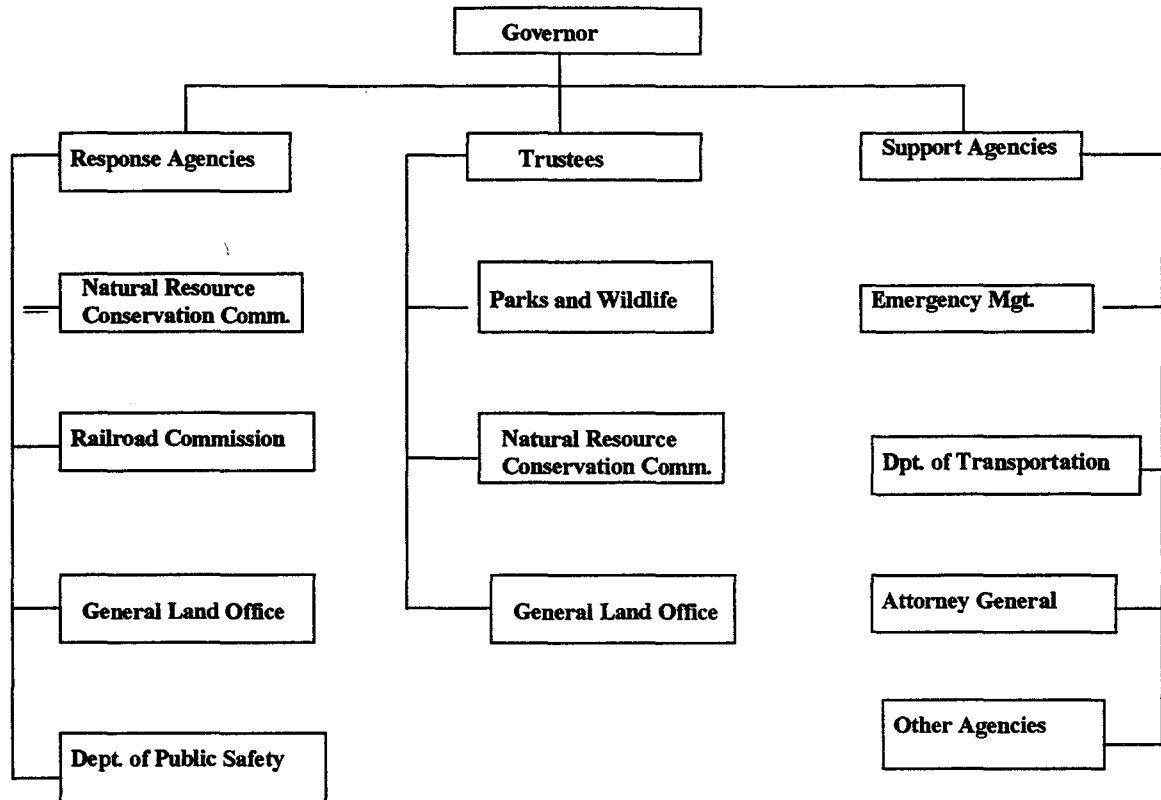
C. Other Involved Agencies:

1. **Texas Department of Health (TDH)** responds to oil spills in the marine environment to determine the effect on marine species which might be consumed as human food. They also have additional concerns regarding emergency management, solid waste disposal, as a result of cleanup activities and potential direct human health effects from exposure to spilled material.
2. **The Texas Historical Commission** is a state agency that can provide guidance in protecting cultural resources such as archeological sites in the event of an oil spill.

D. Support Structure: The Division of Emergency Management (DEM) will ensure that State resources are available for use by the SOSC. When required, DEM will ensure the staffing and activation of the State Emergency Operations Center in Austin. This operation center will serve as the primary support network for the SOSC, who in turn can provide the support necessary to assist the OSC and the responsible party. Within the emergency operations center structure, The Disaster will be utilized as a conduit to and from the local community. As an example of the support that can be provided by the State, meteorological information will be provided by the TNRCC; legal and criminal enforce assistance can be provided by the Attorney General; heavy equipment can be provided by Texas Dept. of Highways; and aerial assistance can be provided by the Aircraft Pooling Board. See figure 2 for Texas Response System diagram.

STATE OF TEXAS RESPONSE SYSTEM

1500 - Figure 2



1540-Local Area Response System:

A. Assignment of Staff Functions:

1. Responsibilities during an oil pollution response will be organized in general agreement with the Incident Command System (ICS). Individuals will be assigned from Federal, State and local levels with respect to areas of expertise.
2. An average most probable discharge will be responded to initially by pollution investigators dispatched by the OSC and SOSC. If removal operations are feasible and responsible party isn't taking appropriate action and is unlikely to take timely action if directed, then the Federal Government may assume direct control of removal operations. In this case the CG Chief, Marine Environmental Response Section, MSO Corpus Christi will be called into the office to obtain a Federal project number and coordinate the response effort. As an alternative, if agreed upon, the State may assume direct control of removal operations and utilize the Coastal Protection Fund for clean up. Due to the limited anticipated impact from a spill of this size it is not expected that the local response will escalate significantly beyond this. Notification to the other agencies, as necessary, will be conducted, and removal operations will be carried out as needed.
3. A maximum most probable discharge will be responded to initially by the pollution investigators dispatched by the OSC and SOSC. The TNRCC and the TPWD will be notified of the incident and their assistance requested in assessing the impact and established containment and removal protocols. The Scientific Support Coordinator (SSC) will be requested to advise the OSC/SOSC. The Coast Guard Gulf Strike Team (GST) will be requested to assist in monitoring clean up operations and documentation. The Eighth Coast Guard District Public Affairs Response Team (PART) will be requested, if media interest necessitates, to assist in coordinating the public affairs effort. Assistance would be requested from the Coast Guard Group Corpus Christi to provide aircraft and vessels for site evaluation, boom placement, and aids to navigation. In addition, the following agencies might be contacted depending on the location and complexity of the needed response effort:
 - a. City Emergency Management Coordinator - for spills within city limits.
 - b. Local Emergency Planning Committee Coordinator - for spills that occur in their county when their assistance is needed.
 - c. Aransas National or Laguna Atascosa Wildlife Refuge Manager - for all spills that may have an impact on the Wildlife Refuge(s).
 - d. Naval Supervisor of Salvage - for any type of salvage assistance, if needed.
 - e. Coast Guard National Strike Force (NSF): The NSF would provide the Public Information Assist Team and coordinate the provision of additional personnel and equipment resources from the Pacific and Atlantic Strike Teams as requested.
 - f. The Eighth Coast Guard District Disaster Control Group (DCG) and District Response Advisory Team (DRAT): These teams will assist in

the provision of additional personnel and equipment from other Eighth Coast Guard District units. Commander Coast Guard Forces (CCGF) may be stood up to assume operational control of Coast Guard assets and should be included in the ICS if not already involved.

g. U.S. Fish and Wildlife Service (USFWS): The USFWS will assist in the evaluation of the danger to and impact on area waterfowl and wildlife. They will also oversee bird hazing, recovery and cleaning operations.

4. A worst case discharge will be responded to initially in much the same way as a maximum most probable discharge described above. The ICS will be fully implemented.

B. Coast Guard/Navy Cooperation:

1. The United States Coast Guard and United States Navy have an interagency agreement outlining the conditions and procedures under which one service can request equipment or technical advice from the other. Requests for assistance will be made through the agency's member of the RRT, however, to get the ball rolling for use of local Navy assets, contact the Chief of Naval Air Training (CNATRA) located at Naval Air Station in Corpus Christi, Texas. Detailed procedures on how to request assistance is covered in the Coast Guard Commandant Instruction 16450.3A, Interagency Agreement Between the U.S. Navy and U.S. Coast Guard for Cooperation in Oil Spill Cleanup Operations and Salvage Operations.

2. The Navy agrees to furnish the following resources consistent with availability and operational commitments as determined by the Navy:

- a. Salvage equipment and specialized oil spill control and cleanup equipment
- b. Salvage, diving and oil spill control consultation, evaluation, planning and operational services.
- c. Naval craft, vessels and aircraft.

3. The Coast Guard agrees to furnish the following resources consistent with availability and operational commitments as determined by the Coast Guard:

- a. Oil spill consultation, evaluation, planning and operational services.
- b. Specialized oil spill control and cleanup equipment.
- c. Coast Guard craft, vessels and aircraft.

C. Investigations: The Coast Guard and appropriate State response agency conduct investigations to determine the causes of spills and whether any other actions or violations of law contributed to the spill and gather evidence to support civil/administrative penalty cases. They coordinate their efforts with Federal, State, and local law enforcement agencies.

* This plan recognizes that the Federal and State Governments both have an interest in enforcing their laws, but that whenever possible joint investigations should be conducted. Because of possible restrictions on the use of evidence collected in the course of the

Coast Guard casualty investigation, in a subsequent criminal prosecution, the law enforcement investigations (including Coast Guard civil penalty investigation) may need to be kept separate from the casualty investigation.

* The Coast Guard will ensure that proper chains of custody are maintained on any evidence seized and statements collected during one of its investigations and will make this evidence available to any law enforcement agency that has a need for the evidence.

* Because the responsible party or potential defendant may have the right to conduct independent test of any samples obtained during the law enforcement investigation split samples will be maintained, whenever possible, by the Coast Guard. The need for split samples will be communicated to the Coast Guard Central Oil Identification Laboratory whenever samples are sent for analysis.

* However, before allowing personnel working on the law enforcement investigation to have access to any statements obtained by an individual working on the casualty investigation, the Coast Guard may seek a legal opinion from the District Legal Officer on whether disclosure of a specific statement might jeopardize a future criminal prosecution of the individual making the statement. Normally any statements or evidence obtained by a casualty investigator will be provided to an individual working on law enforcement investigation.

1. Law Enforcement Investigation:

a. Most small or medium spills will be conducted by a Coast Guard pollution investigator and/or a response officer from the TGLO Oil Spill Prevention and Response program. Any evidence obtained will be shared with the other agency to reduce, to the extent practicable and consistent with the agency's responsibilities, duplication of effort and burden on the public.

b. The Coast Guard will assign an investigating officer from the MSO, who will be assisted by a pollution investigator and the Coast Guard special agent assigned to Corpus Christi, to conduct the initial law enforcement investigation of a maximum most probable or a larger spill, and maintain custody of any evidence that is obtained, including pollution samples.

c. Any evidence obtained will be made available to any law enforcement agency needing the evidence for prosecution.

d. Individuals working on the law enforcement investigation should not participate in interviews conducted by the casualty investigators, nor should any individual working on the criminal investigation direct a casualty investigator to interview any specific witness or gather any specific items of evidence. Separate interviews should be conducted of witnesses. If an interview could be considered a "custodial interrogation," appropriate warnings should be given.

e. If the results of the initial law enforcement investigation reveals possible criminal misconduct, under either Federal or State laws, the Coast Guard special agent will notify, as appropriate:

- * Coast Guard District Legal Officer
- * U.S. Attorney, Southern District of Texas.
- * Environmental Protection Agency.

- * Attorney General State of Texas.
- * Texas Dept. of Public Safety.
- * Appropriate District Attorney, with jurisdiction over the location where the incident occurred.
- * Sheriff of county where incident occurred.
- * TGLO Regional Manager.
- * TNRCC Regional Manager.

f. Before a case involving criminal misconduct, is formally referred for criminal prosecution or administrative/civil penalty action, a determination on whether to hold an incident specific Law Enforcement Coordinating Committee meeting will be made by polling the agencies listed above.

g. If any law enforcement agency desires to participate in the investigation, they will be afforded the opportunity to do so, but they should coordinate their law enforcement efforts with the Coast Guard to ensure that the agencies are not working at cross purposes or unduly interfering with salvage or cleanup efforts. The Coast Guard will provide a technical/safety advisor to assist in any vessel boarding that the other law enforcement agency needs to conduct.

2. Casualty Investigations:

a. The Coast Guard will conduct a separate casualty investigation using an investigating officer from the MSO. If additional investigatory assistance is needed, a request will be made to obtain a trained investigating officer from another MSO.

b. The assigned casualty investigating officer will also assist any Marine Board of Investigation or NTSB hearing that may be called as a result of the incident.

1600-RESPONSIBLE PARTY

A. OPA '90: Under OPA '90, the responsible party has primary responsibility for cleaning up an unauthorized discharge. Section 4201 (a) of OPA '90 states that an owner or operator of a tank vessel or facility required to conduct oil spill cleanup efforts shall be in accordance with the National Contingency Plan, Area Contingency Plan, and applicable facility or vessel response plans. Section 4202 of OPA '90 states that these response plans shall:

1. Be consistent with the requirements of the National Contingency Plan and Area Contingency Plan.
2. Identify the qualified individual having full authority to implement removal actions, and require immediate communications between that individual and the appropriate Federal official and the persons providing personnel and equipment pursuant to clause (iii).
3. Identify, and ensure by contract or other means approved by the President, the availability of private personnel and equipment necessary to remove to the maximum extent practicable a worst case discharge (including a discharge resulting from a fire or explosion), and mitigate or prevent a substantial threat of such a discharge.

4. Describe the training, equipment testing, periodic unannounced drills, and response actions on persons on the vessel or at the facility, to be carried out under the plan to ensure the safety of the vessel or a facility and to mitigate or prevent the discharge, or the substantial threat of such a discharge;

5. Be updated periodically; and

6. Be resubmitted for approval of each significant change.

B. Facility and Tank Vessel Response Plan Regulations: Each owner or operator of a tank vessel or facility required by OPA '90 to submit a response plan shall do so under applicable regulations. Facility and tank vessel response plan regulations, including plan requirements, are located in 33 CFR 154 and 155, respectively.

C. Removal Costs and Damages: As defined in OPA '90, each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge, into or upon the navigable waters or adjoining shorelines or the Exclusive Economic Zone is liable for the removal costs and damages specified in subsection (b) of section 1002 of OPA '90. Any removal activity undertaken by a responsible party must be consistent with the provisions of the NCP, the Regional Contingency Plan (RCP), the Area Contingency Plan, and the applicable response plan required by OPA '90. If directed by the OSC at any time during removal activities, the responsible party must act accordingly.

D. CERCLA: Each responsible party for a vessel or facility from which a hazardous substance is released, or which poses a threat of a discharge, is liable for removal costs as specified in the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) (42 USC 9601 et. seq.).

E. Response Action: In the event of an actual or threatened unauthorized discharge, it is the duty of the responsible party to initiate immediate response action, or to ensure that the person-in-charge will initiate an immediate response action. The responsible party or person-in-charge must inform the NRC and/or the local Coast Guard Office and the TGLO of the strategy for responding to the unauthorized discharge. The response strategy and any proposed deviations from the facility plan will be developed and reviewed by the Unified Command on a regular basis throughout the response operations.

1. The OSC/IC may determine that the responsible person is unknown or appears unwilling or unable to respond adequately to the discharge, including reasonably foreseeable worst case scenarios of the discharge.

a. The OSC/IC may also initiate response actions, either in addition to or in lieu of further response action by the responsible party.

2. The OSC/IC as soon as possible after the determination of inadequate response will notify the responsible party or person acting as responsible party of the inadequacy of the response and inform them of the intended corrective action.

3. A determination that the responsible party appear unwilling or unable to respond adequately will be made by evaluating the resources committed to response, the degree of cooperation with direction of the on-scene coordinator, the ability to commit further resources, and adherence to response and contingency plans.

4. The responsible party or any one acting on their behalf must notify the OSC and the IC if the person intends not to comply with, or has not complied with OSC/IC response orders or actions. The OSC/IC may determine that the person has unreasonably failed to comply with Fed/State response actions if noncompliance is any reason other than an objective and reasonable belief that compliance unavoidably conflicts with Federal requirements or poses an unjustifiable risk to public safety or natural resources. Any failure to comply may be grounds for a determination of inadequate response.

5. The responsible party must orally state the reasons for noncompliance with an order of the IC and must give written justification for the refusal within 48 hours as required by the Oil Spill Prevention and Response Act of 1991.

2000 - COMMAND

TABLE OF CONTENTS

2100 Command Structure - Unified Command

2110 Command and General Planning Staff Cycle Guide

2200 Command/Staff Elements: Roles and Responsibilities

2210 On-Scene Coordinator (OSC)

2220 State On Scene Coordinator (IC)

2230 Representative of Responsible Party (RP)

2240 Information Officer (IO)

2240.1 Joint Information Center (JIC)

2240.2 Media Contacts

2250 Safety Officer (SO)

2260 Liaison Officer (LO)

2270 Agency Representatives (AR)

2280 National Resource Damage Assessment Unit (NRDA)

2280.1 Statutory Authority/Agreements

2280.2 Trustee Objectives

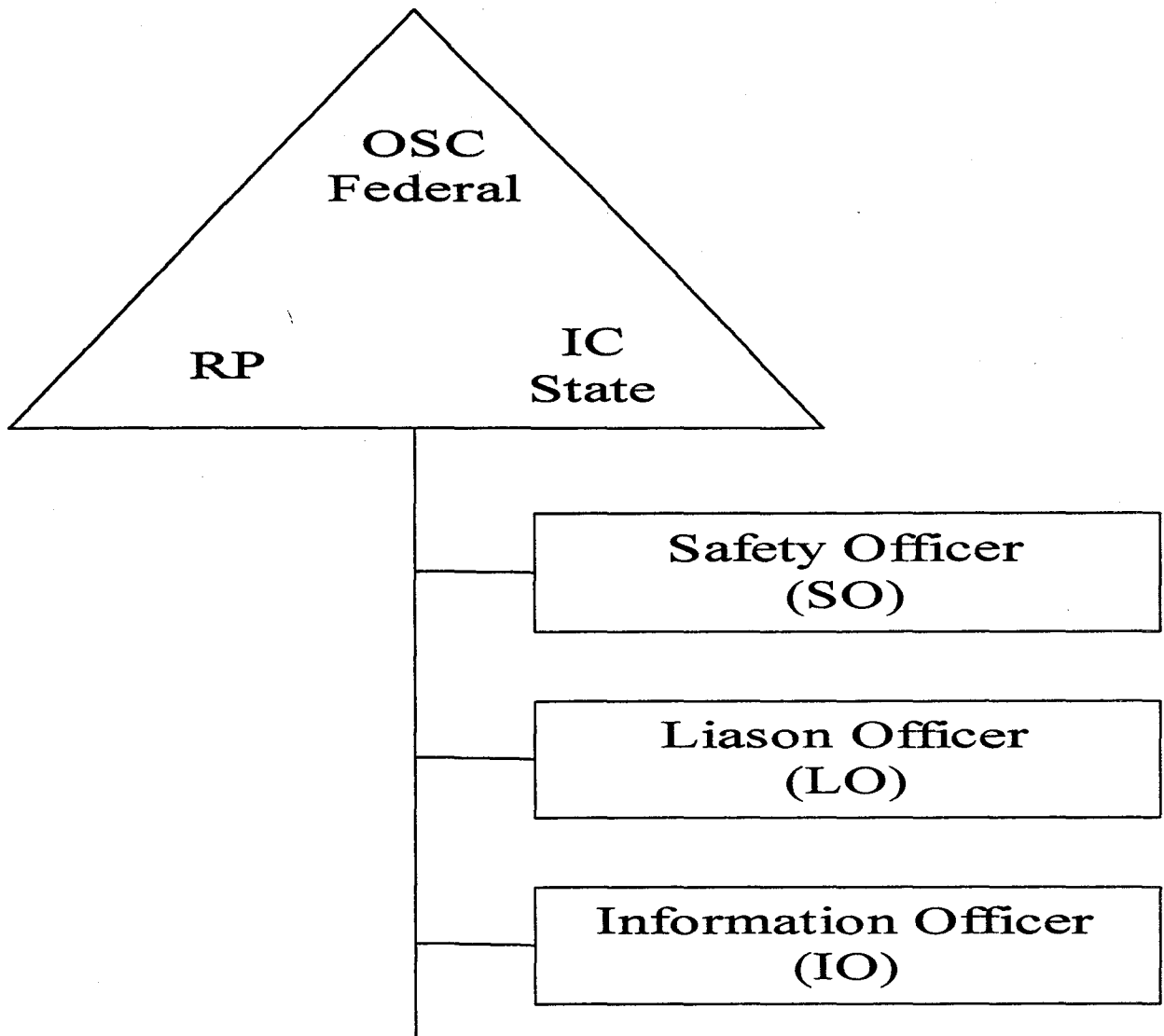
2280.3 Trustee Notification

2280.4 Organizational Structure/Process

2280.5 Trustee Organization Under the I C S

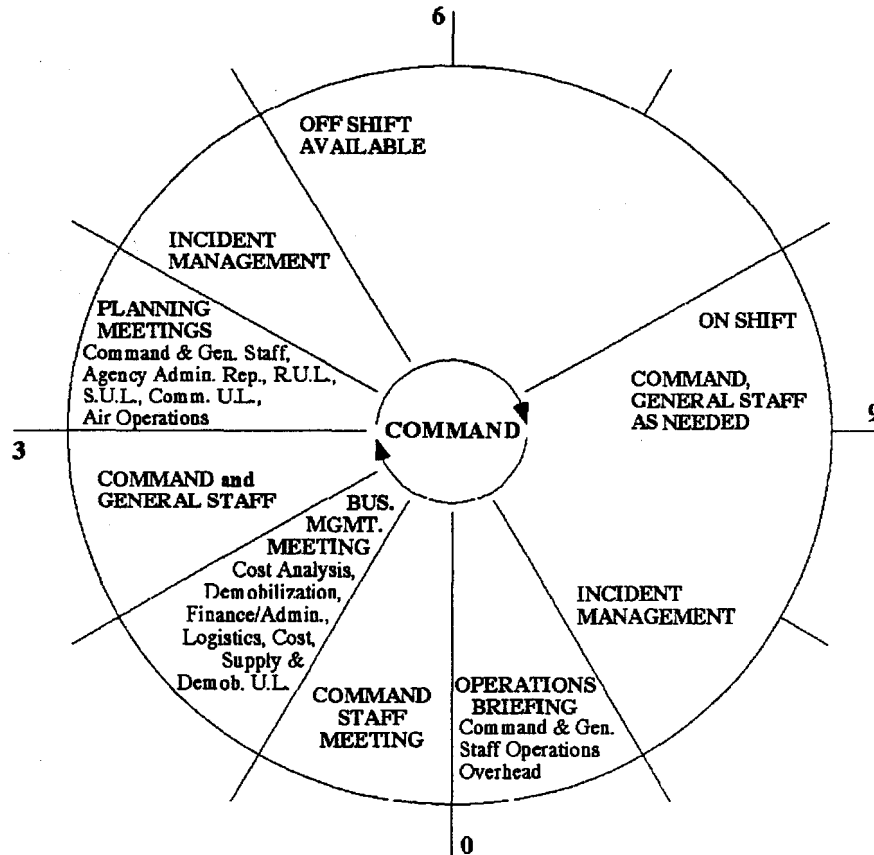
2280.6 Natural Resource Injury Minimization Activities

2280.7 Natural Resource Injury Determination Activities



**2100 - UNIFIED COMMAND STRUCTURE/INCIDENT
COMMAND SYSTEM**

Command and General Staff Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative
 Bus. Mgmt.: Business Management
 Comm. U.L.: Communications Unit Leader
 Finance/Admin.: Finance/Administration
 Gen.: General
 R.U.L.: Resources Unit Leader
 S.U.L.: Situation Unit Leader
 Supply & Demob. U.L.: Supply & Demobilization Unit Leader

2200 - Command/Staff Elements: Roles and Responsibilities:

2210 - On Scene Coordinator (OSC):

The On-Scene Coordinator is one of the components of the Unified Command. The OSC acts under the authority of the National Contingency Plan. Locally the Captain, U.S. Coast Guard Marine Safety Office, Corpus Christi, Tx., acts as the OSC. The overall responsibility of the Unified Command is to direct incident activities including development and implementation of strategic decisions and to approve the ordering and releasing of resources. The more specific responsibilities of the OSC as Incident Commander include the following:

- A. Assess the situation and/or obtain incident briefing from prior Incident Commander.
- B. Determine Incident objectives and strategies.
- C. Establish immediate priorities.
- D. Establish Incident Command Post.
- E. Establish an appropriate organization.
- F. Brief Command Staff and Section Chiefs.
- G. Ensure planning meetings are scheduled as required.
- H. Approve and authorize the implementation of an incident action plan.
- I. Determine information needs and advise Command and General Staff.
- J. Coordinate activity for all Command and General Staff.
- K. Manage incident operations.
- L. Approve requests for additional resources and release of resources.
- M. Approve the use of trainees, volunteers and auxiliary personnel.
- N. Authorize release of information to news media.
- O. Ensure incident funding is available.
- P. Notify natural resource trustee(s) and coordinate with NRDA representative(s).
- Q. Coordinate incident investigation responsibilities.
- R. Seek appropriate legal counsel.
- S. Order the demobilization of the incident when appropriate.
- T. These responsibilities are common to all Command Staff:
 - 1. Review assignment, notification, reporting location, reporting time and travel instructions from home agency.

2. Upon arrival at incident, check in at designated check-in locations. Check-in locations may be found at: Incident Command Post, Base or Camps, Staging Areas, Helibases, Division Supervisors (for all direct line assignments).
3. Agency representatives from assisting or cooperating agencies report to liaison Officer at Command Post after checking in.
4. All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".
5. Use clear text and ICS terminology (no codes) in all radio transmissions.
6. Receive briefing from immediate supervisor.
7. Acquire work materials.
8. Organize, assign and brief subordinates.
9. Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit
10. Respond to demobilization orders.
11. Brief subordinates regarding demobilization.

2220 - State On Scene Coordinator (SOSC):

The State On Scene Coordinator is another component of the Unified Command. Acting as State On Scene Coordinator (SOSC) a state official is predesignated by the Texas Oil Spill Prevention and Response Act of 1991 to serve in a capacity of lead agency for the state. For oil spills in coastal waters the TGLO serves as lead agency. For hazardous materials spills the TNRCC serves as lead agency. For spills of less than 240 barrels from exploration and production facilities, the Texas Railroad Commission serves as lead. Refer to 2210 (A through T) above to refer to roles and responsibilities.

2230 - Representative of Responsible Party (RP):

The RP is another component organized under the Unified Command Structure. An Incident Manager/Designated Qualified Individual represents the RP under the responsible party's facility or vessel response plan. For cases where this does not apply, the owner of the source of oil, e.g., a shrimp vessel owner, owner of tank truck, etc. will act as responsible party. Refer to Section 1600 for responsibilities of RP.

2240 - Information Officer (IO):

The IO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one IO will be assigned for each incident, including incidents operating under the Unified Command and multi-jurisdictional incidents. The IO may have assistants and the assistants may also represent assisting agencies or jurisdictions. More specific responsibilities would be to:

- A. Review Common Responsibilities (2210 (T) (1 - 11).
- B. Determine from Incident Commander if there are any limits on information release.

- C. Develop material for use in media briefings.
- D. Obtain Incident Commander approval for media releases.
- E. Inform media and conduct media briefings.
- F. Arrange tours and other interviews or briefings that may be required.
- G. Obtain media information that may be useful to incident planning.
- H. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- I. Maintain Unit/Activity Log (ICS 214).

2240.1 - Joint Information Center (JIC);

A. During a major oil spill where media activity is expected to last several days, the OSC may establish a joint information center (JIC) to coordinate Public Affairs activities. The role of the JIC includes:

1. Providing multiple phone lines for incoming calls, manned by knowledgeable individuals.
2. Ensuring Federal, State, local agency, and representatives for the responsible party are available to the media.
3. Issuing press releases to the media and providing copies to response officials.
4. Scheduling and coordinating news media briefings.
5. Providing the responsible party an opportunity to coordinate their media efforts with those of the OSC.

B. It is recommended that the JIC be kept separate from the command center. This provides greater control of information flow without generating disturbances in response operations. Equipment needs for the JIC vary depending upon the size of the incident.

2240.2 - Media Contacts:

A. Figure 2240.2-1 is a media contact list that should be filled out for ensuring that the appropriate media sources are kept informed of the spill cleanup efforts. This form serves as a handy tool in faxing out press releases. A similar form should be completed for ensuring other Federal, State and local are also kept abreast of the situation (*See Resource Appendix for media contact names and phone numbers).

1. Government Resources: The District Public Affairs office is ready to assist an OSC by providing Public Affairs specialists for media liaison and photo documentation. This office should be contacted as the primary resource for public affairs assistance. A Coast Guard Public Information Assist Team (PIAT) is also available to OSC's when additional personnel or expertise are required to accommodate the media. PIAT is a specialized, self-contained public affairs resource which is available through the National Response Center (800-424-8802) or National Strike Force Coordination Center (919-330-6000). All public affairs resources will work directly for the OSC. In the event a JIC is established,

C. Develop material for use in media briefings.

D. Obtain Incident Commander approval for media releases.

E. Inform media and conduct media briefings.

F. Arrange tours and other interviews or briefings that may be required.

G. Obtain media information that may be useful to incident planning.

H. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.

I. Maintain Unit/Activity Log (ICS 214).

2240.1 - Joint Information Center (JIC);

A. During a major oil spill where media activity is expected to last several days, the OSC may establish a joint information center (JIC) to coordinate Public Affairs activities. The role of the JIC includes:

1. Providing multiple phone lines for incoming calls, manned by knowledgeable individuals.
2. Ensuring Federal, State, local agency, and representatives for the responsible party are available to the media.
3. Issuing press releases to the media and providing copies to response officials.
4. Scheduling and coordinating news media briefings.
5. Providing the responsible party an opportunity to coordinate their media efforts with those of the OSC.

B. It is recommended that the JIC be kept separate from the command center. This provides greater control of information flow without generating disturbances in response operations. Equipment needs for the JIC vary depending upon the size of the incident.

2240.2 - Media Contacts:

A. Figure 2240.2-1 is a media contact list that should be filled out for ensuring that the appropriate media sources are kept informed of the spill cleanup efforts. This form serves as a handy tool in faxing out press releases. A similar form should be completed for ensuring other Federal, State and local are also kept abreast of the situation (*See Resource Appendix for media contact names and phone numbers).

1. Government Resources: The District Public Affairs office is ready to assist an OSC by providing Public Affairs specialists for media liaison and photo documentation. This office should be contacted as the primary resource for public affairs assistance. A Coast Guard Public Information Assist Team (PIAT) is also available to OSC's when additional personnel or expertise are required to accommodate the media. PIAT is a specialized, self-contained public affairs resource which is available through the National Response Center (800-424-8802) or National Strike Force Coordination Center (919-330-6000). All public affairs resources will work directly for the OSC. In the event a JIC is established,

the responsible party should provide a spokesman to the JIC to facilitate "one stop shopping" for media.

Media Form

Organization POC Phone FAX

Associated Press

United Press

CNN

Local Wires

1) _____

2) _____

3) _____

4) _____

Local Television

____ 1) _____

2) _____

3) _____

4) _____

Local Radio

1) _____

2) _____

3) _____

4) _____

Newspapers

1) _____

2) _____

3) _____

4) _____

Figure 2240.2 - 1

2250 - Safety Officer:

A. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety measures in each Incident Action Plan. See following for more specific responsibilities:

1. Review Common Responsibilities (2210 (T) 1-11).
2. Identify hazardous or unsafe situations associated with the incident by ensuring the performance of preliminary and continuous site characterization and analysis which shall include the identification of all actual or potential physical, biological, and chemical hazards known or expected to be present on the site.
3. Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work plan.
4. Review Incident Action Plan for safety implications.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within incident areas.
7. Ensure the preparation and implementation of the site specific Health and Safety Plan (HASP) in accordance with the Area Contingency Plan (ACP) and State and Federal OSHA regulations. The HASP shall at minimum address, include, or contain the following elements:
 - a. Health and safety hazard analysis for each site task or operation.
 - b. Comprehensive operations work plan.
 - c. Personnel training requirements.
 - d. PPE selection criteria.
 - e. Site specific occupational medical monitoring requirements.
 - f. Air monitoring plan: area/personal.
 - g. Site control measures.
 - h. Confined space entry procedures (only if needed).
 - i. Pre-entry briefings (tailgate meetings): initial and as needed.
 - j. Pre-operations health and safety conference for all incident participants.
 - k. Quality assurance of HASP effectiveness.
8. Assign assistants and manage the incident safety organization.
9. Review and approve the medical plan.

10. Maintain Unit/Activity Log.

2260 - Liaison Officer (LO)

A. Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the Liaison Officer on the Command Staff. Responsibilities are outlined as follows:

- 1. Review common responsibilities (2210 (T) 1-11)**
- 2. Provide a point of contact for assisting and cooperating Agency Representatives.**
- 3. Identify agency representatives from each agency including communications link and location.**
- 4. Maintain a list of coordinating and interagency contacts.**
- 5. Assist in establishing and coordinating interagency contacts.**
- 6. Keep agencies supporting incident aware of incident status.**
- 7. Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Command as appropriate.**
- 8. Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.**
- 9. Maintain Unit/Activity Log (ICS 214).**

2270 - Agency Representatives:

A. In many incidents involving multiple jurisdictions, agency or jurisdiction will send a representative to assist in coordination efforts. An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer.

- 1. Review Common responsibilities (2210 (T) 1-11).**
- 2. Ensure that all agency resources are properly checked in at the incident.**
- 3. Obtain briefing from Liaison Officer or Incident Commander.**
- 4. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.**
- 5. Attend briefing and planning meetings as required.**
- 6. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.**
- 7. Cooperate fully with Incident Commander and General Staff on agency involvement at the incident.**

8. Ensure the well-being of agency personnel assigned to the incident. 9.
Advise the Liaison Officer of any special agency needs or requirements.
10. Report to home agency dispatch or headquarters on a prearranged schedule.
11. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
12. Ensure that all required agency forms, reports and documents are complete prior to departure.
13. Have a debriefing session with the Liaison Section Leader or Incident Commander prior to departure.

2280 Natural Resource Trustee Roles And Responsibilities

A. This section describes general Natural Resource Trustee (Trustee) authorities, responsibilities, and roles following a discharge of oil or a release of hazardous substances.

The three major areas of Trustee responsibility include prevention and/or minimization of injury to natural resources during the response phase, assessment of natural resource injury during and after response, and restoration of natural resources injured or natural resource services lost due to the discharge or release. Although there are legal distinctions between responsibilities for response and natural resource damage assessment (NRDA) activities, this distinction does not preclude overlap in terms of required actions and information needs during the response phase. The differences between these responsibilities, and how coordination must occur between Natural Resource Trustee and response agency representatives performing their respective duties is detailed in this chapter.

2280.1 Statutory Authority/Agreements

A. Federal, State, Indian Tribal and foreign governments are designated as Trustees to act on behalf of the public under the following authorities:

Oil Pollution Act of 1990 (OPA 90),
Federal Water Pollution Control Act (CWA),
Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
Superfund Amendments and Reauthorization Act (SARA)
Oil Spill Prevention and Response Act of 1991 (OSPRA) (Texas Natural Resource Code)
National Oil and Hazardous Substances Pollution Contingency Plan (NCP)
43 Code of Federal Regulations, part 11
15 Code of Federal Regulations, part 990
Executive Orders 12580 and 12777

B. The Federal Trustee agencies (DOI, NOAA) and the State of Texas have developed a Federal/State Memorandum of Agreement that outlines a cooperative working relationship (executed 1995).

C. The State of Texas has adopted Natural Resource Damage Assessment (NRDA) Rules for oil spills in coastal environments (31-TAC §20) to address assessment procedure and protocols for determining, quantifying and valuing natural resource injury and loss of services. Federal NRDA regulations for oil spills promulgated under OPA-90 (15 CFR part 990) were recently revised. The OPA rules are compatible with the State rules and available for use to both State and Federal Trustees.

D. Designated Natural Resource Trustees are:

Federal

National Oceanic and Atmospheric Administration (NOAA)
Department of the Interior (DOI)
Department of Energy (DOE)
Department of Defense (DOD)
Department of Agriculture (DOA)

State

Texas Natural Resource Conservation Commission (TNRCC)
Texas Parks and Wildlife Department (TPWD)
Texas General Land Office (TGLO)

Indian Tribal Governments

Foreign Governments

2280.2 Trustee Objectives

A. Trustee responsibilities include protection of natural resources from discharges/releases or threats of discharge/release of oil/hazardous substances, and restoring resources and services injured or lost as a result of discharge of oil or release of hazardous substances.

B. After a discharge/release of oil/hazardous substance, or a threat of such, the Trustees two primary roles are:

1. To advise the On Scene Coordinator (OSC) on response and remedial actions with the intent to prevent, minimize or mitigate the effects of a release or discharge on natural resources, and
2. To restore injured natural resources through the Natural Resource Damage Assessment and Restoration process.

C. Trustees must be notified and consulted on all significant releases of hazardous materials or discharges of oil.

For discharges of oil, recommendations on what immediately constitutes a significant discharge are as follows:

Coastal: > 500 gallons (12 bbls)
Inland: > 500 gallons (12 bbls)

Notification is also required if discharges of lesser volumes of oil result in potential impacts to natural resources, including oiling of habitats, or occur in sensitive environments such as wetlands.

For releases of hazardous materials; due to the potential for relatively small volumes of hazardous materials to create extremely toxic effects in the environment, Trustees must be notified and consulted on all releases of hazardous materials which have the potential to result in injuries to natural resources.

2280.3 Trustee Notification

To fulfill the notification requirements outlined in the NCP and OSPRA the following Trustee Representatives should be contacted (*see the Resource Appendix for names/telephone numbers).

2280.4 Organizational Structure/Process

A. The NCP directs OSCs to work with all Natural Resource Trustees during specific response activities so Trustees may help ensure that important natural resources are protected when they are at risk from an actual or threatened oil discharge and/or hazardous substance release. The NCP further directs Trustees to provide timely advice to the OSC concerning recommended actions in reference to natural resources potentially affected by oil discharges and/or hazardous substance releases. During emergency response Natural Resource Trustees will:

- 1) provide technical assistance to the OSC on appropriate response techniques within environmentally sensitive areas;
- 2) direct wildlife recovery and rehabilitation activities;
- 3) provide information to the OSC on threatened and endangered species and their supporting habitats;
- 4) provide information to the OSC on archaeological, cultural and historic sites and
- 5) provide information on other natural resources and land areas under their jurisdiction and many other types of scientific expertise to the OSC.

B. Trustees have the following resources and relevant expertise to provide to the OSC during a spill event:

1. NOAA: NOAA acts as Trustee for natural resources managed or controlled by the Department of Commerce and for natural resources that are found in, under, or using waters navigable by deep draft vessels, tidally influenced waters, or waters of the contiguous zone, the exclusive economic zone, and the outer continental shelf.

Examples of the NOAA's trusteeship include the following natural resources and their supporting ecosystems: All life stages of marine fishery resources; anadromous and catadromous fish throughout their ranges; certain endangered and threatened species and marine mammals; tidal wetlands; and the resources of National Marine Sanctuaries and National Estuarine Research Reserves.

The NOAA Scientific Support Team, headed by the Scientific Support Coordinator (SSC), works directly for the OSC and does not represent NOAA's Trustee interests.

2. DOI: Natural resources under the trusteeship of the DOI include:

- a) resources on, over or under lands owned by the United States and managed by DOI. Examples include resources in National parks, monuments, and seashores, National wildlife refuges and fish hatcheries, public lands and other project lands and properties;
- b) natural resources, not on lands described above, for which the DOI has specific authority to manage or protect. Examples include mineral resources on the Outer Continental Shelf, federal minerals on private or non-Interior lands, water resources stored or regulated by Interior projects, migratory birds and certain anadromous fish, certain endangered and threatened species and marine mammals and Wild and Scenic Rivers; and
- c) natural resources protected by treaty or other authority pertaining to Native American tribes or located on lands held by the United States in trust for Native American tribes, communities or individuals.

There are eight bureaus within the DOI, each with a myriad of expertise and/or responsibility for managing DOI trust resources. The DOI Regional Environmental Officer provides a single point of contact for emergency planning and preparedness, emergency response/removal actions, natural resource damage assessment and restoration activities. DOI can be contacted through the Regional Environmental Office listed in the notification section of this Chapter.

3. TNRCC: The TNRCC has regional field offices located statewide with professional personnel trained in water, sediment and biological sampling; data analysis; knowledge of water, sediment, and biological quality of local waterbodies; expertise in Texas surface water quality standards and investigation of impacts to water quality; use of biological indices for aquatic environments; expertise in marine and freshwater ecology; and historical surface water quality data.

TNRCC is a designated Trustee for surface water resources, sediments, groundwater resources; and air resources within the State of Texas.

4. TPWD: The TPWD has offices/laboratories throughout Texas with personnel experienced in sampling and monitoring of biological communities, surface water quality and contaminants in organisms, water and sediments, knowledge of current biological conditions of coastal and inland waterbodies; presence of threatened and endangered species, and wildlife rehabilitation. The Department has law enforcement capabilities including enforcing fish and wildlife regulations and recreational and commercial use closures. Staff can provide information on local hydrology and access points.

TPWD is a designated Trustee for all fish, wildlife and other biota of the State of Texas and the habitats upon which they depend.

5. TGLO: The TGLO has offices located throughout Texas with personnel trained in surveying, data analysis, knowledge of water, ecological processes, boats, and monitoring of natural resources. The TGLO, in coordination with TNRCC and TPWD, has developed a coastal natural resource inventory which is currently available for use. The TGLO has expertise in state and federal coastal rules and regulations, economics, and coastal ecology. The TGLO can provide instantaneous tide data, and also has an archive of historical photographs. The TGLO is title holder and manager of all submerged and some upland state owned lands.

TGLO is a designated Trustee for all land, fish, shellfish, fowl, wildlife, biota, vegetation, air, water, groundwater, and other similar resources owned, managed, held in trust, regulated, or otherwise controlled by the State of Texas.

2280.5 Trustee Organization Under the Incident Command System

A. The involvement of Trustee(s) in response decisions is required under the NCP and 31 TAC section 20.20. Ultimately response decisions are the responsibility of the OSC. However, response and NRDA activities should be viewed as complimentary rather than conflicting. Trustee input can be instrumental in preventing natural resource injury or losses, thus lessening post-cleanup liability for responsible parties. Exchange of information to and from the Trustees during response will normally occur through the Planning Section of the Incident Command System (ICS).

B. When an Incident Command System (ICS) has been established, Natural Resource Trustee activities will be coordinated within the ICS to improve communication, avoid duplication of efforts and make the most efficient use of available personnel and equipment.

C. Trustees will consult directly with the OSC in the event Trustee concerns are not being adequately addressed within the ICS.

D. To the extent possible, a representative of each participating Trustee agency should be available at the physical location of the Planning Section of the ICS at all times during a spill.

E. For the purposes of Natural Resource Damage Assessment, as soon as possible the Trustees will appoint a Lead Administrative Trustee agency (LAT). The LAT's role in oil spill damage assessment is defined in Appendix E to the National Contingency Plan.

2280.6 Natural Resource Injury Minimization Activities

A. Identification/Prioritizing of Resources at Risk: Trustees shall supplement the OSC's information on sensitive or valuable resources. The Trustees will provide local expertise and up-to-date information on these natural resources. The Trustees shall also aid the OSC in prioritizing of sensitive habitat and resources requiring protection.

B. Evaluate Protective Measures and Clean-up Strategies: Trustees shall advise the OSC on determination of cleanup end-points (i.e., how clean is clean).

C. Shoreline Clean-up Assessment Team (SCAT): Trustees shall provide members for the SCAT, as appropriate. Observations relevant to natural resource injury determination made by SCAT members will be referred to Trustee representatives with NRDA responsibility.

D. Post Clean-up Inspection (Sign-off Team): Trustees will participate on inspection teams at completion of cleanup activities, and will advise the OCS on any additional cleanup work deemed necessary.

E. Emergency Restoration: (43 CFR 11.21(b) and 61 FR(4):446) If response actions undertaken by the lead response agency or RP are insufficient to prevent additional injury to natural resources, the Trustees may undertake emergency restoration actions to reduce the threat of additional injury. Prior to undertaking any emergency restoration actions, the Trustees will first ask the OSC to undertake the needed actions. Emergency restoration activities initiated by the Trustees will not interfere with the ongoing response.

F. Wildlife Rehabilitation: Trustee representatives will participate through the ICS regarding rescue and rehabilitation of injured wildlife. Trustee representatives will ensure proper rehabilitation organizations are contacted, proper permits have been obtained and provide advice on proper handling and rehabilitation techniques. Trustees will also maintain chain of custody for wildlife unable to be rehabilitated.

2280.7 Natural Resource Injury Determination Activities

A. Exposure Documentation:

1. Injury documentation requires gathering information on spilled/released product pathways, documenting exposure to specific resources along those pathways, and quantification of injuries caused by the product. Direct or indirect exposure to the product may injure/disrupt natural resources and/or services provided by those resources.
2. Natural resource injury includes the lost use of services provided (recreational and commercial uses, passive uses, - 43 CFR Part 11; 15 CFR Part 990; 31 TAC §20.32 ©).
3. Within the first 24-48 hrs. (or to the extent practical), Trustees will focus their efforts on gathering and preserving perishable data. Baseline water column data will be collected as soon as possible.
4. Source sample of the product with appropriate chain of custody will be collected and archived for future characterizations.
5. To the extent practical, there will be coordination between Trustee agencies, the OSC and RP in the collection of physical, chemical and biological data, sample and laboratory protocols, and work plans necessary for initiating injury determination activities.
6. Trustees will coordinate appropriate injury determination activities with the OSC to ensure that these activities will not interfere with response activities.

B. Trustee and/or PRP Coordination:

1. Trustees will identify a LAT within 48 hours to serve as a single point of contact for the RP.
2. Trustees will function as a coordinated team as prescribed in existing State Trustee, Federal-State Trustee and/or case specific Memoranda of Agreement.
3. Responsible Parties shall be invited to participate in the pre-assessment process. Cooperation between Trustees and RPs can greatly minimize costs by eliminating parallel assessments. Due to statutory responsibilities, Trustees must maintain decision-making authority during any cooperative efforts.
4. A binding written agreement for pre-assessment activities will be jointly developed when Trustees and Responsible Parties are working on a cooperative assessment.
5. Written stipulations of fact regarding the specific spill may be developed to ensure all parties that a cooperative assessment is staying on track.

3000 - OPERATIONS

TABLE OF CONTENTS

3100 - Operations Section Organization

3110 - Operations Section Planning Cycle Guide

3200 - Roles and Responsibilities

3210 - Operations Section Chief

3210.1 - Staging Area Manager

3220 - Air Operations Branch

3220.1 - Air Tactical Group

3220.1.1 - Helicopter Coordination

3220.1.2 - Fixed Wing Coordination

3220.2 - Air Support Group

3220.2.1 - Helibase Manager

3230 - Recovery and Protection Branch

3230.1 - Protection Group

3230.2 - On Water Recovery Group

3230.3 - Shoreside Recovery Group Supervisor

3230.4 - Disposal Group

3230.5 - Decon Group

3240 - Emergency Response Branch

3240.1 - Emergency Notification Requirements

3240.2 - Search and Rescue

3240.3 - Salvage Group

3240.4 - Fire Suppression Group

3240.5 - Hazardous Materials Group

3240.6 - Emergency Medical Services Group

3240.7 - Law Enforcement Group

3250 - Wildlife Branch

3250.1 - Wildlife Recovery

3250.2 - Wildlife Rehabilitation

21 PAGES

3300 - Initial Emergency Communications

3310 - Preliminary Assessment & Initiation of Action

3310.1 - Initial Assessment Check-Off List

3310.2 - Initial Action Check-Off List

3310.3 - Initial Notification Check-off List

3400 - Required Correspondence

3410 - Federal Required Letters and Reports

3420 - State Required Letters and Reports

3500 - Tactical Response Priorities

3510 - General Hierarchy of Tactical Operational Priorities

3600 - Tactical Response Options

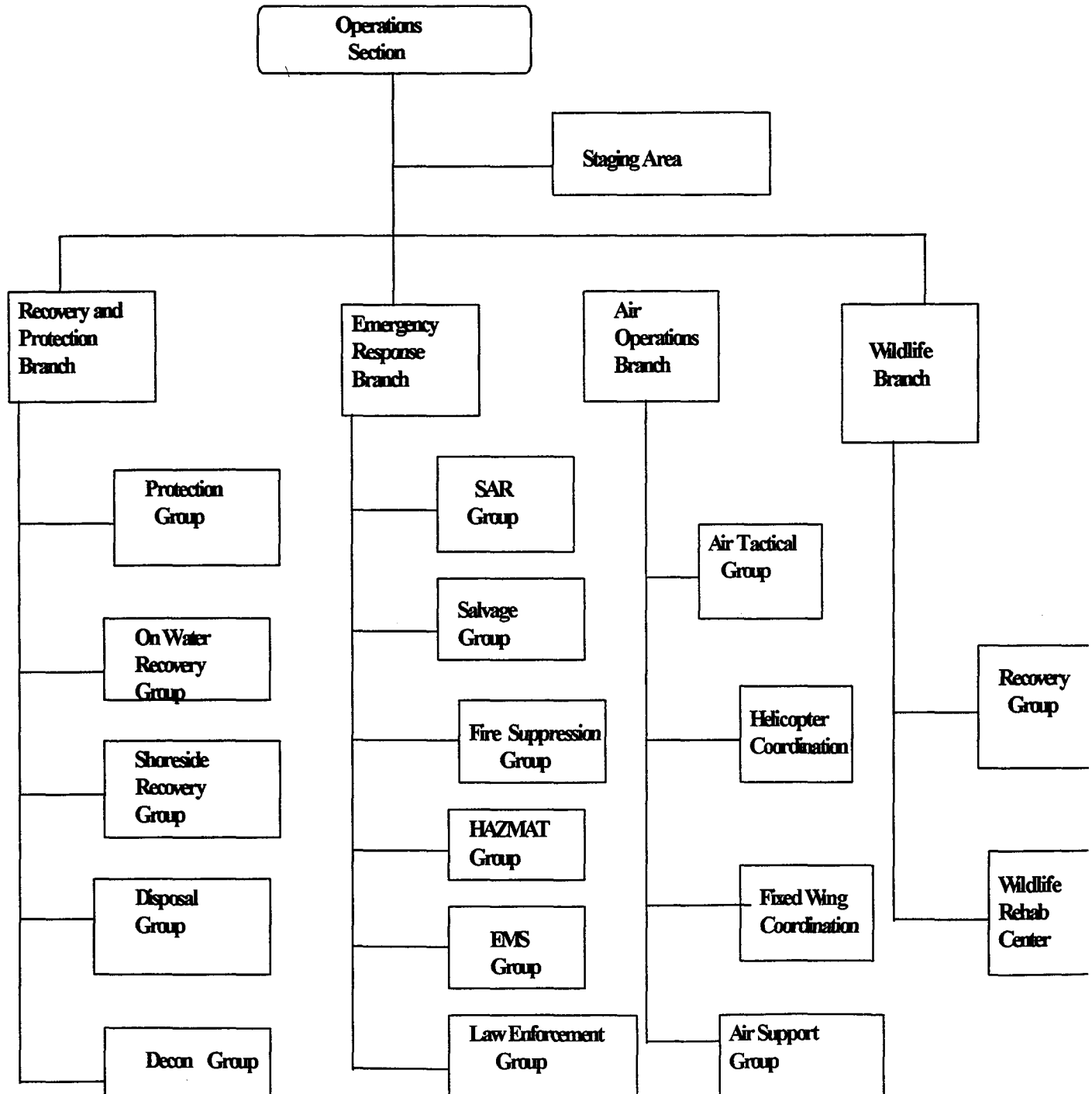
3610 – Human Safety

3620 – Substance Identification

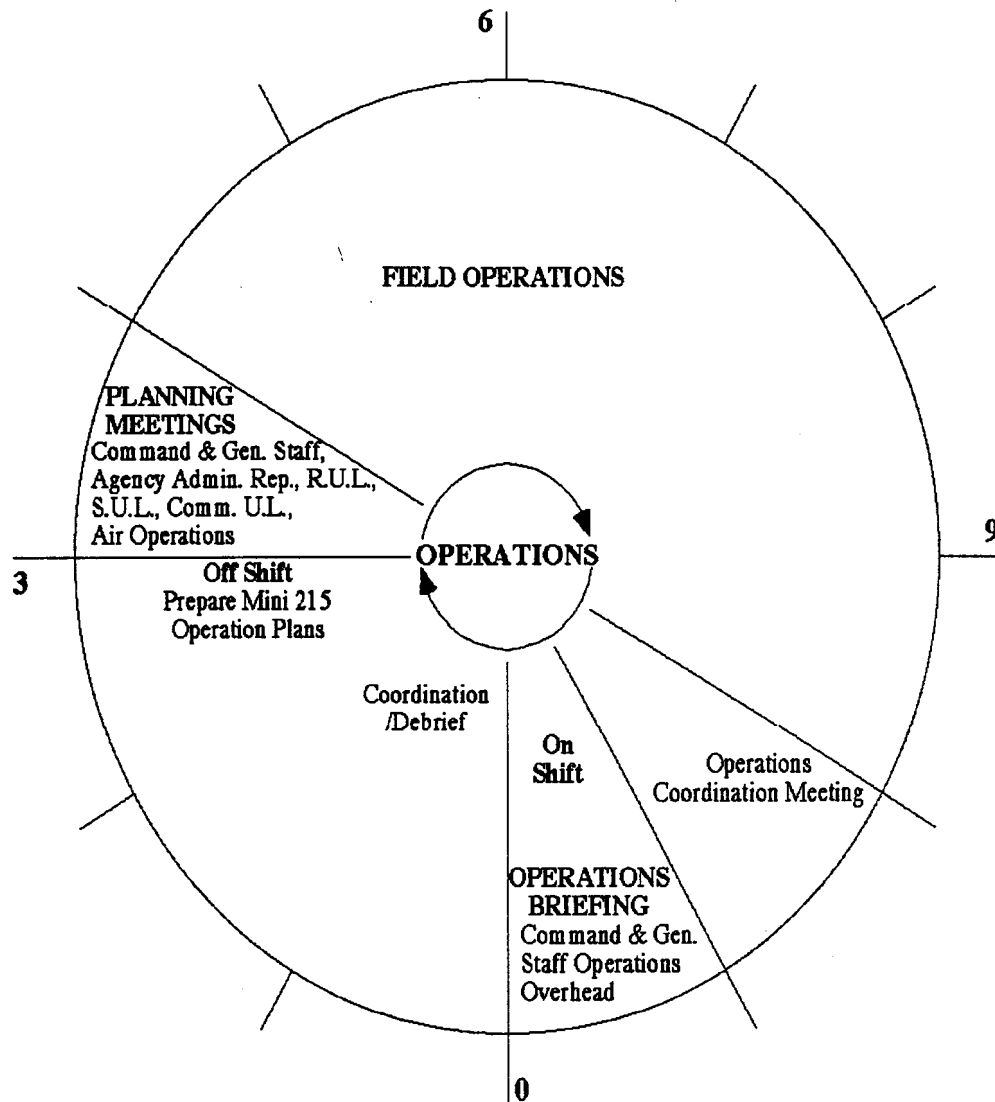
3630 – Obtaining Chemical Information

3700 - Sensitive Areas (*See TGLO ATLAS*)

3100 - OPERATION SECTION ORGANIZATION



Operations Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative
Comm. U.L.: Communications Unit Leader
Gen.: General
R.U.L.: Resources Unit Leader
S.U.L.: Situation Unit Leader

3200 - OPERATIONS SECTION ROLES & RESPONSIBILITIES

3210 - Operations Section Chief

A. The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action as necessary, and reports such to the Incident Commander.

1. Review Common Responsibilities (2210 (A) 1-11).
2. Develop operations portion of Incident Action Plan.
3. Brief and assign operations personnel in accordance with Incident Action Plan.
4. Supervise the execution of the Incident Action Plan for Operations.
5. Request resources needed to implement the Operation's tactics as part of the Incident Action Plan development (ICS 215).
6. Ensure safe tactical operations.
7. Make or approve expedient changes to the Incident Action Plan during the operational period as necessary.
8. Approve suggested list of resources to be released from assigned status (not released from the incident).
9. Assemble and disassemble teams/task forces assigned to operations section
10. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
11. Maintain Unit/Activity Log (ICS 214).

3210.1 - Staging Area Manager

A. Under the Operations Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging areas.

1. Review Common Responsibilities (2110 (A)1-11)
2. Implement pertinent sections of the Incident Action Plan.
3. Establish and maintain boundaries of staging areas.
4. Post signs for identification and traffic control.
5. Establish check-in function as appropriate.
6. Determine and request logistical support for personnel and/or equipment as needed.
7. Advise Operations Section Chief of all changing situation/conditions on scene.
8. Respond to requests for resource assignments.
9. Respond to requests for information as required.
10. Demobilize or reposition staging areas as needed.
11. Maintain Unit/Activity Log (ICS 214)

3220 - Air Operations Branch Director

A. The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The Incident Action Plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the Incident Action Plan is approved, air operations is responsible for implementing its strategic aspects, those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection. Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities including target selection, or suggested modifications to specific tactical actions in the Incident Action Plan, are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Organize preliminary air operations.
3. Request declaration or cancellation of restricted air space area.
4. Participate in planning meetings as required.
5. Participate in preparation of the Incident Action Plan.
6. Perform operational planning for air operations.
7. Prepare and provide Air Operations Summary Worksheet to the Air Support Group and Fixed-Wing Bases.
8. Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
9. Coordinate with appropriate Operations Section personnel.
10. Supervise all air operations activities associated with the incident (ICS 220).
11. Establish procedures for emergency reassignment of aircraft.
12. Schedule approved flights of non-incident aircraft in the restricted air space area.
13. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
14. Resolve conflicts concerning non-incident aircraft.
15. Coordinate with Federal Aviation Agency.
16. Update air operations plans.
17. Report to the Operations Section Chief on air operations activities.
18. Arrange for an accident investigation team when warranted.
19. Maintain Unit/Activity Log (ICS 214).

3220.1 Air Tactical Group Supervisor

A. The Air Tactical Group Supervisor is primarily responsible for the coordination and scheduling of aircraft operations intended to locate, observe, track, surveillance, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

1. Review Common Responsibilities (page 3-1).
2. Determine what aircraft (fixed wing and helicopters) are operating within the area of assignments.
3. Obtain briefing from the Air Operations Branch Director or Operations Section Chief.
4. Manage air tactical activities based upon the Incident Action Plan.
5. Establish and maintain communications with Air Operations, Fixed Wing Aircraft and Helicopter Coordinators, Air Support Group Supervisor, and Fixed-Wing Bases.
6. Coordinate approved flights on non-incident aircraft or non-tactical flights in restricted air space area.
7. Coordinate dispersant, in-situ burning, and bioremediation application through the Air Operations Branch Director.
8. Obtain information about air traffic external to the incident.
9. Receive reports of non-incident aircraft violating restricted air space area.
10. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division Supervisor).
11. Inform the Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
12. Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.
13. Identify remote sensing technology that may enhance surveillance capabilities.
14. Coordinate air surveillance observations and provide reports by the most direct methods available.
15. Report on air surveillance and operations activities to Air Operations Branch Director.
16. Coordinate application monitoring requirements with the Helicopter and Fixed Wing Coordinators and the Situation Unit.
17. Report on air application activities to the Air Operations Director.
18. Report on incidents/accidents.
19. Maintain Unit/Activity Log (ICS 214).

3220.1.1 Helicopter Coordinator

A. The Helicopter Coordinator is primarily responsible for the coordination of all tactical or logistical helicopter missions while in flight over the mission. The Helicopter Coordinator is also responsible for the coordination and scheduling of helicopter operations intended to locate, observe, track, surveil, or report on the incident situation. The Helicopter Coordinator coordinates the application of dispersants, in-situ burning agents and bioremediation agents. The Helicopter Coordinator reports to the Air Tactical Group Supervisor.

1. Review Common Responsibilities (2110 (A0) 1-11)).
2. Determine the type and quantity of aircraft operating within incident assignment area.
3. Determine helicopter capabilities and limitations.
4. Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
5. Coordinate air traffic control procedures with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed Wing Coordinator, and the Air Support Group.
6. Coordinate the use of communication frequencies for ground-to-air and air-to-air communications with the Air Tactical Supervisor and the Communications Unit.
7. Assign and ensure use of appropriate operating frequencies by incident helicopters.
8. Coordinate and make geographic assignments for helicopter operations with the Air Tactical Group Supervisor.
9. Implement and monitor all safety requirements and procedures.
10. Ensure that approved night flying procedures are being followed.
11. Supervise all helicopter activities.
12. Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
13. Maintain Unit/Activity Log (ICS 214).

3220 Fixed Wing Coordinator

A. The Fixed Wing Coordinator is primarily responsible for the coordination of assigned airborne fixed-wing aircraft operations at the incident. The Fixed Wing Coordinator is also responsible for the scheduling of fixed wing operations intended to locate, observe, track, surveil, or report on the incident situation. The Fixed Wing Coordinator coordinates the application of dispersants, in-situ burning agents, and bioremediation agents. The Fixed Wing Coordinator reports to the Air Tactical Group Supervisor.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Determine type and quantity of aircraft operating within the incident area.
3. Determine fixed-wing aircraft capabilities and limitations.
4. Survey and report on potential problems within incident assignment area.
5. Coordinate air traffic control procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group.
6. Coordinate the use of communications frequencies for ground-to-air and air-to-air communication with the Air Tactical Group Supervisor and the Communications Unit.
7. Implement and monitor all air safety requirements and procedures.
8. Supervise all fixed-wing aircraft activities; receive assignments, brief pilots, assign missions, and report on mission completion; reassign as directed.
9. Coordinate activities as appropriate with Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel.
10. Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
11. Maintain Unit/Activity Log (ICS 214).

3220.2 Air Support Group Supervisor

A. The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and

helispot operations, and maintaining liaison with fixed-wing air bases. This includes providing:

- 1) fuel and other supplies,
- 2) maintenance and repair of helicopters,
- 3) keeping records of helicopter activity, and
- 4) providing enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and takeoff and while on the ground are under the control of the air support group's Helibase or Helispot managers.

The Air Support Group Supervisor reports to the Air Operations Branch Director.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Obtain copy of the Incident Action Plan from the Air Operations Branch Director, including the Air Operations Summary Worksheet.
3. Participate in Air Operations Branch Director planning activities.
4. Inform Air Operations Branch Director of group activities.
5. Identify resources/supplies dispatched for air support group.
6. Request special air support items from appropriate sources through logistics section.
7. Identify helibase and helispot locations from the Incident Action Plan or from the Air Operations Branch Director.
8. Determine need for assignment of personnel and equipment at each helibase or helispot.
9. Coordinate special request for air logistics.
10. Maintain coordination with air bases supporting the incident.
11. Coordinate activities with Air Operations Branch Director.
12. Obtain assigned ground to air frequency for Helibase operations from Communication Unit Leader or Communications Plan.
13. Inform Air Operations Branch Director of capability to provide night flying service.
14. Ensure compliance with each agency's operations checklist for day and night operations.
15. Ensure dust abatement procedures are implemented at Helibase and Helispots.
16. Provide crash-rescue service for helibases and helispots.
17. Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
18. Maintain Unit/Activity Log (ICS 214).

3220.1.2 Helibase Manager

1. Review Common Responsibilities (2110 (A) 1-11).
2. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
3. Participate in Air Support Group planning activities.
4. Inform Air Support Supervisor of helibase activities.
5. Report to assigned helibase. Brief pilots and assigned personnel.
6. Manage resources/supplies dispatched to helibase.
7. Ensure helibase is posted and cordoned.
8. Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.
9. Manage chemical countermeasure loading operations.
10. Ensure helicopter fueling, maintenance and repair services are provided.
11. Supervise manifesting and loading of personnel and cargo.
12. Ensure dust abatement techniques are provided and used at helibases and helispot.
13. Ensure security is provided at each helibase and helispot.
14. Ensure crash-rescue services are provided for the helibase.
15. Request special air support items from the Air Support Group Supervisor.
16. Receive and respond to special requests for air logistics.
17. Maintain agency records, reports of helicopter activities, and Check-In Lists (ICS 211).
18. Coordinate activities with Air Support Group Supervisor.

19. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
20. Solicit pilot input concerning selection and adequacy of helispot, communications, Air Traffic Control, operational difficulties, and safety problems.
21. Maintain Unit/Activity Log (ICS 214).

3230 Recovery And Protection Branch Director

A. The Recovery and Protection Branch Director is responsible for overseeing and implementing the protection, containment and cleanup activities established in the Incident Action Plan. The Recovery and Protection Branch Director reports to the Operations Section Chief.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Participate in planning meetings as required.
3. Develop operations portion of Incident Action Plan.
4. Brief and assign operations personnel in accordance with Incident Action Plan.
5. Supervise operations.
6. Determine resource needs.
7. Review recommendations and initiate release of resources.
8. Report information about special activities, events, and occurrences to Operations Section Chief.
9. Maintain Unit/Activity Log (ICS 214).

3230.1 Protection Group Supervisor

A. Under the Recovery and Protection Branch Director, the Protection Group Supervisor is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces and single resources.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Implement Protection Strategies in Incident Action Plan.
3. Direct, coordinate and assess effectiveness of protective actions.
4. Modify protective actions as needed.
5. Brief the Recovery and Protection Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3230.2 On Water Recovery Group Supervisor

A. Under the Recovery and Protection Branch Director, the On Water Recovery Group Supervisor is responsible for managing on water recovery operations in compliance with the Incident Action Plan. The Group may be further divided into teams, task forces and single resources.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Implement Recovery Strategies in Incident Action Plan.
3. Direct, coordinate and assess effectiveness of on water recovery actions.
4. Modify protective actions as needed.
5. Brief the Recovery and Protection Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3230.3 Shoreside Recovery Group Supervisor

A. Under the Recovery and Protection Branch Director, the Shoreside Recovery Group Supervisor is responsible for managing shoreside cleanup operations in compliance with the Incident Action Plan. The group may be further divided into Strike Teams, Task Forces and single resources.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Implement Recovery Strategies in Incident Action Plan.

3. Direct, coordinate and assess effectiveness of shoreside recovery actions.
4. Modify protective actions as needed.
5. Brief the Recovery and Protection Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3230.4 Disposal Group Supervisor

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

1. Review Common Responsibilities (2110 (A) 1-11).
2. Implement disposal portion of Incident Action Plan.
3. Ensure compliance with all hazardous waste laws and regulations.
4. Maintain accurate records of recovered material.
5. Brief Recovery and Protection Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3230.5 Decontamination Group Supervisor

A. Under the Recovery and Protection Branch Director, the Decontamination Group Supervisor is responsible for decontamination of personnel and response equipment in compliance with approved statutes.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Implement Decontamination Plan.
3. Determine resource needs.
4. Direct and coordinate decontamination activities.
5. Brief Site Safety Officer on conditions.
6. Brief Recovery and Protection Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240 Emergency Response Branch Director

A. The Emergency Response Branch Director is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Participate in planning meetings as required.
3. Develop operations portion of Incident Action Plan.
4. Supervise operations.
5. Determine need and request additional resources.
6. Review suggested list of resources to be released and initiate recommendation for release of resources.
7. Report information about special activities, events and occurrences to Incident Commander.
8. Maintain Unit/Activity Log (ICS 214).

3240.1 Emergency Notification Requirements

A. Federal:

1. The FWPCA requires that any person in charge of a vessel, onshore facility, or offshore facility shall as soon as he has knowledge of any prohibited discharge of oil or a designated hazardous substance into or upon the navigable waters of the United States, immediately notify the National Response Center, U.S. Coast Guard, Washington, D.C., toll free number 1-800-424-8802.

2. CERCLA requires that all hazardous substance releases in a quantity equal to or exceeding the Reportable Quantity (RQ) shall be immediately reported to the National Response Center, U.S. Coast Guard, Washington, D.C., toll free number 1-800-424-8802 by the person in charge of any vessel or facility, as soon as that person has knowledge of such a release.

3. If communication cannot be made with the National Response Center for oil spills or hazardous or hazardous substance releases the MSO Corpus Christi should be called at 512-888-3163 or 888-3193 (24 hours).

4. Notice of an oil discharge or release of a hazardous substance equal to or greater than the reportable quantity must be made immediately in accordance with 33 CFR 153 (B) and 40 CFR 302 respectively (40 CFR 300.125).

5. Notification of the NRC/USCG does not constitute notice to the State.

B. State of Texas:

1. Texas Natural Resource Conservation Commission (TNRCC): Upon the occurrence or discovery of any spill release, or discharge of a harmful quantity of oil (inland), hazardous substances; or release or threatened release, the responsible party must immediately make a telephone report to the TNRCC. This report must be made as soon as possible and not later than 24 hours after the occurrence of the spill, release or discharge (Texas Water Code 26.039 (b)). This notification may be made by calling the appropriate district or regional office during business or by calling the Texas Emergency Response Center (TERC) at 512-463-7727 or 1-800-832-8224. The TERC is in operation 24 hours a day. The primary purpose for immediate notification is to provide the State an opportunity to assist the responsible party in the prevention of further pollution and to immediate notification may be treated as a separate violation and is subject to penalties. Additionally, the responsible party and others should recognize the need for, or appropriateness of, the notification of local authorities' special role.

Once the TNRCC Regional Office or the TERC has been contacted, the TNRCC will initiate coordination with the appropriate State and Federal agencies, depending upon the location and nature of the incident. Involved State agencies may include the TGLO, DPS, DEM, RRCT, TPWD, TDOT and TDH. All State agencies and/or their field offices receiving notification of a discharge or spill covered by the State of Texas Oil and Hazardous Substance Contingency Plan and under TNRCC jurisdiction will be responsible for immediate contact of an appropriate TNRCC office or the TERC by telephone.

2. Texas Railroad Commission: The responsible party must immediately report any crude oil spill from exploration, production or pipeline activities into coastal waters (16 TAC 3.8 (E) AND 3.20) or an inland crude oil spill of five barrels or more to the appropriate Railroad Commission District Office (16 TAC 3.20 and 3.66). A written report with full details must also be submitted (16 TAC 3.20).

3. Texas General Land Office (TGLO): TGLO has jurisdiction over and will respond to any unauthorized oil discharge that enters or threatens to enter coastal waters. A discharge threatens to enter coastal waters when the location and the direction of the flow of discharge, if left unabated, would enter coastal waters within 12 hours (31 TAC 19.31).

The Oil Spill Prevention and Response Act of 1991 (OSPRA 91) Texas Natural Resource Code, Chapter 40, SECT. 40.101: Notification and response requires any party responsible for an unauthorized discharge of oil or person in charge of any vessel or a

terminal facility from or at which an unauthorized discharge of oil has occurred, as soon that person has knowledge of the discharge shall:

- * immediately notify the commissioner of the discharge.

- * undertake all reasonable actions to abate, contain, and remove pollution from the discharge.

- * To report an actual or threatened discharge, contact the TGLO at 1-800-832-8224 (24 hour line). For further information on TGLO rules regarding notification, refer to Title 31. Natural Resources and Conservation, Ch. 19, Oil Spill Prevention and Response, (31 TAC 19.32), Reporting an Unauthorized Discharge.

3240.2 Search And Rescue (Sar) Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the SAR Group Supervisor is responsible for prioritization and coordination of all Search and Rescue missions directly related to a specific incident.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Prioritize Search and Rescue missions.
3. Determine resource needs.
4. Direct and coordinate Search and Rescue missions.
5. Manage dedicated Search and Rescue resources
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.3 Salvage Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the Salvage Group Supervisor is responsible for coordinating and directing all salvage activities related to the incident.

- 1 Review Common Responsibilities (2110 (A) 1-11).
2. Coordinate development of Salvage Plan.
3. Determine resource needs.
4. Direct and coordinate implementation of the Salvage Plan.
5. Manage dedicated salvage resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.4 Fire Suppression Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the Fire Suppression Group Supervisor is responsible for coordinating and directing all fire fighting activities related to the incident.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Prioritize responses to fires related to the incident.
3. Determine resource needs.
4. Direct and coordinate fire fighting mission.
5. Manage dedicated fire fighting resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.5 Hazardous Materials Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the HAZMAT Group Supervisor is responsible for coordinating and directing all hazardous materials activities related to the incident.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Prioritize HAZMAT responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate HAZMAT responses.
5. Manage dedicated HAZMAT resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.6 Medical Group (EMS) Supervisor

A. Under the direction of the Emergency Response Branch Director, the Medical (EMS) Group Supervisor is responsible for coordinating and directing all emergency medical services related to the incident.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Prioritize EMS responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate EMS responses.
5. Manage dedicated EMS resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.7 Law Enforcement Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the Law Enforcement Group Supervisor is responsible for coordinating and directing all law enforcement activities, related to the incident, which may include, but not limited to isolating the incident, crowd control, traffic control, evacuations, beach closures and/or perimeter security.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Determine resource needs.
3. Direct and coordinate law enforcement response.
4. Manage dedicated law enforcement resources.
5. Manage public protection action e.g. evacuations, beach closures, etc.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3250 - Wildlife Branch Director

A. The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the Situation Unit Leader; employing wildlife hazing measures as authorized in the Incident Action Plan; and recovering and rehabilitating impacted wildlife. A central wildlife processing center should be identified and maintained for: evidence tagging, transportation, veterinary services, treatment and rehabilitation storage and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, will be overseen and coordinated by the Wildlife Branch Director.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Develop Wildlife Branch portion of the Incident Action Plan.
3. Supervise Wildlife Branch operations.
4. Determine resource needs.
5. Review suggested list of resources to be released and initiate recommendation for release of resources.
6. Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
7. Report information about special activities, events, and occurrences to Operations Section Chief.
8. Maintain Unit/Activity Log (ICS 214).

1. Review Common Responsibilities (2110 (A) 1-11).
2. Prioritize HAZMAT responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate HAZMAT responses.
5. Manage dedicated HAZMAT resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.6 Medical Group (EMS) Supervisor

A. Under the direction of the Emergency Response Branch Director, the Medical (EMS) Group Supervisor is responsible for coordinating and directing all emergency medical services related to the incident.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Prioritize EMS responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate EMS responses.
5. Manage dedicated EMS resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3240.7 Law Enforcement Group Supervisor

A. Under the direction of the Emergency Response Branch Director, the Law Enforcement Group Supervisor is responsible for coordinating and directing all law enforcement activities, related to the incident, which may include, but not limited to isolating the incident, crowd control, traffic control, evacuations, beach closures and/or perimeter security.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Determine resource needs.
3. Direct and coordinate law enforcement response.
4. Manage dedicated law enforcement resources.
5. Manage public protection action e.g. evacuations, beach closures, etc.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3250 - Wildlife Branch Director

A. The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the Situation Unit Leader; employing wildlife hazing measures as authorized in the Incident Action Plan; and recovering and rehabilitating impacted wildlife. A central wildlife processing center should be identified and maintained for: evidence tagging, transportation, veterinary services, treatment and rehabilitation storage and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, will be overseen and coordinated by the Wildlife Branch Director.

1. Review Common Responsibilities (2110 (A) 1-11).
2. Develop Wildlife Branch portion of the Incident Action Plan.
3. Supervise Wildlife Branch operations.
4. Determine resource needs.
5. Review suggested list of resources to be released and initiate recommendation for release of resources.
6. Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
7. Report information about special activities, events, and occurrences to Operations Section Chief.
8. Maintain Unit/Activity Log (ICS 214).

3250.1 Wildlife Recovery Group Supervisor

A. Under the direction of the Wildlife Branch Director, the Wildlife Recovery Group Supervisor is responsible for coordinating the search for collection and field tagging of dead and live impacted wildlife and transporting them to processing center(s). This group should coordinate with Planning (Situation Unit) in conducting aerial and group surveys of wildlife population in the vicinity of the spill. They should also deploy acoustic and visual wildlife hazing equipment as needed.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Determine resource needs.
3. Establish and implement protocols for collection and logging of impacted wildlife.
4. Coordinate transportation of wildlife to processing stations(s).
5. Brief the Wildlife Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3250.2 Wildlife Rehabilitation Center

A. Under the direction of the Wildlife Branch Director, the Wildlife Rehabilitation Center is responsible for receiving oiled wildlife at processing center, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport and rehabilitation of oiled wildlife. The center is responsible for assuring appropriate transportation to appropriate treatment centers for oiled animals requiring extended care and treatment.

1. Review Common Responsibilities (2110 (A) 1-11)
2. Determine resource needs and establish processing station for impacted wildlife.
3. Process impacted wildlife and maintain logs.
4. Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch Operations director.
5. Coordinate transport of wildlife to other facility.
6. Coordinate release of recovered wildlife.
7. Implement demobilization plan.
8. Brief the Wildlife Branch Director on activities.
9. Maintain Unit/Activity Log (ICS 214).

3300 - INITIAL EMERGENCY COMMUNICATION

3310 Preliminary Assessment & Initiation Of Action

3310.1 Initial Assessment Check-Off Or Sequence

A. The first responders on-scene will attempt to gather as much information as possible to obtain an accurate description of the incident. At a minimum, the team will perform the following:

1. Assess personnel safety/site characterization.
2. Determine personnel safety equipment based on potential and existing exposure.
3. Assess hazards to the public and the environment.
4. Assess fire/explosion hazard.
5. Identify source, insure it is secure or isolated, if not secure or isolated, assess attempts for isolating or securing the source.
6. Define nature of the incident.
 - a. Determine environmental impact.

- b. Determine status of spill.
- c. Determine movement of spilled product.
- d. Determine environmental resources and vulnerable areas at risk.

7. Evaluate severity of incident and the need for further resources (Response contractors or Resource Agencies).

- a. Initial assessment of incident severity.
- b. Estimate duration of spill response efforts.

8. Initiate response strategy.

B. Additionally, the investigation team will gather information required to recommend countermeasures to minimize or mitigate adverse impacts of the spill. The information should be detailed, consistent and systematic.

A. This information is not only of value to the response personnel; the Information Officer can prepare a press statement with the factual information gathered during the initial investigation from the Initial Responders Worksheet (ICS 201 form) to address any questions from the Public.

3310.2 INITIAL ACTION CHECK-OFF OR SEQUENCE

When the OSC receives a report of a discharge, actions normally should be taken in the following sequence:

A. Investigate the report to determine information such as the threat posed to public health or welfare or the environment, the type of quantity of polluting material and source of discharge.

B. Officially classify the size minor, medium, major (*see chart below) and type i.e., (substantial threat to public health or welfare or worst case discharge) of discharge and determine the course of action to be followed to ensure effective and immediate removal, mitigation, or prevention of discharge. Some discharges that are classified as substantial threat to public health or welfare may be further classified as a spill of national significance by the Administrator of EPA or the Commandant of USCG.

Size Classes of Discharges

	Coastal Waters	Inland Waters
Minor	Less than 10,000 gallons	Less than 1,000 gallons
Medium	10,000 to 100,000 gallons	1,000 to 10,000 gallons
Major	Greater than 100,000 gallons	Greater than 10,000 gallons

1. When the reported discharge is an actual or potential major discharge, the OSC shall immediately notify the RRT and the NRT.

2. When the investigation shows that an actual or potential medium discharge exists, the OSC shall recommend activation of the RRT, if appropriate.

3. When the investigation shows that an actual or potential minor discharge exists, the OSC shall monitor the situation to ensure that proper removal action is taken.

C. If the OSC determines that effective and immediate removal, mitigation or prevention of a discharge can be achieved by private party efforts, and where the discharge does not pose a substantial threat to public health or welfare, determine whether the responsible party or other person is properly carrying out removal. Removal is being done properly when:

1. The responsible party is applying resources called for in its response plan to effectively and immediately remove, minimize or mitigate threats to public health and welfare and the environment.

2. The removal efforts are in accordance with applicable regulations, including the NCP. Even if the OSC supplements responsible party resources, the spill response will not be considered improper, unless specifically determined by the OSC.

D. Where appropriate, determine whether a state or political subdivision thereof has the capability to carry out any or all removal actions. If so, the OSC may arrange funding to support these actions.

E. Ensure prompt notifications of the trustees of the affected natural resources in accordance with the applicable RCP and ACP.

F. Removal shall be considered complete when so determined by the OSC in consultation with the Governor or Governors of affected states. When the OSC considers removal complete, OSLTF removal funding shall end. This determination shall preclude additional removal actions under applicable state law.

3310.3 - INITIAL NOTIFICATION CHECK-OFF OR SEQUENCE

Spill Response Notification Form

Reporters Name: _____ Title: _____
Phone No: _____ City: _____
Company: _____ State: _____ Zip Code: _____
Address: _____
Latitude: _____ Longitude: _____
Incident Location: _____
Incident Description: _____

Source and/or Cause: _____

Date of Incident: _____ Time of Incident: _____
Distance from City: _____ State: _____ County: _____
Material Discharged: _____ Quantity: _____
Is the material in the water? _____ (Y/N)
Response Actions:
Actions taken to Correct, Control or mitigate Incident: _____

Impact:
Number of Injuries: _____ Number of Fatalities: _____
Were there evacuations? _____ (Y/N) Number of Evacuated: _____
Damage Descriptions: _____
Areas Affected: _____

Notifications: _____ Time: _____

NRC: _____(Y/N) Phone: 1-800-957-8186 _____

US Coast Guard _____(Y/N) Phone: 512-888-3162 _____

TGLO _____(Y/N) Phone: 512-980-3300 _____
1-800-832-8224 _____

TNRCC _____(Y/N) Phone: 512-980-3100 _____
1-800-832-8244 _____

RRC _____(Y/N) Phone: 512-242-3113 _____

Case Numbers NRC: _____ Contact Person: _____

Case Numbers TGLO: _____ Contact Person: _____

Other Comments:

3310.31 - Emergency Notification Phone Numbers

Federal, State, Local Agencies and Cleanup Contractors

All of the listed notifications are not necessary for every spill. The circumstances of the spill determine which notifications to make. For instance, if the spill endangers wildlife then Texas Parks & Wildlife and the U.S. Fish & Wildlife Service should be notified. However, there are two notifications that are required by law for all oil spills within Texas (the National Response Center and the appropriate State agency).

(*See Resource Appendix for Notification Phone Numbers)

3400 - Required Correspondence

3410 - Federal Required Letters and Reports

3410.1 - The Coast Guard Pollution Investigator will complete a Issue Letter of Federal Interest (CG 5549), obtain witness statements and may issue one or more of the following :

- Issue Letter of Designation of Source
- Issue Directive/Administrative Order
- Issue Letter of Federal Assumption

3410.2 - The Responsible Party will complete the Pollution Incident Daily Resource Reports.

3420 - State Required Letters and Reports

3420.1 - The Responsible Party is required to complete:

- a) Oil Spill Response Completion Report for the TGLO, and/or
- b) a spill or discharge submission written report for the TNRCC (*see State of Texas Oil and Harzardous Substances Spill Contingency Plan, pg 14-1)

3500 - Tactical Response Priorities

- A. Protect human health and limit exposure.
- B. Remove or control of remaining pollutant and potential for further impact.
- C. Protect sensitive areas.
- D. Consider accessibility of area and identify staging areas.

3600 - Tactical Response Options

3610 - Human Safety

A. The protection of human life is paramount in any spill, discharge or release incident. With regard to human safety, the following measures should be followed:

- 1. Avoid contact with spilled material:

2. Avoid inhalation of any gases, fumes vapors or smoke. All personnel should stay upwind (some gases inhibit the sense of smell or may be dangerous at undetectable concentrations).
3. Move and keep people away from the incident scene; contact the nearest law enforcement authority for assistance if necessary.
4. Attempt to determine and remove all ignition sources without unnecessarily endangering your own life;
5. Access the situation with regard to injuries;
6. Contact the appropriate authorities and responsible parties and allow them to handle the response activities.

3620 - Substance Identification

A. One of the most important aspects of the initial response activities at the spill incident is the identification of substance involved. The first responsible authority on scene should attempt to make this determination. Under no circumstances should this authority attempt substance identification without adequate personal protection and without exercising extreme caution.

B. Direct identification of the substance involved in a transportation incident may be obtained from the following sources:

1) **Operators of the vehicle:** Vehicle operators should be able to identify the materials they are carrying. They should be located as soon as possible and questioned regarding the contents of their vehicle. Shipping papers identifying the substance(s) involved should be in their possession. They may be able to provide information regarding the shipper, consignee and manufacturer.

2) **Shipping Papers:** For highway incidents, shipping papers identifying the vehicle cargo should be in the possession of the driver or located in the cab of the vehicle on the seat or on the holder on the inside of the door. In the event of a railway incident, shipping papers should be in the possession of the conductor or located in the engine and the caboose. Shipping papers for waterborne vessels should be in the possession of the captain of the vessel, the person in charge of the watch, or located on the bridge or in the pilot house of the vessel. On barges, the shipping papers are carried in a tube or box on the barge.

3) **UN (United Nations) or NA (North America) material identification numbers:** There may be a black 4-digit identification number directly on warning placards or on individual orange panels on the tank, vehicle or rail car ends. If not displayed on the vehicle ends, check the sides of the transport. These numbers are hazard category codes that can be identified in the latest North American *Emergency Response Guidebook*, or by contacting CHEMTREC. This number identifies generic groups of hazardous materials, e.g. #1203 for gasoline, fuel oils, etc.

4) **Information on containers:** In certain situations, information on containers will identify their contents. In other situations the name and address of the shipper or consignee may be found on the containers. These parties may be contacted directly or through CHEMTREC in an attempt to identify the materials involved.

5) **The shipping company:** The shipping firm or railway company involved in the incident should be able to identify the contents of their vehicle. Highway and rail vehicles often have unique identification numbers (in addition to the numbers described in (c) above) displayed on the ends and/or sides of each particular vehicle. By contacting the company involved, either directly or through CHEMTREC, and providing the identification numbers when available, the contents of these particular vehicles may be identified.

6) **Physical Properties:** If direct identification is impossible, or if any of the above methods of identification are prohibitive from a time or safety standpoint, attempt to identify as many of the chemical and physical properties of the substance as possible. Contact CHEMTREC or the TNRCC Emergency Response Unit and provide information for assistance in identifying the material. The following properties should be identified:

- a) color of material
- b) physical state of the material (solid, liquid or gas)
- c) odor (identification of odor should not be done intentionally, but may be available through unintentional exposure)
- d) noticeable sound
- e) abnormal or extreme heat
- f) abnormal or extreme cold (presence of frost)
- g) pressure
- h) color of flame (if present)

Again, it cannot be over emphasized that only trained personnel should ever approach a fire or spill.

3630 - Obtaining Chemical Information

A. The TNRCC Emergency Response Unit is staffed by trained and experienced personnel with 24-hour access to reference materials on the hazardous properties of chemicals including computer access to a wide range of chemical identification, toxicological, and reference databases. The TNRCC Emergency Response staff may be reached directly at 512-239-2507 or 512-463-7727 (24 hour phone number).

B. Emergency information concerning the hazardous properties of approximately 18,000 chemicals and chemical classes is available from the CHEMTREC. CHEMTREC will provide immediate information via the telephone and will usually be able to notify the shipper of the material (if the incident is transportation related) or direct the caller to other sources of technical assistance. CHEMTREC (Chemical Transportation Emergency Center) operates 24 hours a day, seven days a week and may be reached, toll-free, at 800-424-9300.

3700 - Sensitive Areas (*See TGLO Atlas*)

4000 - PLANNING

TABLE OF CONTENTS

4100 - Planning Section Organization

4110 - Planning Section Planning Cycle Guide

4200 - Roles And Responsibilities

4200.1 - National Response Team

4200.2 - Regional Response Team

4200.3 - Area Committee

4210 - ICS Planning Section Roles

4210.1 - Situation Unit

4210.1.1 - Display Processor

4210.1.2 - Field Observer

4210.1.3 - Trajectory Analyst Specialist

4210.1.4 - Geographic Information Specialist

4210.1.5 - Resources At Risk Specialist

4220.2 - Resources Unit

4220.2.1 - Check In Recorder

4220.2.2 - Volunteer Coordinator

4230.3 - Documentation Unit

4240.4 - Technical Specialist

4240.4.1 - Disposal

4240.4.2 - Scientific Support Coordinator

4240.4.3 - Alternative Response Technology

4240.4.4 - Legal

4300 - Compliance Guidance

4400 - Environmental Sensitivity Indices, Maps & Info (*See TGLO Atlas)

4500- Strategic Response Priorities (*See TGLO Atlas)

4600 - Strategic Response Options

4610 - Countermeasures

4610.1 Chemical Countermeasures

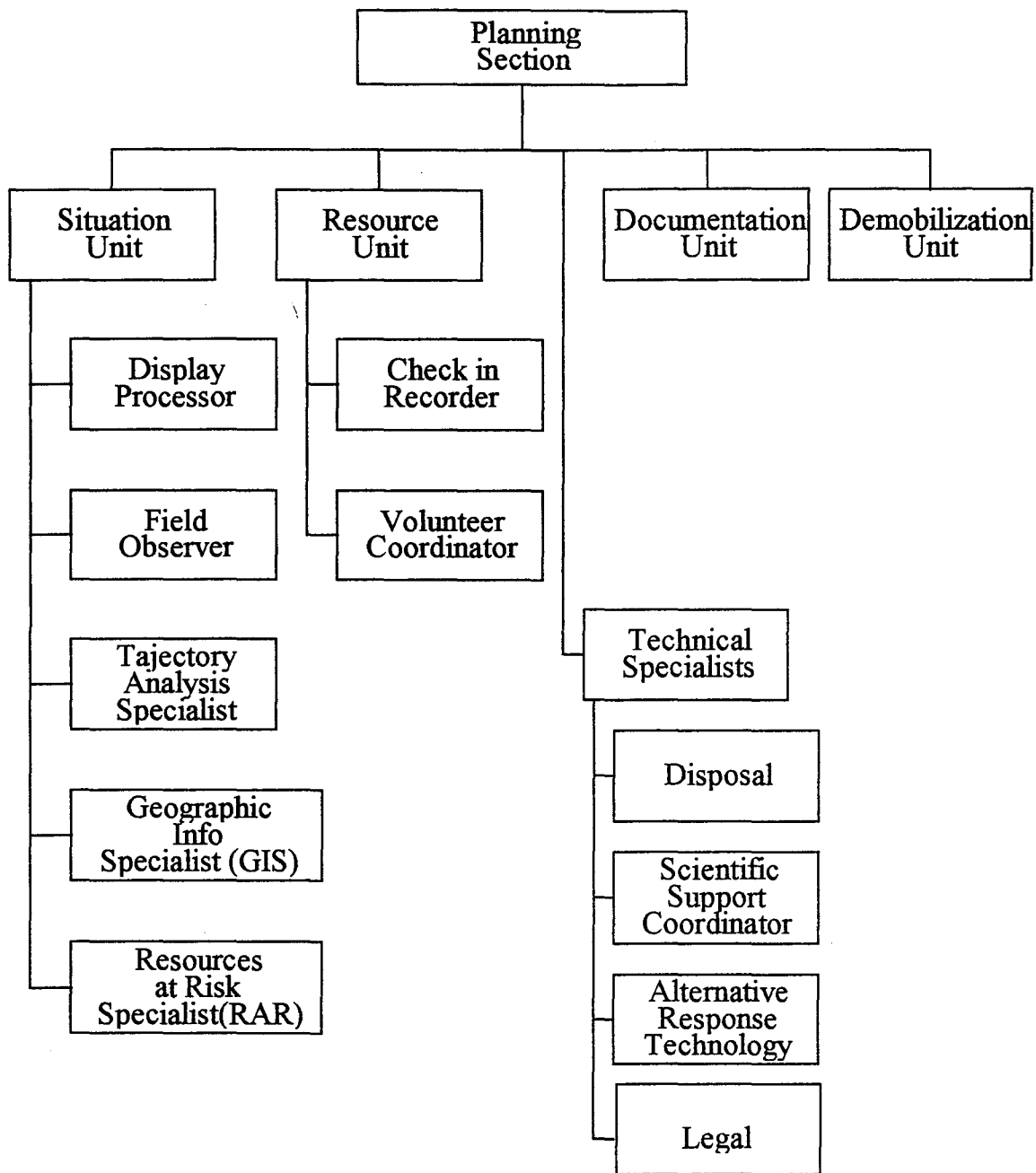
4610.2 In-Situ Burn

4610.3 Use Of Other Non-Traditional Countermeasures

4620 - Disposal

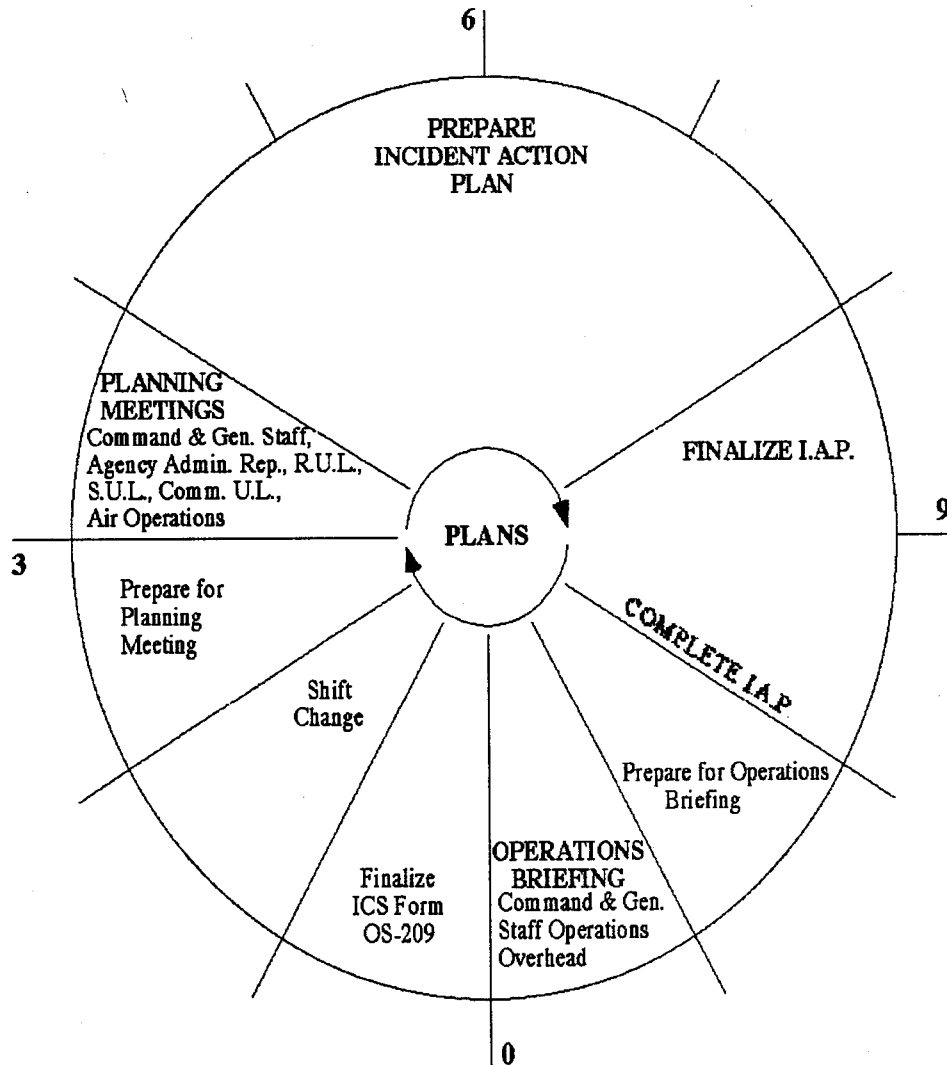
4620.1. Federal Requirements

4620.2. State Requirements



4100 - PLANNING SECTION ORGANIZATION

Planning Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative
Comm. U.L.: Communications Unit Leader
Gen.: General
I.A.P.: Incident Action Plan
R.U.L.: Resources Unit Leader
S.U.L.: Situation Unit Leader

4200 - Roles and Responsibilities

4200.1 National Response Team:

A. The National Response Team consists of 15 Federal agencies with responsibilities, interests, and expertise in various aspects of emergency response to pollution incidents. The EPA serves as chairman and Coast Guard serves as vice-chairman of the NRT, except when activated for a specific incident. The NRT is primarily a national planning, policy and coordination body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by a OSC via the RRT during an incident. NRT assistance usually takes the form of technical advise, access to additional resources/equipment, or coordination with other RRT's (* See Resource Appendix for a list of NRT Representatives).

4200.2 - Regional Response Team

A. There are 13 RRT's, one for each of the ten Federal regions and Alaska, the Caribbean, and the Pacific Basin. The South Texas Coastal Zone resides in Region VI area of responsibility. This region is co-chaired by the EPA, USCG 8th District. (* See Resource Appendix for a list of NRT Representatives).

4200.3 - Area Committee

South Texas Coastal Zone Area Committee

Listed below are Federal, State and Local organizations along with local industry, environmental groups, and concerned citizens who had representatives for active participation in the subworking groups that developed this plan. Many members worked in different groups at different times. A complete listing of sub-working group members remains on file at the MSO.

A. Executive Steering Group

B. General Area Committee Members:

Calhoun County LEPC
City of Corpus Christi
NOAA
National Spill Control School, Texas A & M Corpus Christi
Naval Station, Ingleside
Naval Air Station Corpus Christi
Port of Corpus Christi
Railroad Commission of Texas
San Patricio County LEPC
TNRCC
Texas Parks & Wildlife
U.S. Fish and Wildlife Service
U.S. Coast Guard
Texas General Land Office
U.S. Environmental Protection Agency (EPA)
U.S. Army Corps of Engineers
Animal Damage Control Service
Center for Coastal Studies, Texas A&M C.C.
U.S. Minerals Management Service
U.S. National Park Service
OSHA
Texas Dept. of Health

Texas Dept. of Public Safety
Univ. of Texas, Marine Science Institute
Brownsville Navigation District
Calhoun County Navig. District
Corpus Christi/Nueces County LEPC
Jackson County LEPC
Kleberg County LEPC
Matagorda County LEPC
Padre Island Fire Dept.
Port Isabel Navig. District
Port Lavaca Port Committee
Port of Brownsville
Port of Harlingen
South Padre Island Visitor & Convention Bureau
Victoria County LEPC
Victoria Emergency Management Coordinator
Willacy County Navigation District
Aransas Pilots Assoc.
ALCOA
Amfels
BFI
B.P. Chemicals, Inc.
Bona Shipping
Bristol Resources
Brown Water Marine
Brownsville Rio Grande R.R.
C.C. Area Oil Spill Control Assoc.
Central Power and Light
Chemical Waste Management, Inc.
CITGO Petroleum Corp.
Coastal Refining & Marketing
Complete Environmental Services
Corpus Christi Power Squadron
Diamond Shamrock
Dix Shipping
Dupont
Earth Save of Corpus Christi
Ecology and Environmental Inc.
Formosa Plastics
Gateway Tugs
Gulmar Inc.
Hoechst Celanese
Hollywood Marine
Itapco
Kleberg and Head
Koch Pipeline Company
Koch Refining Co.
Lower Laguna Madre Foundation
Lykes Bros. Shipping
Marine Services Inc
Marine Spill Response Corp..
Maritime Consultants Inc.
Maryland Marine Inc.
Miller Environmental Services
National Audobon Society
National Response Corp.

Oil Patch Fuel and Supply
Oppenheimer Environmental
OxyChem
Peterson Environmental Services
Petro Liquids Corp.
SDC Services Inc.
Spill Control Services
Spill Response Inc.
Statia Terminals
Team Environmental Services
Transforma Marine
NESTE Trifinery
Union Carbide
Valero Refining and Marketing

4210-ICS Planning Section Roles

A. The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Activate Planning Section units.
3. Assign available personnel already on site to ICS organizational positions as appropriate.
4. Collect and process situation information about the incident.
5. Supervise preparation of the Incident Action Plan.
6. Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.
7. Participate in planning and other meetings as required.
8. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
9. Determine need for any specialized resources in support of the incident.
10. Provide Resources Unit with the Planning Section's organizational structure including names and locations of assigned personnel.
11. Assign Technical Specialists where needed.
12. Assemble information on alternative strategies.
13. Assemble and disassemble teams or task forces as necessary.
14. Provide periodic predictions on incident potential.
15. Compile and display incident status summary information.
16. Provide status reports to appropriate requesters.
17. Advise General Staff of any significant changes in incident status.
18. Incorporate the incident Traffic Plan (from Ground Support Unit), Vessel Routing Plan (from Vessel Support Unit) and other supporting plans into the Incident Action Plan.
19. Instruct Planning Section Units in distribution and routing of incident information.
20. Prepare recommendations for release of resources for submission to members of Incident Command.
21. Maintain Section records.
22. Maintain Unit/Activity Log (ICS 214).

4210.1-Situation Unit Leader

A. The Situation Unit Leader is responsible for the collection and evaluation of information about the current and possible future status of the spill and the 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 impacts on natural resources. This responsibility includes providing information to the GIS Specialist(s) for the creation of maps to depict the current and possible future situation and the preparation of reports for the Planning Section Chief.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing and special instructions from the Planning Section Chief.
4. Participate in planning meetings as required.
5. Prepare and maintain Command Post display.
6. Collect and maintain most current incident data.
7. Prepare periodic predictions as requested by the Planning Section Chief.
8. Prepare, post and disseminate resource and situation status information as required in the Incident Information Center.
9. Prepare the Incident Status Summary (ICS209(oil)).
10. Provide status reports to appropriate requesters.
11. Provide photographic services and maps.

4210.1.1-Display Processor

A. 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 (2210 (T) 1-11).
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.
 - f. Field Observer assignments and communications means.
3. Obtain necessary equipment and supplies.
4. Obtain copy of Incident Action Plan for each operational period.
5. Assist Situation Unit Leader in analyzing and evaluating field reports.
6. Develop required displays in accordance with time limits for completion.

4210.1.2-Field Observer

A. The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

1. Review Common Responsibilities (2210 (T) 1-11).
2. 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.
3. Obtain copy of Incident Action Plan for the Operational Period.
4. Obtain necessary equipment and supplies.
5. Perform Field Observer responsibilities to include but not limited to the following:

- a. Perimeters of incident.
 - b. Locations of oil concentration.
 - c. Rates of spread.
 - d. Weather conditions.
 - e. Hazards.
 - f. Progress of Operation resources.
6. Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
 7. Report information to Situation Unit Leader by established procedure.
 8. Report immediately any condition observed which may cause danger and safety hazard to personnel.
 9. Gather intelligence that will lead to accurate predictions.

4210.1.3-Trajectory Analysis Specialist

A. The Trajectory Analysis Specialist is responsible for providing to the Unified Command projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote sensing information, computer modeling as well as observed and predicted tidal, current and weather data to form these analyses. Additionally, the specialist is responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating these analysis. Trajectory maps, overflight maps, tides and current data, and weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Schedule and conduct spill observations/ overflights as needed.
3. Gather pertinent information on tides, currents and weather from all available sources.
4. Provide trajectory and overflight maps, weather forecasts, tidal and current information.
5. Provide briefing on observations and analyses to the proper personnel.
6. Demobilize in accordance with the Demobilization Plan.
7. Maintain Unit/Activity Log (ICS 214).

4210.1.4 -Geographic Information System (GIS) Specialist

A. The GIS Specialist is responsible for gathering and compiling updated spill information and providing various map products to the incident. The GIS team will work with the Situation Unit and the information management officer to ensure accurate and rapid dissemination of oil spill information to the ICS.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Determine resource needs.
3. Participate in planning meetings as required.
4. Gather and compile data from the different incident t-sections.
5. Provide maps for various components of the incident.
6. Provide status reports to appropriate requesters.
7. Maintain Unit/Activity Log (ICS 214).

4210.1.5 -Resources At Risk (RAR) Technical Specialist

A. The Resources at Risk Technical Specialist is responsible for the identification of resources thought to be at risk from exposure to the spilled oil through the analysis of known and anticipated oil movement and the location of natural, cultural, and economic resources. The Resources at Risk Technical Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

1. Review Common Responsibilities (2210 (T) 1-11).

2. Participate in planning meetings as required.
3. Determine resource needs.
4. Obtain current and forecasted status information from Situation Unit.
5. Identify natural resources at risk.
6. Identify archaeo-cultural resources at risk.
7. Identify socioeconomic resources at risk.
8. Develop a prioritized list of the resources at risk for use by the Planning Section.
9. Provide status reports to appropriate requesters.
10. Maintain Unit/Activity Log (ICS 214).

4220.2-Resource Unit Leader

A. The Resource Unit Leader (RESTAT) is responsible for maintaining the status of all resources (primary and support) at an incident. RESTAT achieves this through development and maintenance of a master list of all resources, including check-in, status, current location, etc. This unit is also responsible for preparing parts of the Incident Action Plan (ICS 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determines the availability of resources.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing and special instructions from the Planning Section Chief.
4. Participate in Planning Meetings as required.
5. Establish check-in function at incident locations.
6. Using the Incident Briefing (ICS 201) prepare and maintain the Command (organization chart and resource allocation and deployment sections of display).
7. Establish contacts with incident facilities and begin maintenance of resource status.
8. Gather, post, and maintain incident resource status.
9. Maintain master roster of all resources checked in at the incident.
10. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
11. Prepare appropriate parts of assignment lists (ICS 204)

4220.2.1-Check-In Recorder

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

1. Review Common Responsibilities (2210 (T) 1-11).
2. Obtain work materials, including Check-in Lists (ICS Form 211).
3. Establish communications with the Communication Center.
4. Post signs so that arriving resources can easily find the check-in locations.
5. Record check-in information on Check-in Lists (ICS Form 211).
6. Transmit check-in information to Resources Unit on regular pre-arranged schedule.
7. Forward completed Check-in Lists and Status Change Cards to the Resources Unit.

4220.2.2-Volunteer Coordinator

A. 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.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Coordinate with Resource Unit to determine where volunteers are needed.

3. Identify any necessary skills and training needs.
4. Verify minimum training needed, as necessary, with Health and Safety Officer or units requesting volunteers (if special skill is required).
5. Activate, as necessary, standby contractors for various training needs (as applicable).
6. Coordinate nearby or on-site training as part of the deployment process.
7. Identify and secure other equipment, materials and supplies as needed.
8. Induct convergent (on the scene) volunteers.
9. Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
10. Recruit additional volunteers through media appeals (if needed).
11. Assess, train and assign volunteers.
12. Coordinate with Logistics for volunteer housing and meal accommodations.
13. Assist volunteers with other special needs.
14. Maintain Unit/Activity Log (ICS Form 214).

4230.3-Documentation Unit Leader

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

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing and special instructions from Planning Section Chief
4. Participate in Planning Meetings as required.
5. Establish and organize incident files.
6. Establish duplication service and respond to requests.
7. File copies of all official forms and reports.
8. Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS units.
9. Provide incident documentation to appropriate requesters.

4240.4-Technical Specialists

A. Technical Specialist are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be utilized during an oil spill response.

4240.4.1-Disposal (Waste Management) Specialist

A. The Disposal (Waste Management) Specialist is responsible for providing the Planning Section Chief with a Disposal Plan that details the collection, sampling, monitoring, temporary storage, transportation, recycling, and disposal of all anticipated response wastes.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Determine resource needs.
3. Participate in planning meetings as required.

4. Develop a Pre-Cleanup Plan and monitor pre-cleanup operations, if appropriate.
5. Develop a detailed Waste Management Plan.

4240.4.2-Scientific Support Coordinator Specialist

A. The Scientific Support Coordinator (SSC), in accordance with the National Contingency Plan, will provide the On Scene Coordinator (OSC) 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. Review Common Responsibilities (2210 (T) 1-11).
2. Represent the OSC in planning meetings.
3. Determine resource needs.
4. Provide current and forecasted incident status information for the Situation Unit by way of overflight maps and trajectory analysis.
5. Provide weather, tidal and current information.
6. Obtain consensus from the Federal Natural Resource Trustees regarding response options and report to the OSC.
7. Develop a prioritized list of the resources at risk.
8. Provide status reports to appropriate requesters.
9. Demobilize in accordance with the Demobilization Plan.
10. Maintain Unit/Activity Log (ICS 214).

4240.4.3-Alternative Response Technologies (Art) Specialist

A. The Alternative Response Technologies Specialist is responsible for evaluating the opportunities to use ART, including dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required to deploy a specific ART, and articulate the environmental tradeoffs of using or not using a specific ART.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Participate in planning meetings as required.
3. Determine resource needs.
4. 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.
5. Identify available ART that may be effective on the specific spilled petroleum.
6. Make initial notification to all agencies that have authority over the use of ART.
7. Keep Planning Section Chief advised of ART issues.
8. Provide status reports to appropriate requesters.
9. Establish communications with Regional Response Team to coordinate ART activities.
10. Maintain Unit/Activity Log (ICS 214).

4240.4.4-Legal Specialist

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

1. Review Common Responsibilities (2210 (T) 1-11).
2. Participate in planning meetings if requested.

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

4300 – Compliance Guidance

4310 – Statutory Guidance

- A. Comprehensive Environmental Response Compensation and Liability Act, 1990 (CERCLA)
- B. Federal Water Pollution Control Act (FWPCA) as amended by Clean Water Act & Oil Pollution Act 1990 (OPA)
- C. National Historic Preservation Act (NHPA)
- D. Endangered Species Act (ESA)
- E. Resource Conservation and Recovery Act (RCRA)
- F. National Environmental Policy Act (NEPA)

4320 – State and Local Compliance Guidance

- A. Oil Spill Prevention and Control Act of 1991 (OSPCA)
- B. Texas Water Code
- C. Texas Health and Safety Code

4400 – Environmental Sensitivity Indices, Maps & Info (*See TGLO ATLAS)

4500 – Strategic Response Priorities (*See TGLO ATLAS)

4600 – Strategic Response Options

A. Below are specific sites, ranks in each category, and recommendations for facilities and "must stop oil before this point" locations. These are listed from north to south.

1. Gulf Intracoastal Waterway - (Tres Palacios-Matagorda).

- a. Must Contain Points - Contain within the intracoastal waterway, close locks. Prevent movement into Matagorda Bay and adjacent lakes by booming entrances to cuts and passes (Mad Island Lake, Mad Island Cut, Oyster Lake).
- b. Methods - Containment, diversion onto non-vegetated shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

2. Tres Palacios.

- a. Must Contain Points - Attempt to contain harbor spills within harbor or to prevent movement into the bay.
- b. Methods - Containment, diversion onto non-vegetated shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

3. Port Lavaca.

a. Must Contain Points - Contain within the Alcoa Ship Channel, Point Comfort Turning Basin.

b. Methods - Containment, diversion onto non-vegetated shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

4. Port O'Connor/Pass Cavallo.

a. Must Contain Points - Contain within ICW, prevent redistribution into Bar Room Bay, Big Bayou and Sahuria Bayou.

b. Methods - Potential for burning in mid-Matagorda Bay. Containment, diversion onto non-vegetated shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

5. San Antonio Bay - Welder Point and Victoria Barge Canal.

a. Must Contain Points - Contain spills within VBC.

b. Methods - Containment, diversion onto non-vegetated shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

6. Aransas Wildlife Refuge.

a. Recommend adoption/inclusion of Aransas Wildlife Refuge Response Plan.

b. Central Geographic Region

7. Rockport/Cove Harbor.

a. Must Contain Points - Prevent movement into Copano Bay, contain within Harbor Island.

b. Methods - Deflect onto Fulton Beach. Containment, diversion onto shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

8. Aransas Pass.

a. Must Contain Points - Contain within Com Brown Harbor, contain within the Aransas Pass Channel.

b. Methods - Deflect onto non-vegetated shorelines, containment boom for harbor, containment boom to prevent movement into passes/cuts. Containment, diversion onto shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

9. Port Aransas.

a. Must Contain Points - Lydia Ann Channel south of lighthouse, Aransas Pass Channel Mkr 2, Corpus Christi Ship Channel Mkr 8

b. Methods - Containment within area of spill. Diversion into harbors or onto shorelines. Vacuum trucks via barge or road. Skimmers.

10. Ingleside.

a. Must Contain Points - Use of shoreline, spoil islands and booms to prevent spread into Redfish, Corpus Christi Bay or CC Ship Channel .

b. Methods - Containment, diversion onto shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

11. Port of Corpus Christi/Inner Harbor.

a. Must Contain Points - Contain within harbor. Protect/prevent movement of material into CPL power plant and Nueces Bay. Prevent movement of oil into Nueces Bay.

b. Methods - Containment, diversion onto shorelines (North Beach), use of booms to prevent migration into Nueces Bay, use of marina as collection point, vacuum trucks by barge or road, skimmers.

12. Corpus Christi/Laguna Madre.

a. Must Contain Points - Prevent movement of oil into N. Laguna Madre by Kennedy Causeway.

b. Methods - Containment, diversion onto shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmers.

13. Laguna Madre – Land Cut

a. Must Contain Points – Containment of oil within land cut or prevention of movement through land cut to prevent spread to wind driven tidal flats.

b. Methods – Some potential for burning of oil. Containment boom. Diversion onto shorelines or spoil islands. Vacuum trucks may be brought in by barge.

14. Port Mansfield

a. Must Contain Points – Little opportunity for containment outside of port.

b. Methods – Containment, diversion onto shorelines, use of booms to prevent migration, vacuum trucks by barge or road, skimmer.

15. Brownsville Ship Channel/Port Isabel

a. Must Contain Points – Contain within the ship channel, prevent migration north into Laguna Madre, prevent migration into South Bay.

b. Methods – Divert spill onto mainland shoreline or harbor areas. Containment, deflection boom, skimmers, vacuum trucks by road or barge. Be prepared to block or shut passes into South Bay, Vadia Ancha, Bahia Grande, and other wind tidal flats. Recommend inclusion of the Texas Parks and Wildlife Management Plan for South Bay.

4610 Countermeasures

4610.1 Chemical Countermeasures

A. Dispersants

1. General

- a. The use of dispersants to mitigate offshore oil spills has become a proven and accepted technology, and under certain conditions, are more effective than mechanical response. Within the Gulf region, an operational dispersant capability has been developed and is being actively supported by some firms within the industry.
- b. The requirement for a dispersant capability exists with the Minerals Management Service's regulatory requirements that operators of offshore facilities maintain a dispersant capability.

2. Preauthorization

- a. The On-Scene-Coordinator (OSC) must utilize the decision making process as defined in this OSC Preapproved Dispersant Use Manual to determine the applicability of dispersants as a response option for a specific spill response. The RRT will be notified by the OSC of an approval to initiate dispersant operations within three hours after the approval has been given to the Responsible Party (RP). It is required that the RRT be convened within three hours of the completion of the first dispersant spray drop, and that subsequent consultation be maintained with the RRT to safeguard the public interest. A final debrief will be given to the RRT by the OSC and Scientific Support Coordinator (SSC) immediately following the completion of the preapproved dispersant operation.
- b. Preapproval is for aerial application only. If other application techniques (e.g., boat) are desired in the preapproval area after aerial application has begun, consultation with and verbal approval by RRT VI is required before those techniques can be applied.
- c. Preapproval is only for those dispersants which are listed on the most current NCP Product Schedule and which have been explicitly specified in the NCP Product Schedule Listing to be suitable for aerial application. Further determination of the suitability of individual dispersants by viscosity as related to aircraft type is covered in this manual.
- d. Preapproval allows for maximum dispersant spray coverage of suitable slick areas [those regions of a slick having visibly thick oil (black/brown) as opposed to sheen]. Multiple sorties and multiple passes are authorized to continue unless a decision is made by the RRT, when convened, to cease operations.
- e. The Responsible Party (RP) or OSC must have established the appropriate contractual relationships required for aerial application of dispersants as part of the pre-spill planning process. If contracts must be established during the spill response, activation of the dispersant preapproval is inappropriate. There should be sufficient time to consult with the RRT in accordance with the RRT VI Regional Contingency Plan Subpart H (Authorization for The Use of Dispersants in Non-Life Threatening Situations).

f. The OSC must ensure that the RP's dispersant operation provides for a dispersant controller who is over the spray zone(s) in separate aircraft from the dispersant aircraft. The controller must be qualified and be able to direct the dispersant aircraft in carrying out the offshore dispersant operation inclusive of avoiding the spraying of birds (by 1000 ft. horizontal distance), marine mammals and turtles that may be in the area. Contracted aerial dispersant flight operations shall have the organization and capability to provide the first application of dispersant over the designated response zone as rapidly as possible. Maximum effectiveness of dispersant for many oils, 6 hours, shall be the target of the response organization for the first application of dispersants after the oil first entered the marine environment.

g. For all dispersant operations, the OSC must activate the Special Response Operations Monitoring Program (SROMP) monitoring team.

3. Consultants (* See Resource Appendix)

4. Dispersant Stockpile (* See Resource Appendix)

5. Dispersant Monitoring

RRT VI developed the Special Response Operations Monitoring Program (SROMP) to monitor the effectiveness of a dispersant application and to ensure timely results are provided to the RRT and OSC. SROMP basically determines whether or not a dispersant application is working and facilitates making the decision as to whether to continue or terminate a dispersant operation. Its primary purpose is to visually observe from an aircraft and determine if oil is, in fact, being chemically dispersed into the water column and, secondarily further monitors the in-water concentration of chemically dispersed oil with a fluorometer deployed from a boat. The SROMP observer also is required to survey the immediate area for any water fowl and marine animals. When possible Department of Interior (DOI) or Department of Commerce (DOC) will provide a specialist in aerial surveying of marine mammals/turtles who will accompany the SROMP controller/observer.

The SROMP program and user manual (Federal Region VI Regional Response Team, 1994) was developed by RRT VI to be carried out by the Gulf Strike Team (GST) and the National Oceanic and Atmospheric Administration Scientific Support Coordinator's (SSC) team. The GST and SSC were chosen because of their ability to respond quickly to oil spills with trained and equipped personnel. Having a government agency accomplish this task ensures monitoring data remains in the public domain and ensures available and objective presentation of such data to the OSC. To remain proficient, GST SROMP members receive training semiannually and work closely with the Eighth District Marine Safety Division by participating in dispersant training exercises.

SROMP should not be confused with public health monitoring and sampling conducted for impact and damage assessment. Other agencies are trained, equipped and hold the statutory responsibility for these types of monitoring.

6. Air Force Memorandum of Agreement

COMDTNOTE 16465 dated 30 September 1996 distributed a Memorandum of Agreement (MOA) between the Coast Guard and the Air Force (USAF) which provides for the use of USAF resources 910th Airlift Wing located at Youngstown Air Reserve Station, Ohio. Note this MOA will be incorporated into Volume X of the Marine Safety Manual.

The role of the USAF is to provide a dispersant capability when adequate private resources are incapable of responding in sufficient time, and, if needed, to augment private resources already deployed. Coast Guard policy, however, continues to emphasize that public resources are not to compete with private industry. The MOA outlines the steps necessary for the OSC to request resources for aerial dispersant applications and cost reimbursement procedures. The Department of Defense (DoD), as a National Response Team member, has designated the Director of Military Support (DOMS) as the Action Agent to approve and coordinate DoD support for oil spill response actions under the National Contingency Plan. A capability assessment and technical information may be obtained by the OSC prior to formal tasking by direct communication with the 910th Airlift Wing, Youngstown Air Reserve Station, Ohio at phone number (216) 392-1315.

7. Government Basic Ordering Agreement

As of November 1996, the only existing Basic Ordering Agreement (BOA) with an aerial dispersant company is with Airborne Support, Inc. of Bourg, LA. The point of contact is Mr. Howard Barker at (504) 851-6391.

4610.2 In-Situ Burn

A. Preauthorization

In January 1994, an in-situ burn plan was approved by RRT VI and pre-approval was granted to Coast Guard pre-designated On-Scene Coordinators (OSCs) within Region VI. The pre-approval allows OSCs to permit responsible parties to employ the plan seaward of three miles of the coasts of Louisiana and Texas, with areas excluded offshore in the vicinity of certain reefs and an area off Grand Isle, Louisiana. The plan may also be employed inshore of three miles, including bays, lakes, sounds, and rivers, but incident specific RRT approval must be granted in all such cases.

The TNRCC Regional Office must be notified of any In-Situ burn and monitoring for pollutants associated with the burn will be required.

B. Inshore/Nearshore In-Situ Burn (Guidelines)

In-situ burning is being considered with growing interest as a response tool for site specific oiled coastal wetlands. Burning of wetland grasses has been practiced as a vegetation management technique for many years, but burning of oiled wetlands is relatively new. Deciding how to respond to an oiled coastal wetland is a complex issue for which there can be no single answer. In January 1996, in keeping with the pro-active nature of RRT VI, guidelines and a checklist for quick approval of an in-situ coastal wetland burn were developed.

C. Environmental Considerations:

In-situ burning as a spill response method may provide a means to remove the oil from the impacted area without resorting to mechanical cleanup methods, which may be destructive or impossible to carry out. In-situ burning may minimize both short term risks

of further impact of the spilled oil, and long term risks of persistent toxicity to Marsh plants and biota.

It must be determined if cleanup is necessary or desirable. A consultation with a biologist, botanist or ecologist would be extremely helpful in assessing options. Cleanup in a wetland appears to be justified when oil can be removed with minimum impact, when other natural resources (such as migrating birds) are at high risk of being oiled, or when unassisted recovery is likely to be very slow.

D. Natural recovery may be the best option to follow when:

Oiling is light and natural recovery is likely to occur in an acceptably shorter time frame
Cleanup activities would detrimentally impact the wetland Wildlife are at low risk of being oiled.

E. In-situ burning has advantages and disadvantages. The following pros and cons should be examined when considering the in-situ burning option for oiled wetlands:

1. Pros

Minimizes physical damage: Where access is limited or mechanical/manual removal has the potential to cause unacceptable levels of impact by equipment mobilization and trampling, burning can rapidly remove oil from sensitive areas. Provides an option when other options fail: It provides a response option when no other options are acceptable or feasible, or where oil residues will be unacceptably high with other options, including natural recovery. Removes oil quickly: It rapidly removes oil from the habitat when there is a time-critical element, such as a short-term change in the physical conditions which will likely cause loss of containment and further spreading (e.g., rain or flooding), or a seasonal increase wildlife use, such as arrival of large number of migratory waterfowl.

2. Cons

Plant damage: Burning can cause substantial initial plant damage because the above-ground/water vegetation is removed. Long term impact: Burning can cause long-term impacts to vegetation, when the fire is so hot or water level is too low, that the below-ground plant parts are killed. Oil penetration: There is a potential for burning to increase oil penetration into the substrate, when there is no standing water. Damage to biota: Any animals present and unable to escape (such as gastropods on clean vegetation above the oiled area) will be killed. Residues: Heavy fuel oils, when burned, may produce residues that are difficult to remove.

F. Resource managers have been conducting prescribed burns of wetlands to rejuvenate wetlands that have accumulated high litter loads; generate green vegetation or open spaces to attract wildlife; release nutrients for recycling; and to restore habitats in areas that are historically dependent on frequent wildfires to sustain these ecosystems. The presence of oil in a wetland may have two important effects: the high BTU of the oil may increase the temperature and heat penetration of the burn, and oil residue may remain after the burn which can cause toxicity. However, the experiences of fire ecologists and practitioners can greatly contribute to the development of guidelines for burning wetlands as a spill-response strategy. Based on discussions with refuge staff with fire management duties, the following guidelines were developed for specific types of non-oiled wetland habitats:

1. Wooded Swamps (guidelines from the southeast, Okefenokee Swamp)

of further impact of the spilled oil, and long term risks of persistent toxicity to Marsh plants and biota.

It must be determined if cleanup is necessary or desirable. A consultation with a biologist, botanist or ecologist would be extremely helpful in assessing options. Cleanup in a wetland appears to be justified when oil can be removed with minimum impact, when other natural resources (such as migrating birds) are at high risk of being oiled, or when unassisted recovery is likely to be very slow.

D. Natural recovery may be the best option to follow when:

Oiling is light and natural recovery is likely to occur in an acceptably shorter time frame. Cleanup activities would detrimentally impact the wetland. Wildlife are at low risk of being oiled.

E. In-situ burning has advantages and disadvantages. The following pros and cons should be examined when considering the in-situ burning option for oiled wetlands:

1. Pros

Minimizes physical damage: Where access is limited or mechanical/manual removal has the potential to cause unacceptable levels of impact by equipment mobilization and trampling, burning can rapidly remove oil from sensitive areas. Provides an option when other options fail: It provides a response option when no other options are acceptable or feasible, or where oil residues will be unacceptably high with other options, including natural recovery. Removes oil quickly: It rapidly removes oil from the habitat when there is a time-critical element, such as a short-term change in the physical conditions which will likely cause loss of containment and further spreading (e.g., rain or flooding), or a seasonal increase wildlife use, such as arrival of large number of migratory waterfowl.

2. Cons

Plant damage: Burning can cause substantial initial plant damage because the above-ground/water vegetation is removed. Long term impact: Burning can cause long-term impacts to vegetation, when the fire is so hot or water level is too low, that the below-ground plant parts are killed. Oil penetration: There is a potential for burning to increase oil penetration into the substrate, when there is no standing water. Damage to biota: Any animals present and unable to escape (such as gastropods on clean vegetation above the oiled area) will be killed. Residues: Heavy fuel oils, when burned, may produce residues that are difficult to remove.

F. Resource managers have been conducting prescribed burns of wetlands to rejuvenate wetlands that have accumulated high litter loads; generate green vegetation or open spaces to attract wildlife; release nutrients for recycling; and to restore habitats in areas that are historically dependent on frequent wildfires to sustain these ecosystems. The presence of oil in a wetland may have two important effects: the high BTU of the oil may increase the temperature and heat penetration of the burn, and oil residue may remain after the burn which can cause toxicity. However, the experiences of fire ecologists and practitioners can greatly contribute to the development of guidelines for burning wetlands as a spill-response strategy. Based on discussions with refuge staff with fire management duties, the following guidelines were developed for specific types of non-oiled wetland habitats:

1. Wooded Swamps (guidelines from the southeast, Okefenokee Swamp)

Burns in winter tend to cause less damage in terms of species mortality and diversity; only a loss of fuel occurs. Burns in later summer result in higher mortality to the larger plants and hardwoods probably because they are more susceptible to stress, and the soil conditions are drier, leading to higher acute mortality from heat. Spring and summer burns are more likely to cause changes in species composition; species that are promoted by burning tend to grow vigorously after the burn, out-competing the less fire-tolerant species. Moisture levels are extremely important. Although high moisture levels make starting the burn more difficult, these conditions are less likely to cause high plant mortality or a change in species composition. Greater damage to vegetation results from burns during dry seasons, when the fire is more likely to burn deeper into organic soils and cause higher damage to roots. When the soils are wet, only the above ground vegetation is burned off.

2. Fresh-to-Brackish Impoundment Marshes (data are from Merritt Island NWR) Prescribed burns should be scheduled for periods when they occur naturally, namely in the dry/lightning season. *Juncus* is killed if flooded after a burn. *Spartina bakeri* burns well, readily, and during most times of the year, even in standing water.

G. Based on the very limited data on effectiveness and effects of burning oiled marshes, the following environmental guidelines are proposed:

1. Make sure that it is possible to contain and control the fire; it is not as easy to put out a fire in vegetated wetland as it is with oil contained in fire boom. Impacts to below ground vegetation are likely to be less if a water layer exists between the oil and the substrate. A standing water layer of just a few inches may get hot enough to kill the roots anyway. Little information on this relationship has been compiled and this type of data may be collectable during monitoring efforts. Burning of oiled woody wetland vegetation (compared to herbaceous vegetation) should not be considered. Not enough is known about seasonal effects on the ability of burned, oiled vegetation to recover yet burning in late fall to early spring, when the vegetation is dormant and prior to new plant growth seems to be the best time. If it can be done with minimal impacts, heavy accumulations of oil should be removed by other methods in order to reduce the amount of burn residues and burn duration which may cause long-term impacts to both vegetation and animals returning to the habitat.

2. Light fuel oils and crudes burn more efficiently and generate less residues, which should reduce the potential for long-term impacts.

H. There is some concern that burning of muddy substrates could alter their physical properties (i.e., make them hard) thus degrading their biological productivity. Every wetland is different in terms of the wetland type, plant species composition, environmental parameters, and the known or estimated tolerances of that type of system to physical and chemical disturbances. Biologist, botanists or ecologists should be consulted prior to the use of burning as a response technique in a wetland.

I. Little data is found on the burning of oiled wetlands. The NOAA Scientific Support Coordinator may be able to coordinate with ongoing (funded) research to address site specific monitoring needs.

J. Safety Considerations

1. Because of the intense heat, the smoke plume usually rises several hundreds to several thousands of feet. It then levels off and is blown by the wind in a

narrow, and often meandering band while dissipating. After that it moves about according to weather conditions at the time. Some parts of the plume occasionally dip back down toward the surface but the majority of the smoke usually stays well up in the air. If the wind is blowing away from a populated area it is conceivable that a burn could be conducted immediately adjacent to the area. However, if the wind is blowing toward a populated area there must be reasonable assurances that people will not be exposed to excessive concentrations of pollutants.

2. Concentrations of small particulates in the smoke plume dissipate and are generally within the standard 150 micrograms per cubic meter of air, averaged over 24 hours, within one to three miles from the burn. In most cases, three miles from populated areas is considered to be a reasonably safe distance in case the plume dips down to land.

3. At night, wind conditions are usually more stable. Burning may be done under stable wind conditions, however, data on the inversion layer should be known. Optimal wind conditions are 5-10 knots preferably not exceeding 20 knots. Burning may be done with winds exceeding 20 knots, however the lofting effect will be reduced, and the smoke may hug the ground. This condition is acceptable if the plume is not expected over a population center. The risk that in-situ burning may pose to the general public located downwind should be considered before any burning is initiated. If the risk is deemed unacceptable in-situ burning should not be done.

4. Burning must be safe and practical in light of spill status and spill source stabilization. Make sure burning is compatible with mechanical cleanup operations.

5. It is assumed that the responsible party has implemented a site safety work plan with a section specifically addressing in-situ burning. Personnel conducting the burn should be trained, provided with the necessary protective equipment, and monitored as needed.

K. Operational Considerations

1. The type and condition of the oil must be sufficiently combustible. Very weathered oils may not support combustion. Some type of wicking agent might be necessary.

2. State/local air quality regulations (30 TAC 111.213) for burning must be followed and the appropriate agency contacted. Burning may be restricted between 9:00 am to 5:00 pm. It is also recommended to call the FAA with proposed burn times and locations.

L. Burn Boom Locations (*See Resource Appendix)

M. In-Situ Burn Monitoring (Special Response Operations Monitoring Program (SROMP))

SROMP is real-time monitoring to provide information to the OSC as whether or not in-situ burning should be continued or discontinued. RRT VI requires SROMP be in place prior to the start of any in-situ burn if there is a possibility that the burn plume will cross over any populated or environmentally sensitive area. The smoke concentration is monitored with multiple portable infrared aerosol monitors to determine whether or not the level of exposure is acceptable for populated or environmentally sensitive areas. If the

values are too high, in-situ burn operations are to be suspended until more favorable meteorological conditions prevail.

Oil Spill Response Checklist for Coastal Wetland In-Situ Burn

The following checklist is provided as a summary of important information to be considered by the On-Scene Coordinator (OSC) in reviewing any request to conduct in-situ burning in a coastal wetland. It may be completed by the Responsible Party with input from resource managers and/or SSC. If the Burn is recommended by the Responsible Party and the State and approved by the OSC, the checklist may be faxed to the RRT (DOI, DOC, EPA, and State) for immediate consideration.

Name of Incident: _____

Date and Time of Incident: : _____

Name of Product Spilled (specific gravity, API or MSDS attached if available):

Total Volume of Oil Spilled : : _____

Total Volume of Oil to be Burned : : _____

Oil Thickness Over Water:
: _____

Wetland Type (e.g. salt marsh) and Dominant Plant Species :
: _____
: _____

Description of Incident:

Description and size of Area to be Burned (include location of proposed burn with respect to spill source, an attached sketch, survey or picture of area would be helpful):

Environmental Concerns and Recommendations, (include environmental trade-offs, water depth in marsh, past management practices, possible impending weather, presence of wildlife, alternate or additional clean-up methods):

Local Air Quality Personnel Notified (name and number):

Land Owner Notified (name and number):

Distance to Nearest Population Center: _____

Environmental Review Personnel (name and number):

Site Safety Plan Reviewed: _____

Present and Forecasted Weather: _____

Status of Spill Source:

Description of Operations (include how the fire will be contained, controlled and ignited):

Method to Recover Burn Residue:

Monitoring to be Performed:

Signatures:

On Scene Coordinator

Responsible Party

State Incident Commander (IC)

Other

4610.3 Use Of Other Non-Traditional Countermeasures

A. Bio-Remediation - (Site specific)

Use of microbial products requires RRT approval. Oil metabolizing microbes may be added to contaminated areas to enhance the biodegradation of an oil by taking advantage of the hydrocarbon degrading characteristics of these microbes. The effectiveness of adding microbes to enhance biodegradation is not well supported in scientific literature.

B. Sinking Agents

Any chemical that is considered or acts as a sinking agent is strictly prohibited.

4620 – Disposal

4620.1. Federal Requirements

A. Subtitle C of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA) of 1976 (Sections 3001 - 3006) directs the Environmental Protection Agency (EPA) to promulgate regulations to protect health and the environment from improper management of "hazardous waste". These regulations once established should provide for a "Cradle to Grave" regulation program for hazardous waste. Title 40 of the Code of Federal Regulations, Parts 260 - 265, (40 CFR 260 - 40 CFR 265) implement this task.

B. 40 CFR Part 260 sets forth definitions of words and phrases which appear in Parts 261 - 265 which correspond to RCRA Sections 3001 - 3004. Provisions which are generally applicable to all these regulations can also be found in this part.

C. 40 CFR Part 261 (RCRA Sec. 3001) defines, identifies, and lists hazardous waste. This part also identifies special requirements for small quantity generators and for hazardous waste which is to be recycled, reused, or reclaimed. An important provision of this Part is the exclusion of wastes associated with the exploration, development, or production of crude oil, natural gas or geothermal energy from a hazardous waste classification.

D. 40 CFR Parts 262 and 263 (RCRA Sects. 3002 and 3003) establish standards for generators and transporters of hazardous waste. These regulations ensure proper record keeping and reporting, the use of a manifest system to track hazardous waste, the use of labels and containers, and the delivery of the waste to properly permitted facilities.

1. Part 262 (RCRA Sec. 3002) requires a generator of solid waste to determine if the waste is a hazardous waste. Generators must prepare a manifest for all shipment of hazardous wastes that are sent to off-site treatment, storage, or disposal facilities. For these shipments, the generator must also package, label, and placard the waste according to EPA/DOT regulations. In addition, the generators must maintain records, report shipments that do not reach designated facilities on the manifest, and submit annual summary reports of their activities. This part also establishes special requirements for international shipment of hazardous wastes and provides for the temporary (90 day) accumulation of hazardous wastes without a permit.

2. Part 263 (RCRA Sec. 3003) applies to the transportation of hazardous waste requiring a Manifest (per 40 CFR 262). This regulation requires that a transporter obtain an EPA identification number, comply with the manifest system, deliver

the waste to the designated treatment, storage, or disposal facility and to keep records. Also established in this Part are prescribed action required in the event of a discharge of the hazardous waste during transit.

E. 40 CFR PART 264 - 265 (RCRA Sec.3004) apply to the owners and operators of facilities that treat, store, and/or dispose of wastes which are identified or listed as hazardous under Part 261. These regulations are promulgated to ensure that these facilities are designed, constructed and operated in a manner which protects human health and the environment.

1. Part 264 standards are applicable to owners and operators of Hazardous Waste Treatment, Storage, and Disposal Facilities. These regulations include the first phase of standards used to issue permits for these facilities. Requirements include preparedness for and prevention of hazards, contingency planning and emergency procedures, the manifest system, and record keeping and reporting. In addition, the general requirements for identification numbers, required notices, waste analysis, security and inspection of facilities, and personnel training are also included in this Part.

2. Part 265 establishes requirements applicable during the interim status period of a Waste Treatment, Storage or Disposal Facility. The interim period is that time or period after an owner or operator has applied for a permit, but prior to final disposition of the application. Some of the requirements include preparedness for and prevention of hazards, contingency planning and emergency procedures, the manifest system, record keeping and reporting, groundwater monitoring, facility closure and post-closure care, financial requirements and the use and management of containers. The design and operation of tanks; surface impoundments; waste piles; land treatment facilities; landfills incinerators; thermal, physical, chemical, and biological treatment units; and injection wells are also covered in this Part. Also covered are the general requirements respecting identification numbers, required notices, waste analysis, security and inspections at facilities and personnel training .

F. Under 40 CFR Parts 122, 123 and 124, (RCRA Sections 3005 and 3006), the EPA and State governments share responsibility for implementing and monitoring the progress to regulate hazardous waste. The EPA will only regulate hazardous waste on States that choose not to implement their own plan or fail to qualify For EPA authorization.

1. Parts 122 and 124 include the general requirements in obtaining permits for Treatment, Storage, and Disposal Facilities. Part 122 offer detail on who must apply for a permit, content of the applications, conditions that must be incorporated into the permits, when the permits must be revised, reissued, or terminated, and other requirements. Part 124 establishes the procedure used in issuing RCRA (Sec. 3005), NPDES, UIC and PSD permits. Also established in Part 124 are procedures for public participation, for consolidated review and issuance of two or more permits to the same facility or activity, for appealing permit decisions, and other requirements.

2. For States interested in administering the RCRA Program, Title 40 of the Codes of Federal Regulations, Part 123, (RCRA Sec. 3006) establishes guidelines under which States may seek authorization to carry out the program. Under this Part, The State must develop its own regulatory program which must then be authorized by the EPA. To receive authorization, the state program must meet certain criteria EPA has developed.

G. In the State of Texas, the EPA has authorized the State Hazardous Waste Program to regulate hazardous waste. A majority of the program is administered by the Texas Natural Resource Conservation Commission.

H. For further detail, refer to Title 40 of the Codes of Federal Regulations Parts 122, 123, 124, and Parts 260 - 265.

4620.2. State Requirements

A. Management of Spill Waste

1. Chapter 26.262 of the Texas Water Code states that "it is the policy of the state to prevent the spill or discharge of hazardous substances into the waters in the state and to cause the removal of such spills and discharges without undue delay. "To successfully complete this mission, TNRCC assumes the authority to direct the appropriate management of wastes and other residual materials which result from spills within the agency's jurisdiction.

B. Industrial vs Nonindustrial Spill Waste

1. Industrial solid waste is defined in 30 TAC §335.1 as "Solid waste resulting from or incidental to any process of industry or manufacturing, or mining or agricultural operation, which may include hazardous waste as defined in this section."

2. Residues of spills which occur during transportation and spills which are otherwise not resulting from, or incidental to, an industrial process and which do not generate a hazardous waste (as defined in 40 CFR 261), do not meet the definition of an industrial solid wastes. However, the disposal facilities authorized to receive contaminated media by TNRCC require that spill wastes be classified, documented, and transported like industrial wastes prior to acceptance in most cases.

C. Use of TNRCC Waste Code

1. An 8-digit TNRCC waste code is required prior to management in a facility authorized by TNRCC to accept contaminated media. The TNRCC waste classification system is based on self-classification of waste by the generator. The method for assigning the 8-digit waste code is explained in 30 TAC Chapter 335 Subchapter R.

2. Unique Sequence Code. Industrial and hazardous spill wastes require a unique 4-digit sequence code (as part of the 8-digit waste code) used for computerized tracking at TNRCC. This sequence code is assigned by TNRCC ERU staff for spill related wastes. To obtain the sequence code complete TNRCC Form 757, Request for Texas Waste Code for Shipment of Class 1,2,3 and EPA Hazardous Waste. A copy of TNRCC Form 757 is included in this section. The requests may be mailed or telefaxed to (512)239-2527. The turnaround time is generally 3 business days. Generators should contact TNRCC ERU if emergency conditions call for a quicker response. This form is also used to request temporary state and EPA generator ID numbers (discussed below).

3. Generic sequence code. Generators of spill wastes which are not industrial and not hazardous may self assign the generic sequence code "SPIL" as part of the eight-digit waste code.

D. Manifest required. Shipment of Class 1 industrial and hazardous spill wastes to an offsite waste management facility must be documented through use of a Uniform Hazardous Waste Manifest (except for conditionally exempt small quantity generators and industrial generators that generate less than 100 kilograms of non-hazardous Class I waste per month). These forms and additional information regarding this requirement may be obtained by calling the TNRCC Waste Evaluation Section (512)239-6840.

E. Please note that pursuant to 30 TAC §335.93(b), "If a discharge of hazardous waste occurs during transportation and a Commission official acting within the scope of his official responsibilities determines that immediate removal of the waste is necessary to protect human health or the environment, that official may authorize the removal of the waste by transporters who do not have EPA identification numbers and without the preparation of a manifest."

F. Temporary EPA Generator ID numbers. A 12-digit EPA generator ID number is required on manifests for shipment of hazardous waste. Generators of hazardous spill wastes may request a site specific temporary EPA Generator ID Number from TNRCC ERU using TNRCC Form 757 (described above).

G. State generator ID number. Either a unique 5-digit state generator ID number or a generic, temporary state generator ID number must be shown on the manifest. Generators of spill wastes may request a site specific temporary state generator ID Number from TNRCC ERU using TNRCC Form 757 (described above).

H. Management of spill waste as non-industrial waste. Options available for non-industrial spill waste (other than disposal) include treatment at a facility registered by the TNRCC Petroleum Storage Tank program to receive contaminated media, on site treatment, reuse, reclamation and recycling. Proposals for the appropriate management of spill residues which are not industrial wastes must receive the approval of the TNRCC regional office on scene coordinator or TNRCC ERU central office staff.

I. Use of a Petroleum Storage Tank Division (PST) registered facility. The PST division of TNRCC has entered into an agreement with TNRCC ERU to allow certain contaminated soils from spills and releases to be accepted and treated at soil treatment and recycling facilities regulated under 30 TAC Chapter 334 Subchapter K. Petroleum contaminated soils which are non-industrial and not hazardous from spills and releases (and that are basically the same as contaminated soils from PST-regulated remediations) may be considered for these facilities. TNRCC approval is given on a case-by-case basis and requires specific approval of both the waste stream and PST registered facility. Contact TNRCC ERU staff at (512)239-2508 for assistance.

J. Texas Natural Resource Conservation

1. Commission. Section 26.127 of the Texas Water Code establishes the Texas Natural Resource Conservation Commission (TNRCC) as the principal authority in the State on matters relating to the quality of water in the State. In addition, the Hazardous Substances Spill Prevention and Control Act (Chapter 26, Subchapter G, §26.262, Texas Water Code) stipulates that it is the policy of this State to prevent the spill or discharge of hazardous substances into the waters in the State and to cause the removal of any spills and discharges without undue delay. This subchapter shall be construed to conform with Chapter 40 of the Natural Resources Code.

2. The TNRCC is the State's lead agency in spill response to certain inland oil spills, all hazardous substance spills, spills of other substances which may cause pollution, as well as any releases of substances which may adversely impact air

quality. The TNRCC shall conduct spill response for the State, and shall otherwise administer the provisions of the Act. The Act also authorizes the Executive Director of the TNRCC (hereinafter referred to as the Executive Director) to act independently if no federal on-scene coordinator is present or no action is being taken by an agency of the federal government in response to a spill or discharge of oil, hazardous substances, or other substances. The Executive Director's response may include actions to abate and remove the spill.

3. Under the authority of certain provisions of Chapter 361 of the Texas Health and Safety Code, the TNRCC has additional removal authorities with respect to cleanup of a release or threatened release of hazardous substances.

4. The TNRCC has been designated by the Governor of Texas, in accordance with the provisions of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), (42 U.S.C. §9601, et seq.); the Superfund Amendments and Reauthorization Act of 1986 (SARA), (Public Law 99-499); the Clean Water Act, as amended (33 CFR Part 300), as the State's lead agency for "Superfund" activities and as one of the State's representatives to the federal Regional Response Team (RRT). In accordance with 40 CFR Part 300.32(b), the RRT serves as the regional body for planning and preparedness before a response action is taken and for coordination and advice during such actions. Further, the Governor of Texas has designated the TNRCC as one of the three State Trustees for damage assessment and restoration of the State's natural resources that may be affected by a spill, discharge or release. The TNRCC is the designated trustee for air, surface water including sediments, groundwater, and drinking water resources. The TNRCC as a natural resource Trustee has the obligation to protect and preserve all trust resources of the State of Texas.

K. The State's municipal hazardous waste and industrial solid waste program is implemented by 30 Texas Administrative Code (TAC, Chapter 335), adopted under the authority of the State Solid Waste Disposal Act (Texas Health and Safety Code Ann., Chapter 361, Vernon Supp. 1990). Chapter 335 includes the requirement that any person who conveys or transports hazardous waste by truck, ship, pipeline or other means, shall clean up any hazardous waste discharge or release or take such action as may be required or approved by the TNRCC so that the hazardous waste discharge or release no longer presents a hazard to human health or the environment (see 30 TAC 335.93). These Rules also require that owners and operators of hazardous industrial solid waste storage, processing, or disposal facilities must maintain and operate such facilities so as to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or water which could threaten human health or the environment. Additionally, each owner or operator of a hazardous industrial solid waste facility must have a contingency plan for the facility designed to minimize the above possibilities (see 30 TAC 335.152, incorporating by reference 40 Code of Federal Regulations Part 264).

L. The State's regulation of underground and aboveground storage tanks, as administered by the Petroleum Storage Tank Program, is authorized by 30 Texas Administrative Code (TAC, Chapter 334), promulgated under the Texas Water Code §§26.341-26.363. This program establishes minimum standards and procedures to protect and maintain the quality of the state's groundwater and surface water resources from environmental contamination that could result from any releases of harmful substances stored in such tanks. Authority was granted to assess and collect fees for deposit into a fund which could then be used for remediation purposes. In addition to ongoing preventive and remedial actions, emergency orders may be issued to the owner and/or operator of an underground or aboveground storage tank if there is an actual or threatened release of a

regulated substance (Texas Water Code §26.354). Emergency orders may also be issued if it is determined that more expeditious corrective action than is otherwise provided for is necessary to protect the public health and safety or the environment from harm. Orders issued under this provision may prohibit a person from allowing or continuing the release (or threatened release) and require the person to take the actions necessary to eliminate it. Additionally, the TNRCC is authorized to undertake corrective action measures under any circumstances in which the commission considers it necessary to protect the public health and safety or the environment (Texas Water Code §26.3511).

M. Under the authority of the Texas Clean Air Act (Texas Health and Safety Code, Chapter 382, Vernon Supp. 1990), the TNRCC is charged with safeguarding the State's air resources from pollution by controlling or abating air pollution and emissions of air contaminants, consistent with the protection of public health, general welfare, and physical property, including the aesthetic enjoyment of air resources by the public and the maintenance of adequate visibility. The TNRCC Office of Air Quality requires facilities to report any major upset condition (see 30 TAC §101.6). A major upset is defined as an unscheduled occurrence or excursion of a process or operation that results in an emission of air contaminants that contravenes the Texas Clean Air Act and is beyond immediate control, or a release that is initiated to protect life in the immediate or adjacent areas (see 30 TAC §101.1). Many releases may constitute a spill or discharge under the Hazardous Substances Spill Prevention and Control Act as well as a major upset under the TNRCC rules.

N. General Land Office.

1. The Texas General Land Office (GLO) is the state's lead agency for response to oil spills that enter or threaten to enter coastal waters. State discharge response and cleanup operations resulting from unauthorized discharges of oil that enter or threaten to enter coastal waters are administered and directed by the GLO pursuant to the Oil Spill Prevention and Response Act of 1991 (OSPRA), Texas Natural Resources Code §40.001 et seq.
2. OSPRA defines coastal waters as the waters and bed of the Gulf of Mexico within the jurisdiction of the State of Texas, including the arms of the Gulf of Mexico subject to tidal influence, and any other waters contiguous thereto that are navigable by vessels with a capacity to carry 10,000 gallons or more of oil as fuel or cargo. Thus, the jurisdiction of the GLO extends beyond simply waters that are subject to tidal influence.
3. OSPRA defines unauthorized discharge of oil as any discharge of oil, or any discharge of oil emanating from a vessel into waters adjoining and accessible from coastal waters, that is not authorized by a federal or state permit.
4. OSPRA defines discharge of oil as an intentional or unintentional act or omission by which harmful quantities of oil are leaked, spilled, pumped, poured, emitted, or dumped into or on coastal waters or at a place adjacent to coastal waters where, unless controlled or removed, an imminent threat of pollution to coastal waters exists.
5. The GLO has been designated by the Governor of Texas as a natural resource trustee under the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C.A. §§ 9601 et seq. and the Oil Pollution Act of 1990, 33 U.S.C.A. The natural resources for which the GLO is responsible are those related to State-owned lands. The GLO as a natural resource Trustee has the obligation to protect and preserve all trust resources of the State of Texas.

6. Sections 51.121 and 51.291 of the Texas Natural Resources Code also give the GLO permitting authority over pipelines and platforms located on State lands and anti-pollution requirements are built into GLO contracts and rules.

O. Railroad Commission of Texas.

1. The Railroad Commission of Texas (RRC) has spill response authority for spills or discharges from all activities associated with the exploration, development, or production, including storage or transportation, of oil, gas, and geothermal resources (Texas Natural Resources Code §§85.042, 91.101, and 91.601). Spills or discharges from brine mining or surface mining are also under the jurisdiction of the RRC (Texas Revised Civil Statutes Ann. Art. 5920-11 (Vernon) and Chapter 131 of the Texas Natural Resources Code). Any spill or discharge, whether hazardous or nonhazardous, that emanates from an oil, gas, or geothermal resource exploration or production facility or brine mine or surface mine is under the jurisdiction of the RRC.

2. Activities associated with the exploration, development, and production of oil or gas do not include refining or manufacturing processes; however, the processing of natural gas or natural gas liquids at gasoline plants or at natural gas or natural gas liquids processing plants is subject to the jurisdiction of the RRC with one narrow exception concerning waste from gas processing activities. Until the RRC receives delegation of RCRA authority, waste from gasoline plants, natural gas or natural gas liquids processing plants, pressure maintenance plants, or repressurizing plants and that is a hazardous waste under RCRA is under the authority of the Texas Natural Resource Conservation Commission. If the waste from these gas processing plants is not hazardous under RCRA, then the waste is under the jurisdiction of the RRC (Texas Natural Resources Code §91.101).

3. Prevention of pollution from spills or discharges of hazardous or non-hazardous materials from crude oil and natural gas pipelines is under the jurisdiction of the RRC. The RRC does not have pollution prevention authority over pipelines carrying refined petroleum products such as gasoline, diesel, and other fuel oil.

4. A spill of crude oil into coastal waters may involve both the RRC and the GLO. Although the GLO is the lead agency for spills of oil, including crude oil, into coastal waters or that pose an imminent threat to coastal waters if not abated, the RRC is on-scene coordinator for coastal spills of 240 barrels or less (Texas Natural Resources Code §40.008).

5. The RRC also has pipeline safety jurisdiction over pipelines carrying carbon dioxide, natural gas, and hazardous liquids. The Pipeline Safety Division of the RRC is charged with ensuring the safe operation of such pipelines (Texas Revised Civil Statutes, Article 6053-1 Texas Natural Resources Code, Chapter 117). Therefore, personnel from the RRC's Pipeline Safety Division may be present at the scene of a spill to investigate concerns related to the safe operation of the pipeline and to determine a probable cause of the spill.

P. Texas Parks and Wildlife Department

1. The Texas Parks and Wildlife Department (TPWD) is the State agency with the primary responsibility for protecting the State's fish and wildlife resources

(Chapter 12, Texas Parks and Wildlife Code) .In addition to TPWD authority granted under Chapter 26 of the Texas Water Code, §12.0011 of the Texas Parks and Wildlife Code states that TPWD's resource protection activities include investigating fish kills and any type of pollution that may cause loss of fish and wildlife resources, taking necessary action to identify the cause and party responsible for the fish kill or pollution, estimating the monetary value of lost resources, and seeking restoration through presentation of evidence to the agency responsible for permitting or through county or district court.

2. By designation of the Governor of Texas, the TPWD is also a State natural resource Trustee. The natural resources for which the TPWD is responsible are the biota, i.e., aquatic life, wildlife, birds, vegetation, etc. The TPWD as a natural resource Trustee has the obligation to protect and preserve all trust resources of the State of Texas.

3. Section 11.071 of the Texas Parks and Wildlife Code gives the TPWD the authority to regulate the use of Department lands for oil, gas, and other mineral recovery and associated activities as the TPWD considers reasonable and necessary to protect the surface estate of Department lands or to protect human health or property. Department lands include State parks, wildlife management areas, and natural areas.

4. Chapter 86 of the Texas Parks and Wildlife Code authorizes the TPWD to regulate, control, and protect marl and sand of commercial value and all gravel, sand, and mudshell located within the tidewater limits of the State and on islands within those limits, and within the freshwater areas of the State not embraced by a survey of private land and on islands within those areas.

Q. Texas Department of Public Safety

1. The Texas Department of Public Safety (DPS) has adopted rules relating to the reporting of all transportation incidents involving releases of report able quantities of hazardous materials and on-site coordination of transportation emergencies on public roads and railroads (Texas Government Code Ann., §411.018, Vernon Supp. 1990). These rules specify DPS's role in on-site coordination and outline a written report requirement for carriers involved in hazardous materials transportation incidents (see 37 TAC §§3.101 and 3.102).

2. During transportation incidents involving hazardous materials, the DPS official, as on-site coordinator, is responsible for on-site coordination of transportation emergencies for all unincorporated areas and may assume the on-site coordination role within cities when requested to do so by local government (37 TAC §3.101(a)). The DPS law enforcement officer who is the first responder on-site is responsible for the on-site coordination (37 TAC §3.101(b)). The DPS on-site coordinator is authorized to make emergency rules when normal operating procedures prove inadequate (37 TAC §3.101(d)). DPS coordination responsibilities will be performed until relieved by appropriate DPS authority or until the incident is concluded.

R. Texas Department of Transportation

1. The Texas Department of Transportation (TxDOT) and the Texas Natural Resource Conservation Commission, as provided in §25.264(f) of the Texas Water Code, have developed a contractual agreement whereby TxDOT

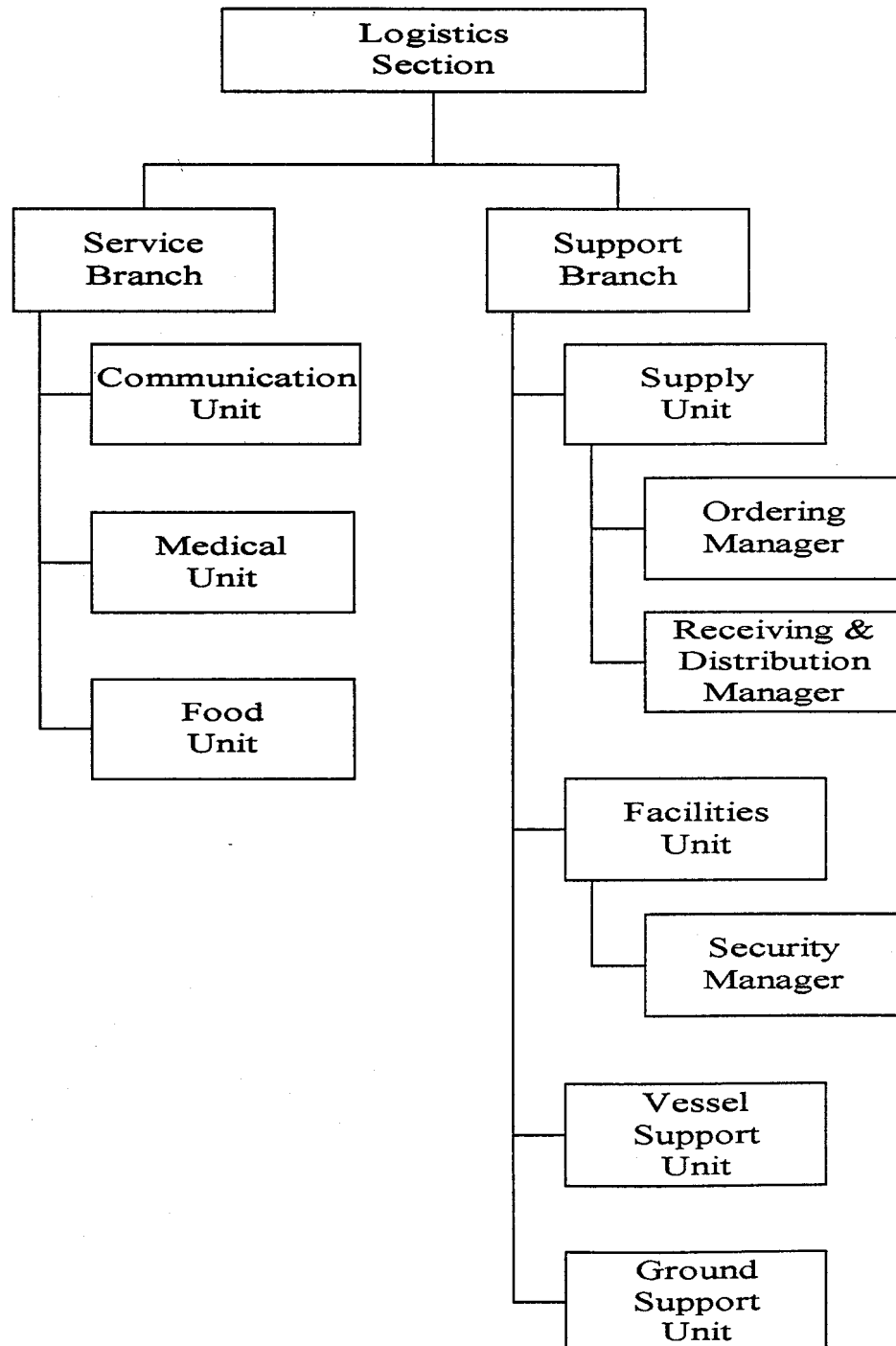
personnel, equipment, and materials may be used in State-funded cleanup actions. All expenses and costs resulting from cleanup activities are subject to reimbursement from the Texas Spill Response Fund.

5000 LOGISTICS

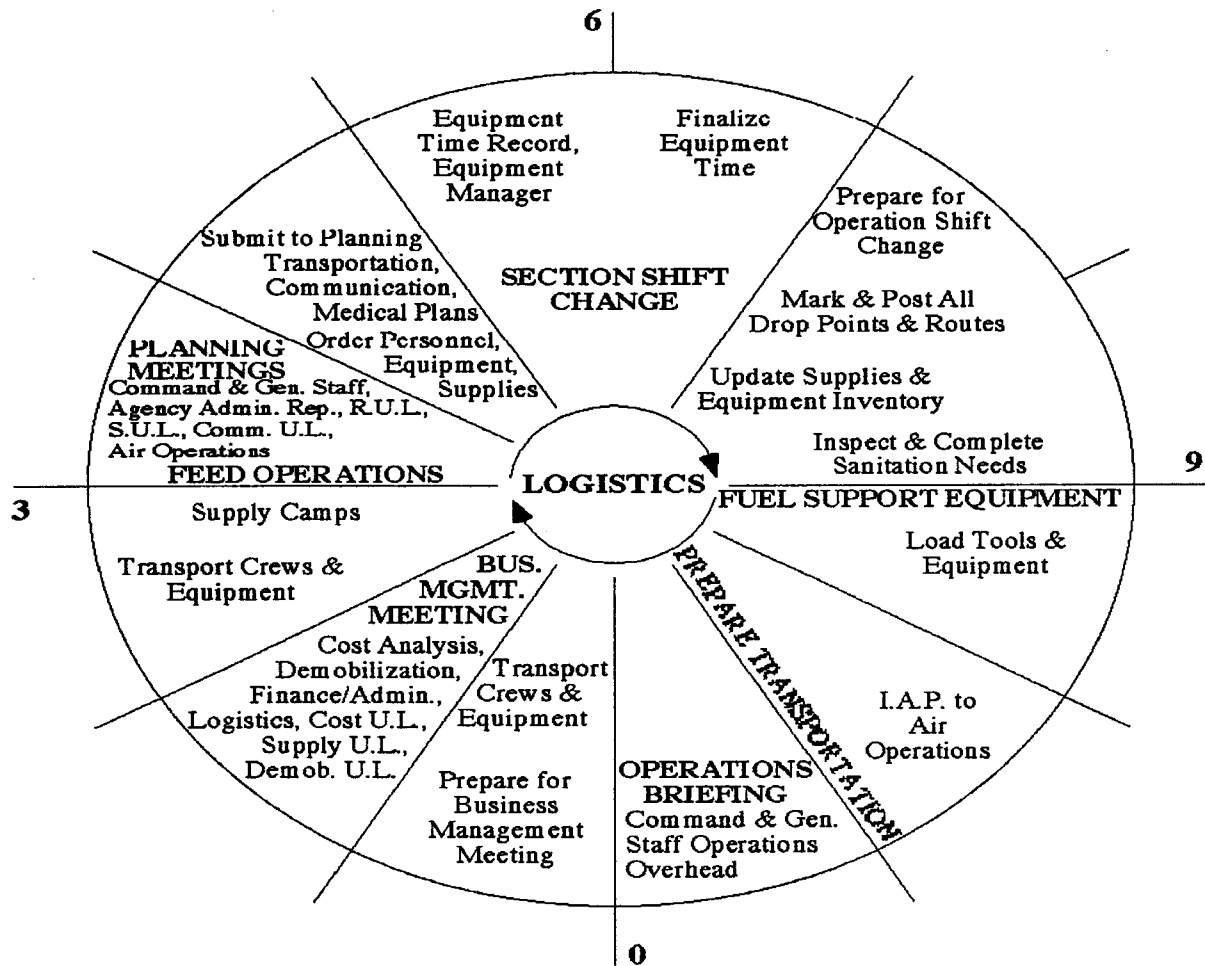
TABLE OF CONTENTS

- 5100 – Logistics Section Organization
 - 5110 Logistics Planning Cycle Guide
- 5200 Logistics Section: Roles and Responsibilities
 - 5210 Logistics Section Chief
 - 5220 Service Branch Director
 - 5220.1 Communications Unit
 - 5220.2 Medical Unit
 - 5220.3 Food Unit
 - 5230 Support Branch Director
 - 5230.1 Supply Unit
 - 5230.1.1 Ordering Manager
 - 5230.1.2 Receiving & Dist Manager
 - 5230.2 Facilities Unit
 - 5230.2.1 – Security Unit
 - 5230.3 Ground Support Unit
 - 5230.4 Vessel Support Unit
- 5300 Communications (TBD)
- 5400 Area Resources: Infrastructure (*See TGLO ATLAS)
- 5500 Area Resources: Response Equipment & Services
- 5600 Area Resources: Personnel (TBD)

5100 – Logistics Section Organization



Logistics Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative
 Bus. Mgmt.: Business Management
 Comm. U.L.: Communications Unit Leader
 Demob. U.L.: Demobilization Unit Leader
 Finance/Admin.: Finance/Administration
 Gen.: General
 I.A.P.: Incident Action Plan
 R.U.L.: Resources Unit Leader
 S.U.L.: Situation Unit Leader
 U.L.: Unit Leader

5200 Logistics Section Roles And Responsibilities

5210 Logistics Section Chief

A. The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services and material in support of the incident. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Plan organization of Logistics Section.
3. Assign work locations and preliminary work tasks to Section personnel.
4. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
5. Assemble and brief Branch Directors and Unit Leaders.
6. Participate in preparation of Incident Action Plan.
7. Identify service and support requirements for planned and expected operations.
8. Provide input to and review Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
9. Coordinate and process requests for additional resources.
10. Review Incident Action Plan and estimate Section needs for the next operational period.
11. Advise on current service and support capabilities.
12. Prepare service and support elements of the Incident Action Plan.
13. Estimate future service and support requirements.
14. Receive Demobilization Plan from Planning Section.
15. Recommend release of unit resources in accordance with Demobilization Plan.
16. Ensure general welfare and safety of Logistics Section personnel.
17. Maintain Unit/Activity log.(ICS 214)

5220 Service Branch Director

A. The Service Branch Director, when activated is under the direction of the Logistics Section Chief, and is responsible for the direction of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical, and Food Units.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Obtain working material from Logistics Kit.
3. Determine level of service required to support operations.
4. Confirm dispatch of Service Branch personnel.
5. Participate in planning meetings of Logistics Section personnel.
6. Review Incident Action Plan.
7. Coordinate activities of Service Branch Units.
8. Inform Logistics Section Chief of activities.
9. Resolve Service Branch problems.
10. Maintain Unit/Activity log.(ICS 214)

5220.1 Communications Unit Leader

A. The Communications Unit Leader, under the direction of the Service Branch Director or the Logistics Section Chief, is responsible for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the incident Communications Center distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader responsibilities.
3. Obtain briefing from Service Branch Director or Logistics Section Chief.
4. Determine unit personnel needs.
5. Advise on communications capabilities/limitations.
6. Prepare and implement the incident Radio Communications Plan. (ICS 205)
7. Ensure the incident Communications Center and Message Center are established.
8. Set up telephone and public address systems.
9. Establish appropriate communications distribution/maintenance systems.
10. Ensure communications systems are installed and tested.
11. Ensure equipment accountability system is established.
12. Ensure personnel portable radio equipment from cache is distributed per radio plan.
13. Provide technical information as required on:
 - a. Adequacy of communications systems currently in operation.
 - b. Geographic limitation on communications systems.
 - c. Equipment capabilities.
 - d. Amount and types of equipment available.
 - e. Anticipated problems in the use of communications equipment.
14. Supervise Communications Unit activities.
15. Maintain records on all Communications equipment as appropriate.
16. Ensure equipment is tested and repaired.
17. Recover equipment from relieved or released units.
18. Maintain Unit/Activity log.(ICS 214)

5220.2 Medical Unit Leader

A. The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The Medical Unit may also assist Operations in providing medical care and assistance to civilian casualties resulting from the incident.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Service Branch Director or Logistics Section Chief.
4. Participate in Logistics Section/Service Branch planning activities.
5. Determine level of emergency medical activities prior to activation of Medical Unit.
6. Activate Medical Unit.
7. Prepare the Medical Emergency Plan.(ICS 206)
8. Prepare procedures for major medical emergencies.
9. Declare major medical emergencies as appropriate.
10. Respond to requests for medical aid.
11. Respond to requests for medical transportation.
12. Respond to requests for medical supplies.
13. Prepare medical reports and submit as directed.
14. Maintain Unit/Activity Log (ICS 214)

5220.3 Food Unit Leader

A. The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for determining nutritional feeding requirements for all incident facilities; menu planning; determining cooking facilities required; food preparation and serving; providing potable water, and general maintenance of the food service area.

1. Review Common Responsibilities (2210 (T) 1-11).

2. Review Unit Leader responsibilities.
3. Obtain briefing from Service Branch Director or Logistics Section Chief.
4. Determine location of working assignment and number and location of personnel to be fed and required meals.
5. Determine appropriate menu and service options.
6. Obtain necessary equipment and supplies to operate food service facilities.
7. Set up Food Unit equipment.
8. Prepare menus to ensure incident personnel receive well balanced meals.
9. Ensure that sufficient potable water is available to meet all incident needs.
10. Ensure that all appropriate health and safety measures are taken.
11. Supervise cooks and other Food Unit Personnel.
12. Maintain an inventory of food stock. Coordinate stock deliveries and check in.
13. Provide Supply Unit Leader food supply orders.
14. Maintain Unit/Activity Log. (ICS 214)

5230 Support Branch Director

A. The Support Branch Director, when activated, is under the direction of the Logistics Section Chief and is responsible for development and implementation of logistics plans in support of the Incident Action Plan including providing personnel, equipment, facilities, and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, Ground Support and Vessel Support Units.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Obtain work materials from Logistics Kit.
3. Identify Support Branch Personnel dispatched to the incident.
4. Determine initial support operations in coordination with Logistics Section Chief and Branch Director.
5. Prepare initial organization and assignments for support operations.
6. Determine resource needs.
7. Maintain surveillance of assigned unit work progress and inform Logistics Section Chief of activities.
8. Resolve problems associated with requests from Operations Section.
9. Maintain Unit/Activity Log. (ICS 214)

5230.1 Supply Unit Leader

A. The Supply Unit Leader is primarily responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain a briefing from the Support Branch Director or the Logistics Section Chief.
4. Participate in Logistics Section/Support Branch planning activities.
5. Provide Kits to Planning, Logistics, and Finance Sections.
6. Determine the type and amount of supplies enroute.
7. Arrange for receiving ordered supplies.
8. Review Incident Action Plan for information on operations of the Supply Unit.
9. Develop and implement safety and security requirements.
10. Order, receive, distribute and store supplies and equipment and coordinate contracts and resource orders with the Finance Section.
11. Receive and respond to requests for personnel, supplies, and equipment.
12. Maintain inventory of supplies and equipment.
13. Coordinate service of reusable equipment.

14. Submit reports to the Support Branch Director.
15. Maintain Unit/Activity Log. (ICS 214)

5230.1.1 Ordering Manager

A. The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit leader.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Obtain necessary agency order forms.
3. Establish ordering procedures.
4. Establish name and telephone numbers of agency personnel receiving orders.
5. Set up filing system.
6. Get names of incident personnel who have ordering authority.
7. Check on what has previously been ordered.
8. Ensure order forms are filled out correctly.
9. Place orders in a timely manner.
10. Consolidate orders when possible.
11. Identify times and locations for delivery of supplies and equipment.
12. Keep Receiving and Distribution Managers informed of orders placed.
13. Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.
14. Maintain Unit/Activity Log. (ICS214)

5230.1.2 Receiving And Distribution Manager

A. The Receiving and Distribution manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. Receiving and Distribution Manager reports to the Supply Unit Leader.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Order required personnel to operate supply area.
3. Organize physical layout of the supply area.
4. Establish procedures for operating supply area.
5. Set up filing system for receiving and distribution of supplies and equipment.
6. Maintain inventory of supplies and equipment.
7. Develop security requirement for supply area.
8. Establish procedures for operating supply area.
9. Submit necessary reports to Supply Unit Leader.
10. Notify Ordering Manager of supplies and equipment received.
11. Provide necessary supply records to Supply Unit Leader.
12. Maintain Unit/Activity Log. (ICS214)

5230.2 Facilities Unit Leader

A. The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities (e.g. Base, Camp(s), and Incident Command Post). The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility (base or camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions of the Base and Camp Managers are to provide security and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing from the Support Branch Director or the Logistics Section Chief.
4. Review Incident Action Plan.
5. Participate in Logistics Section/Support branch planning activities.
6. Determine requirements for each facility to be established.
7. Prepare layouts of incident facilities.
8. Notify Unit Leaders of facility layout.
9. Activate incident facilities.
10. Provide Base and Camp Managers.
11. Obtain personnel to operate facilities.
12. Provide sleeping facilities.
13. Provide security services.
14. Provide facility maintenance services such as sanitation, lighting, and refuse removal.
15. Demobilize base and camp facilities.
16. Maintain Facilities Unit records.
17. Maintain Unit/Activities Log. (ICS 214)

5230.2.1 Security Manager

A. The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Establish contacts with local law enforcement agencies as required.
3. Contact agency representatives to discuss any special custodial requirements which may affect operations.
4. Request required personnel support to accomplish work assignments.
6. Develop Security Plan for incident facilities.
7. Adjust security plan for personnel and equipment changes and releases.
8. Coordinate security activities with appropriate incident personnel.
9. Keep the peace, prevent assaults settle disputes through coordination with Agency Representatives.
10. Prevent theft of all government and personal property.
11. Document all complaints and suspicious occurrences.
12. Maintain Unit/Activity Log. (ICS 214)

5230.3 Ground Support Unit Leader

A. The Ground Support Unit Leader is primarily responsible for: (1) support of out-of-service resources (2) coordination of transportation of personnel, supplies, food, and equipment, (3) fueling, service, maintenance, and repair of vehicles and other ground support equipment, and (4) implementing the Traffic Plan for the Incident.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Support Branch Director or Logistics Section Chief.
4. Participate in Support Branch/Logistics Section planning activities.
5. Coordinate development of the Traffic Plan with the Planning Section.
6. Support out-of-service resources.
7. Notify Resources Unit of all status changes on support and transportation vehicles.
8. Arrange for and activate fueling, maintenance, and repair of ground transportation resources.
9. Maintain inventory of support and transportation vehicles. (ICS 218)
10. Maintain usage information on rented equipment.

11. Requisition maintenance and repair supplies (e.g. fuel, spare parts).
12. Coordinate the maintenance of incident roads.
13. Submit reports to Support Branch Director as directed.
14. Maintain Unit/Activity Log.(ICS 214)

5230.4 Vessel Support Unit Leader

A. The Vessel Support Unit leader is responsible for implementing the Vessel Routing Plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels will be supported by their own infrastructure, The Vessel Support Unit may be requested to arrange fueling, maintenance, and repair of vessels on a case by case basis.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities
3. Obtain a briefing from Support Branch Director or Logistics Section chief.
4. Participate in Support Branch/Logistics Section planning activities.
5. Coordinate development of Vessel Routing Plan.
6. Coordinate vessel transportation assignments with the Protection and Recovery Branch and Ground Support Unit or other sources of vessel transportation.
7. Coordinate water to land transportation with the Protection and Recovery Branch and Ground Support Unit as necessary.
8. Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
9. Support out-of-service vessel resources as requested.
10. Arrange for fueling, maintenance, and repair of vessel resources as requested.
11. Maintain inventory of support and transportation vessels.
12. Maintain Unit/Activities Log. (ICS 214)

5500 SUMMARY OF AREA RESOURCES

A. Equipment

1. There is approximately 60,000 feet of containment boom stationed in the South Texas Coastal Zone. Local refineries maintain about 25,000 feet, local Co-ops have 15,000 feet, spill response industries can deploy 9,500 feet, and federal/state agencies have stockpiled approximately 20,000 feet of containment boom. Nine portable skimming systems and 8 skimming platforms are located in the area. Response contractor and equipment vendors store sorbent materials in four warehouses within the area.
2. A list of contractors in the area and along the gulf coast with and with out Basic Ordering Agreements (BOAs) with the Coast Guard that provide pollution response equipment can be found in the Resource Appendix.
3. Marine and mobile fueling facilities in the area that can supply fuel to vessels can be found in the Resource Appendix.
4. Command center facility information can be found in the Resource Appendix.
5. Diver and salvage companies are often required to survey damage and make repairs to marine vessels and structures involved in a marine casualty. The capabilities of these organizations vary. Several companies are not located in the South Texas region but often work in the South Texas area and may be readily available if needed. The Army Corps of Engineers maintain lists of these companies and could be an asset with contracting authority. The U.S. Navy is also a valuable resource in salvage operations. Refer to the Resource Appendix for a listing of divers and salvage companies.
6. Towing companies are able to provide assistance to disabled vessels. They are often used to lighter cargo into barges to minimize the potential of spills and the amount that may enter the water. Corpus Christi inner harbor tugs are stationed at Cargo Dock 9 and are owned by four towing companies. G&H Towing operates all these harbor tugs for the owners. A listing of towing companies can be found in the Resource Appendix.
7. Airports are identified in the Texas General Land Office atlas (both north and south). Aircraft used for commercial purposes must be certified in accordance with Federal Aviation Administration Regulations, Title 14 CFR Part 135. Coast Guard personnel may only fly in aircraft that are government owned or that have been inspected for compliance with the Office of Aircraft Services (OAS). Documentation procedures are found in CCGD8INST 16613,1d. Aircraft services and resources can be found in the Resource Appendix.

6000 - FINANCE / ADMINISTRATION TABLE OF CONTENTS

6100 - Finance / Administration Section Organization

6110 - Finance / Administrative Section Planning Cycle Guide

6200 - Roles and Responsibilities

6210 Finance / Administration Section Chief

6220 - Time Unit

6230 - Procurement Unit

6240 - Compensation / Claims Unit

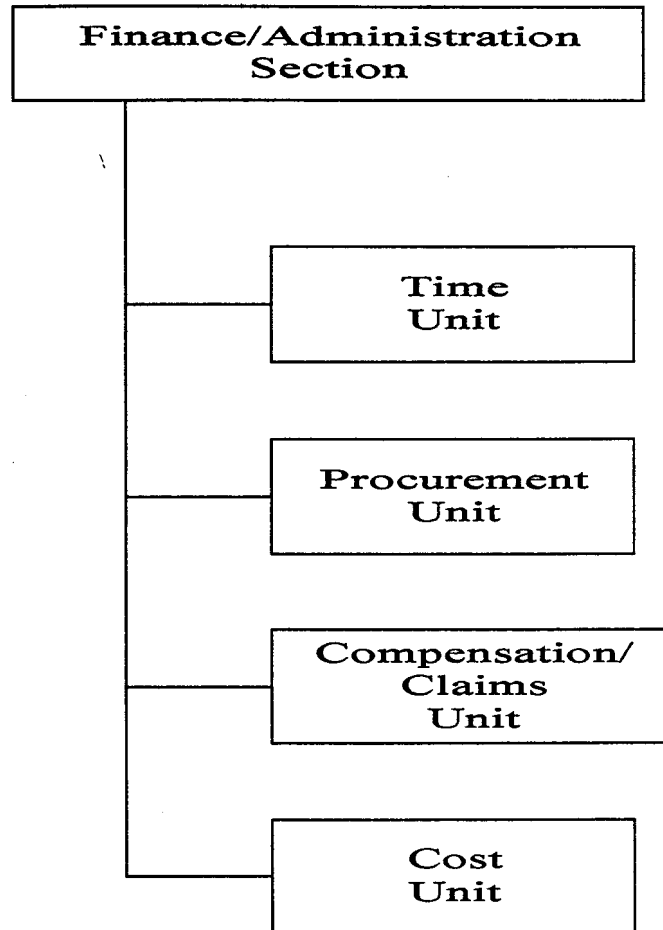
6250 - Cost Unit

6300 Federal On-Scene Coordinator (FOSC) & State On-Scene
Coordinator (SOSC) Access to Funds

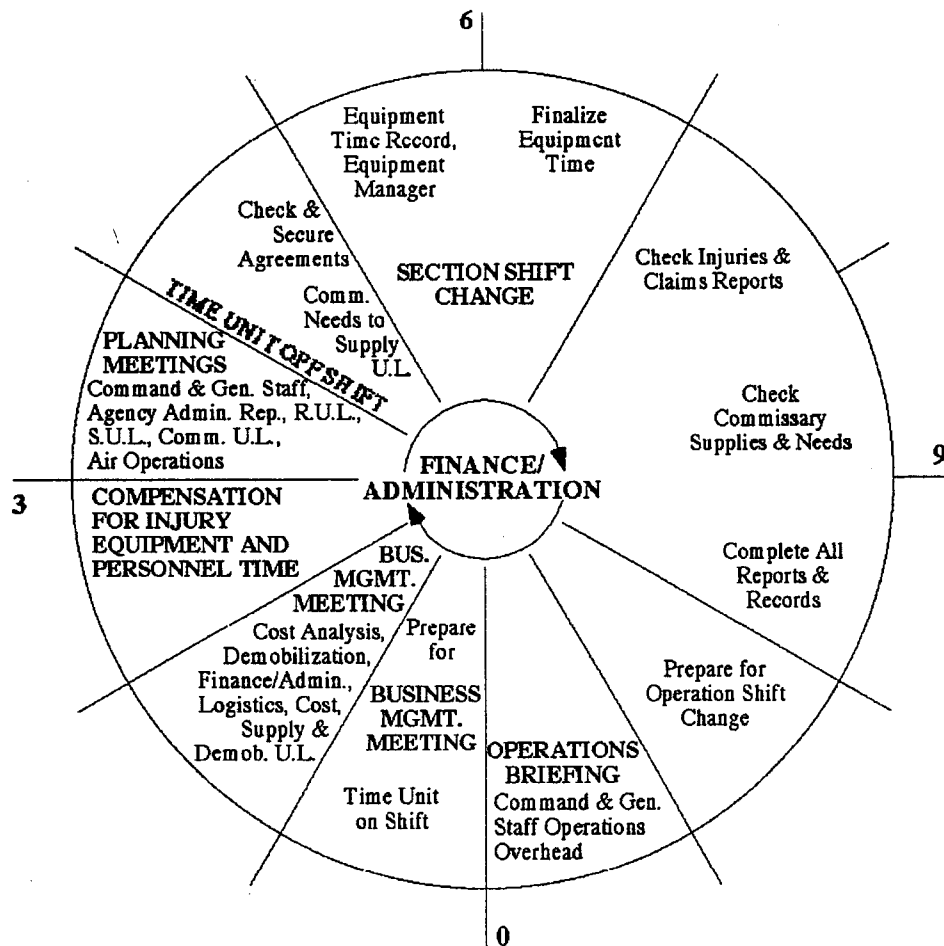
6310 Spill Funding (Overview)

6400 Cost Documentation Procedures

6100 – Finance/Administrative Section Organization



Finance/Administration Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative
 Bus. Mgmt.: Business Management
 Comm. U.L.: Communications Unit Leader
 Demob. U.L.: Demobilization Unit Leader
 Finance/Admin.: Finance/Administration
 Gen.: General
 I.A.P.: Incident Action Plan
 R.U.L.: Resources Unit Leader
 S.U.L.: Situation Unit Leader
 U.L.: Unit Leader

6200 Roles and Responsibilities

6210 Finance / Administration Section Chief

A. The Finance / Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance / Administration section.

1. Review Common Responsibilities
2. Attend briefing with responsible agency to gather information.
3. Attend planning meetings to gather information on overall strategy.
4. Determine resource needs.
5. Develop an operating plan for Finance / Administration functions.
6. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
7. Inform members of the Unified command and General Staff when section is fully operational.
8. Meet with assisting and cooperating agency representatives as required.
9. Provide input in all planning sessions on financial and cost analysis matters.
10. Maintain daily contact with agency(s) administrative headquarters on finance matters.
11. Ensure that all personnel time records are transmitted to home agencies according to policy.
12. Participate in all demobilization planning.
13. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
14. Brief agency administration personnel on all incident related business management issues needing attention and follow - up prior to leaving incident.

6220 Time Unit Leader

A. The Time Unit Leader is responsible for equipment and personnel time recording.

1. Review Common Responsibilities (2210 (T) 1-11).
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Finance / Administration Section Chief.
4. Determine resource needs.
5. Establish contact with appropriate agency personnel / representatives.
6. Organize and establish Time Unit.
7. Establish Time Unit objectives.
8. Ensure that daily personnel time recording documents are prepared in compliance with time policies.
9. Establish commissary operation as required.
10. Submit cost estimate data forms to Cost Unit as required.
11. Provide for records security.
12. Ensure that all records are current or complete prior to demobilization.

13. Release time reports from assisting agencies to the respective Agency Representatives prior to demobilization.
14. Brief Finance / Administration Section Chief on current problems, recommendations, outstanding issues, and follow - up requirements.
15. Maintain Unit / Activity Log (ICS 214).

6230 - Procurement Unit Leader

A. The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts.

1. Review Common Responsibilities
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Finance / Administration section Chief.
4. Contact appropriate unit leaders on incident needs and any special procedures.
5. Coordinate with local jurisdictions on plans and supply sources.
6. Obtain Incident Procurement Plan.
7. Prepare and sign contracts and land use agreements as needed.
8. Draft memorandums of understanding.
9. Establish contracts with supply vendors as required.
10. Interpret contracts / agreements and resolve claims or disputes within delegated authority.
11. Coordinate with Compensation / Claims Unit on procedures for handling claims.
12. Finalize all agreements and contracts.
13. Coordinate use of imprest funds as required.
14. Complete final processing and send documents for payment.
15. Coordinate cost data in contracts with Cost Unit Leader.
16. Maintain Unit / Activity Log (ICS 214).

6240 - Compensation / Claims Unit Leader

A. The Compensation / Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialists and Claims Specialists assigned to the incident.

1. Review Common Responsibilities
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Finance / Administration Section Chief.
4. Establish contact with incident Safety Officer and Liaison Officer or appropriate Agency Representatives if no Liaison Officer is assigned.
5. Determine the need for Compensation for Injury and Claims Specialists and other personnel if needed.
6. Establish Compensation for Injury work area with Medical Unit wherever feasible.
7. Review Incident Medical Plan.
8. Ensure Compensation / Claims Specialists have adequate work space and supplies.
9. Brief Compensation / Claims Specialists on incident activity.

10. Coordinate with Procurement Unit on procedures for handling claims.
11. Periodically review all logs and forms produced by Compensation / Claims Specialists to ensure:
 - a. Work is complete.
 - b. Entries are accurate and timely.
 - c. Work is in compliance with agency requirements and policies.
12. Keep Finance / Administration Section Chief briefed on unit status and activity.
13. Ensure that all Compensation for Injury and Claims logs and forms are up to date and routed to the proper agency for post - incident processing prior to demobilization.
14. Demobilize Unit in accordance with Demobilization Plan.
15. Maintain Unit / Activity Log (ICS 214).

6250 Cost Unit Leader

- A. The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.
1. Review Common Responsibilities
2. Review Unit Leader Responsibilities.
3. Obtain briefing from Finance / Administration Section Chief.
4. Coordinate with agency headquarters on cost reporting procedures.
5. Obtain and record all cost data.
6. Prepare incident cost summaries.
7. Prepare resources - use cost estimates for planning.
8. Make recommendations for cost savings to Finance / Administration Section Chief.
9. Maintain cumulative incident cost records.
10. Ensure that all cost documents are accurately prepared.
11. Complete all records prior to demobilization.
12. Provide reports to Finance / Administration Section Chief.
13. Maintain Unit / Activity Log (ICS 214).

6300 Federal On Scene Coordinator (FOSC) Access to Funds

6310 Spill Funding (Overview)

A. Oil Pollution Act of 1990 Funding.

1. The Federal Water Pollution Control Act (FWPCA), as amended by the Oil Pollution Act of 1990 (OPA '90), established the Oil Spill Liability Trust Fund (the Fund) available to Federal agencies for the removal of oil when the spiller has not been identified or has failed to initiate proper response action.

2. As pre-designated FOSC, the COTP Corpus Christi has the authority to use the fund for oil spill response activities. In addition, other Coast Guard units and federal, state, or local agencies may use the fund for oil spill response activities when specifically authorized in advance.

3. The Fund can only be used when all of the following criteria have been met:

- a. The pollutant must be oil.
- b. The discharge must be into or upon the navigable waters of the United States out to the limit of the exclusive economic zone (200 miles) or the adjoining shoreline.
- c. The responsible party is unknown or, if known, removal actions are judged by the FOSC as inadequate or untimely.
- d. The costs to be charged must be incurred during Phase III (containment, countermeasures, cleanup, and disposal) actions.

4. The FOSC has been delegated \$25,000 per incident contracting authority for charges to the fund. This authority allows the FOSC to contract for removal actions without approval from Eighth Coast Guard District, New Orleans, LA (CCGD8). A project number will be assigned by CCGD8 for accounting information. A written conditional contract referencing the assigned project number must be prepared by the FOSC at the time a clean up company is contracted. This is accomplished by issuing an "Authorization To Proceed" letter to the contractor.

5. Upon determination that Federal cleanup action is necessary and authorized, the FOSC shall:

- a. If the discharger is known, advise him in writing that a Federal response has been declared, by issuing a Letter of Federal Assumption.

- b. Initiate contracting actions to contain and remove the discharge as rapidly as possible. Selection of a contractor is determined by response time, experience, availability and adequacy of equipment, and previous performance history. Issue the "Authorization to Proceed" as discussed above.

- c. Should the spiller request to assume responsibility for a Federal cleanup already in progress, the FOSC shall obtain, in writing, his agreement to assume all costs for the remainder of the spill cleanup. The spiller will not be allowed to assume costs retroactive to the start of the Federal cleanup. The cleanup contractor shall be notified that the spiller has assumed responsibility for the cost of the cleanup and that the Federal contract has terminated. Carefully document the time when the Federal project and contract were terminated and the responsible party assumed the spill. Allow the spiller to determine if they want to keep the Federally hired contractor under their employment or if they want to use another contractor.

B. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funding.

1. General.

a. CERCLA provides for a Hazardous Substance Response Trust Fund, which is commonly referred to as the Superfund. It is available to Federal agencies for response to releases or threats of releases of hazardous substances (as defined under CERCLA) into the environment. The EPA has been tasked with the administration of this fund by Executive Order 12316.

b. The Coast Guard Captain of the Port, Corpus Christi is designated as the FOSC for coordinating a response to a release or threatened release of a Hazardous Substance within the South Texas Coastal Zone. The EPA will provide an FOSC for all waste sites regardless of location. If a Federal cleanup of a hazardous material is necessary, COTP Corpus Christi, as the FOSC, may use this fund to contract for any services needed to resolve the immediate problem.

c. It is imperative that Coast Guard personnel involved with the response to a hazardous materials incident review the following directives:

(i) Commandant Instruction M16465.29, "CERCLA Response Authority and Associated Coast Guard Policies".

(ii) Commandant Instruction M16465.30, "Policy Guidance for Response to Hazardous Chemical Releases".

(iii) Coast Guard Marine Safety Office Corpus Christi, Texas, unit Organization Manual.

2. Hazardous Material Response Contractors. There are a number of hazardous material response contractors in the South Texas Coastal Zone, as well as in the Houston and Galveston Marine Safety Zones. EPA has established Emergency Response Contracts (ERCs), similar to Coast Guard BOA contracts, with major response organizations across the country to provide Federally funded hazardous material removal.

3. Authorization to use the Superfund.

a. The USCG/EPA Memorandum of Understanding, "A Mechanism for funding Vendor Costs Incurred by the U.S. Coast Guard During Emergency Response to Released or Threats of Releases of Hazardous Substances" serves as the guideline for using this money.

b. The FOSC is delegated authority to obligate up to \$50,000 from the Superfund for vendor costs during emergency response to a release or threat of release of a hazardous material. This authority cannot be re-delegated.

c. Vendor costs include:

(I) Contractor costs.

(ii) Equipment rental.

(iii) Supplies and materials.

(iv) Equipment (including transportation costs) purchased for the specific incident.

d. See Annex P to the Eighth Coast Guard District Standard Operating Procedures and Commandant Instruction 16465.29 for definitions and guidance on the recovery of non-vendor costs. These costs are recoverable under a separate Interagency Reimbursable Agreement. The FOSC shall seek reimbursement from EPA via CCGD8 (mor) and Commandant (G-MOR).

e. Non-vendor costs include:

(i) Travel and per diem for military and civilian personnel.

(ii) Overtime costs for civilian personnel.

(iii) Fuel.

(iv) Replacement or repair costs for non-expendable items.

4. Obtaining a Superfund Project Number:

a. When the FOSC determines that a USCG CERCLA removal is necessary, the FOSC will obtain an estimate for the cost of removal. If the estimated amount is less than \$50,000 the FOSC may initiate contracting procedures prior to obtaining an account number. If the estimate is greater than \$50,000 permission to initiate contracting procedures must be given by the EPA and an account number must be obtained from:

Chief, Response Operations Branch
Emergency Response Division
Office of Emergency and Remedial Response
Environmental Protection Agency
401 M Street, S.W.
Washington, DC 20460
(202) 245-3057

b. The FOSC shall keep CCGD8 (mor) and CCGD8 (oan) informed of the situation. Maintenance of a daily expense record on form CG NPFC 5136 (series) found in the Daily Environmental Response Accounting System, is required to document all expenditures.

C. State of Texas Funding.

1. The Texas Oil Spill Prevention and Response Act of 1991 (OSPRA) established the Coastal Protection Fund for the removal of oil from state waters whenever the responsible party has not been identified or has failed to initiate proper removal actions.

2. As the pre-designated SOSC for the coastal zone, the Texas General Land Office (TGLO) has the authority to use the fund to contain, recover, and dispose of discharged oil and to restore or replace state natural resources damaged as a result of an oil discharge or the recovery operation.

3. If the responsible party is unknown or has failed to initiate proper removal actions, the FOSC and SOSC will confer to determine whether the response will be funded using federal or state funds. The Coastal Protection Fund will only be accessed when the FOSC has declined to use Federal monies for the response or when the FOSC and the SOSC agree that use of the State fund would be more appropriate. The SOSC has the authority to obligate the amount of funds necessary to conduct the removal operation.

4. One distinct advantage of the Coastal Protection Fund is its the flexibility to be used to remove derelict vessels involved in an oil spill or threatening to spill. If a vessel has sunk or threatens to sink and is subsequently discharging oil, the SOSC, with the approval of TGLO Austin, can declare the vessel derelict and use the Coastal Protection Fund to have it removed.

For documentation, cost recovery procedures and funding procedures see: TECHNICAL OPERATING PROCEDURES (TOPS) MANUAL

6400 Cost Documentation Procedures

For specific spill/release documentation, cost recovery, and funding procedures see the Technical Operating Procedures Manual available through the National Pollution Funds Center Cost Service Division at 703-235-4717.

7000 HAZARDOUS MATERIALS TABLE OF CONTENTS

22 PAGES

7000 - Introduction

7010 - General Information/Definitions

7100 - Recommended Initial Response Action

7110 - Human Safety

7120 - Shelter-In-Place

7200 - Evacuation

7210 - General

7220 - Evacuation Considerations

7300 - Responders

7310 - Initial Action

7320 - Follow-up Actions

7330 - Obtaining Chemical Information

7340 - Site Evaluation

7350 - Air Emissions Associated With Hazardous Materials Incidents

7360 - Container Damage Assessment

7370 - Thermal Ruptures

7380 - Response Considerations

7400 - Response, Cleanup and Restoration Activities

7410 - General

7420 - Federal Authority

7430 - Texas Natural Resource Conservation Commission

7440 - Texas Parks and Wildlife Department

7450 - State and Federal Cooperative Agreements

7460 - Local Hazardous Materials Response Capabilities for the City of
Corpus Christi

7500 – Hazardous Substances

7510 - Hazardous Substances Transported Within The South Texas Coastal
Zone

7000 - Introduction

7010 - General Information/Definitions

The spill, release or discharge of hazardous substances is unique compared to an oil spill in that hazardous substances have a greater potential to impact human health. In general, oil spills are of great concern due to their potential to cause long term damage to the environment. Oil spills do not routinely pose an immediate threat to human life. On the contrary, hazardous substance spills can pose an immediate danger to humans when discharged in even the smallest quantities. This section of the Area Contingency Plan provides general guidelines for initial response actions necessary to abate, contain, control and remove the spilled material and describes some of the unique issues associated with a hazardous material spill.

The definition of hazardous substance is:

- (1) Any substance designated as such by the administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. Sec. 9601 et seq.), regulated pursuant to Section 311 of the federal Clean Water Act (33 U.S.C. Sec. 1321 et seq.), or designated by the TNRCC.

The definition of harmful quantity is:

- (1) A quantity of a hazardous substance the discharge or spill of which is determined to be harmful to the environment or public health or welfare or may reasonably be anticipated to present an imminent and substantial danger to the public health or welfare by the administrator of the Environmental Protection Agency (EPA) pursuant to federal law and by the executive director [of the Texas Natural Resource Conservation Commission (TNRCC)].

7100 - Recommended Initial Response Action

7110 - Human Safety

The protection of human life is paramount in any spill, discharge, or release incident. If the nature, characteristics or potential reactivity of a discharged substance are unknown, safety practices dictate that any responder or others in the immediate area regard the

discharge with the highest level of caution. Persons should treat the discharge as if any contact with the substance might result in an immediately dangerous to life or health situation. With regard to human safety, all persons in the vicinity of a hazardous substance discharge should do the following:

- (a) Avoid direct contact with the spilled material;
- (b) Avoid inhalation of any gases, fumes, vapors, or smoke. All personnel should move to an upwind location if safe to do so (some gases inhibit the sense of smell or may be dangerous at undetectable concentrations);
- (c) Sound an alarm notifying as many persons as possible in the vicinity of the discharge without compromising personal safety;
- (d) If safe to do so, move and keep people away from the incident scene; contact the nearest law enforcement authority for assistance, if necessary;
- (d) Eliminate or remove all ignition-sources without unnecessarily endangering your own life;
- (e) If safe to do so, provide first aid to injured or incapacitated persons and contact the appropriate medical personnel.

In all cases, persons should recognize the need to establish a safe buffer zone between themselves and any discharged substance. Typically, danger zones related to hazardous substance spills should be established well beyond any spilled liquid as most hazardous substances pose a serious threat to humans in the form of an inhalation hazard well beyond the actual spill site. For this reason, persons in the vicinity of a hazardous substance discharge should commence Shelter-In-Place protection measures.

7120 – Shelter-In-Place

In the event of a discharge of a hazardous substance, persons located within the vicinity of the spill are in immediate peril due to the possibility of the development of a vapor cloud. Vapor clouds created as a result of a discharge can assume various forms based on the nature and characteristics of the substance. Persons in the vicinity of a vapor cloud who do not have a fresh air source may suddenly feel the effects of toxins present in the cloud. In some cases, even a minute exposure can lead to serious if not fatal consequences. For this reason, the concept "Shelter-In-Place" was devised to help the general public understand that they have at their disposal short-term protection from the threat of vapor clouds.

For example, it is not unusual for people to close windows to keep out the noise from the outside, or to keep the house cool on a hot summer day. The concept of shelter-in-place as applied to a hazardous material release is identical, except that the objective is to prevent the migration of toxic vapors into the structure. Shelter-in-place procedures are based on the premise that toxic vapors will pass over structures without penetrating sealed spaces. In order to accomplish Shelter-In-Place the following should be adhered to:

- (1) Stay inside, close all doors to the outside and close and lock all windows (windows seal better when locked).
- (2) Ensure that any obvious gaps around windows, doors, vents, etc. are sealed with tape, plastic wrap, wet towels, or other materials.
- (3) Turn off all HVAC systems and air conditioners and if possible adjust inlet vents to the fully closed position.
- (4) Turn off and cover all exhaust fans.
- (5) Close as many internal doors, as possible.
- (6) Monitor the radio for further information.

Under no circumstances should any person venture outside unless an all clear has been sounded by the appropriate authorities or unless continued habitation of the structure poses an equal or greater threat. It is not recommended that persons lock doors that would preclude rapid entry by rescue personnel.

Research has demonstrated that following Shelter-In-Place guidelines will increase the chances of minimizing exposure to hazardous chemical discharges. However, these guidelines do not guarantee the safety of those inside as certain circumstances could result in saturation and eventual penetration of the structure. In addition, these guidelines do not provide for protection against explosive vapors such as liquified petroleum gas.

7200 - Evacuation

7210 – General

Immediately following initial response actions taken as a result of the discharge of a hazardous substance, the On Scene Coordinator's primary concern usually involves a determination of risk for the surrounding community. Toxic gases or liquids, in even very small portions, can pose substantial risks for exposed persons. Inaction on the part of emergency officials can lead to catastrophic consequences. Any number of substances such as chlorine, acrylonitrile and other hazardous substances can devastate a community if an evacuation risk analysis is mishandled, delayed or ignored.

Given the time, energy and substantial inconvenience of an evacuation and the possible economic consequences of effectively halting the normal course of business, a thorough risk analysis can be both the correct course of action while at the same time, a very unpopular decision. Often is the case that the odor threshold of a particular substance is above the level that actually poses a public threat. Situations such as this can exacerbate economic situations and make the evacuation decision harder to sell to the public if they can't smell the problem, especially in established industrial/residential areas. Transversely, a large number of chemicals are relatively harmless at the odor threshold. The odor has become a part of the community and is not seen as a threat. An evacuation order may not be taken seriously by a recalcitrant public that sees no reason to leave their homes or businesses when the odor is no greater than usual.

The ultimate success of any evacuation order or shelter-in-place advisory will hinge on the marketability of the risk analysis. Local authorities and companies can dramatically increase the chances of a successful evacuation by sponsoring community "town hall" type meetings or other community awareness programs. In this manner, the public will know what to do, where to go, and who can be trusted to provide the correct information.

7220 – Evacuation Considerations

Prior to issuing an evacuation order or advisory, the On Scene Coordinator or local emergency coordinator will likely need to take into consideration numerous complex issues relating to an evacuation. Numerous conditions may arise that will have a significant affect on any evacuation decision. For this reason, any decision making process by which an evacuation order is determined must be periodically revisited and reanalyzed periodically.

The evacuation area should be determined taking into consideration the following:

- (1) Hazardous material(s) involved, including their characteristics and properties, amount discharged, concentrations, physical state, and location of release.
- (2) The population at risk, including both personnel and the general public.

Additionally, consideration must be given to the resources required to implement any protective action, including notification, movement, and possible relocation.

(3) The time factors involved in the release. The OSC must take into account the speed at which the incident is escalating, the observed or projected size amount and duration of the release, the rate of movement of the hazardous material, and the estimated time required to implement protection actions.

(4) The effects of both the present and projected meteorological conditions on any movement and the ability to further control the discharge.

(5) The capability to communicate with the population at risk and personnel prior to, during and after the emergency.

(6) The capabilities of the response personnel to implement, control, monitor, and terminate the protective action. This should include a size-up of the structural integrity and infiltration rates of structures potentially available for shelter-in-place throughout the affected area.

(7) Topographical circumstances.

(8) Law enforcement capability.

(9) Hazardous substance discharged.

- (a) toxicity;
- (b) persistence;
- (c) short term effects;
- (d) long term effects;
- (e) shelter-in-place effectiveness;
- (f) exposure threshold limit values.

Vapor clouds should be monitored for downwind hazards associated with the substance or substances released. The evacuation should be modified as conditions change and additional information is obtained. Additional considerations for evacuation may include the potential hazards of the incident and the fear and confusion that results. Evacuations may add to the immediate problems. Planning must include evacuation procedures that are coordinated with local Emergency Management authorities.

Protecting the public from toxic, poisonous, or noxious vapors or fumes requires consideration of site specific information. Evacuation recommendations require knowledge about the nature of the chemical involved, the rate of the release, air

temperature, wind speed, directions and variability, other atmospheric conditions, terrain and vegetation surrounding the release. The OSC should seek the recommendations of persons knowledgeable about the product. Local Emergency Managers and state air pollution officials are a source for this assistance, as are hazardous materials experts from chemical producing and transporting companies.

Evacuation of both facility personnel and the general public is an attempt to prevent exposure to the released hazardous material. Under good conditions, evacuation will prevent exposure to the released hazardous material for a given length of time. However, there also can be situations where evacuation is unable to prevent exposure, such as when the exposure occurs before or during the evacuation process.

While the evacuation distances contained in the chemical data are good, they should only be used to guide the evacuation. Any evacuation distance may be modified based on the observations of trained responders at the incident who have made an assessment of the hazards. Those "in charge" at an incident must recognize that trained, professional industrial responders are aware of the risks involved in responding to a chemical release and they should be allowed to enter the scene to perform their work. It should also be realized that, as environmental or spill conditions change, any evacuation distance should be reconsidered and modified.

Planning assistance such as computer dispersion models acquired through the hazards analysis process can also assist the On-Scene Coordinator in the evacuation risk analysis. "Real time" computer dispersion models are used by public safety agencies and petrochemical facilities in the Corpus Christi Region. Computer dispersion models facilitate the process of both identifying and predicting how large a release may grow, the potential distance a plume can travel during a specific time frame, and identifying and prioritizing exposure risk areas.

Incidents requiring serious consideration of an evacuation of a facility and/or community might include:

- (1) Large leaks involving flammable and/or toxic gases from large capacity storage containers and process units.
- (2) Large quantities of materials which could detonate or explode, damaging additional process units, structures and storage containers in the immediate area.
- (3) Leaks and releases that are difficult to control, and could increase in size or duration.
- (4) Whenever the OSC determines that the release cannot be controlled and

response personnel and/or the general public are at risk.

7300 – Responders

7310 – Initial Action

The following is generic information concerning hazardous material emergency response. It is intended to supplement not replace the operational procedures as set forth in other parts of this plan.

Safety is the first priority in responding to any accident. Thinking safety is even more important when the accident involves, or might involve, hazardous materials. It is absolutely necessary to know the properties of the materials involved. Some hazardous materials cannot be seen or smelled and yet there may be chemicals leaking in gas, liquid, or solid form. The danger of sudden fires or explosions must be assumed.

It is entirely possible that the scene of an accident involving hazardous materials will represent such a high degree of hazard that the only safe course is to protect the perimeter and evacuate or shelter-in-place those who may become exposed to the dangers of toxic fumes or violent container ruptures. These severe hazards may exist with or without the presence of fire, smoke, or odors.

If an accident involving hazardous materials happens, IMMEDIATELY:

- (1) Sound the alarm and notify all local emergency response authorities;
- (2) Isolate the hazard area and restrict entry, as appropriate. Establish an initial isolation perimeter and control points.
- (3) Make an initial survey of the scene. Much of this information can be obtained through radio or telephone contact with witnesses. If it is necessary to dispatch a person to the scene, observations should be made from upwind at a safe distance.

DANGER: Only those individuals directly involved in the emergency response effort, wearing the proper level of personal protection equipment and working in pairs with appropriate backup shall be allowed access into the exclusion/hot zone. Personal protection equipment could include nomex, SCBA, full turnout clothing, or chemical protective clothing, based upon the nature of the emergency.

If safe to do so, determine:

- (a) the location of threatened or potentially threatened people;

- (b) the presence of fire, smoke, or fumes;
 - (c) the presence of hazardous substances;
 - (d) the presence of warning or identifying labels or placards;
 - (e) the type of personal protection equipment needed;
 - (f) the overall condition of the vessels and containers;
 - (g) wind direction and approximate speed.
- (2) Initiate actions for protection of downwind receptors through local emergency management officials (e.g., evacuation or shelter-in-place), as appropriate
- (3) Rescue the injured, ONLY if safely possible. Once rescue personnel are properly equipped, look for injured in vessel cabins, on deck, and in the general vicinity of the accident. If injuries appear to be due to chemical exposure, attempt to identify which chemicals are involved. In general, remove victims to fresh air and remove all chemical soaked clothing. First aid personnel should protect themselves against direct contact with contaminated clothing or materials.

7320 – Follow-up Actions

Once emergency measures have been completed such that immediately threatened and injured persons have been attended to and an initial site characterization has been completed to determine the personal protective equipment required, follow-up actions can be undertaken. The immediate goals of this part of the response are to further characterize the site, identify and take steps to protect the public and stop the discharge, and begin to develop strategies to mitigate and clean-up the discharge. In order to this, responders should accomplish the following:

- (1) If possible, implement countermeasures to control the emergency. If personal health and safety is not assured, do not attempt to reenter the emergency site.
- (2) Designate a staging area where the emergency response personnel and equipment can safely report to without becoming directly exposed to the emergency release.
- (3) Identify and confirm the nature of the release incident, materials, involved, and extent of the area/unit/process involved.
- (4) Identify the hazards and assess the level of risk to response personnel, the community, and the environment.
- (5) Consider Shelter-In-Place or evacuation (see evacuation considerations). The

OSC may have to make critical decisions based upon weather conditions and forecasts. High humidity and warm air can force vapors towards the ground. In addition, air ventilation and air conditioning ducts may force toxic vapors into any building. When considering Shelter-In-Place versus evacuation, compliance with and success of a Shelter-In-Place program will be dependent upon the following factors:

- (a) Receipt of a timely warning and an effective warning message;
 - (b) clear rationale for the decision to shelter-in-place, as compared to an evacuation;
 - (c) an absence of visual clues, such as large vapor clouds, fires and explosions, etc.;
 - (d) high credibility of emergency response personnel by both refinery employees and the general public;
 - (e) previous training and education by response personnel and the public on the application and use of shelter-in-place;
- (6) Criteria for shelter-in-place operations are outlined below. Incidents which may require the shelter-in-place of the surrounding community involve:
- (a) The released material has a moderate to low health hazard;
 - (b) the hazardous material has been totally released from its container and is dissipating;
 - (c) the released material forms a "puff" or migrating plume pattern (e.g., vapor clouds that will quickly disperse and are not from a fixed, continuous point source);
 - (d) a fast-moving toxic vapor cloud that will quickly overrun exposed people;
 - (e) short duration solid or liquid leaks are present;
 - (f) migrating vapor clouds of known low toxicity and quantity are occurring;

7330 - Obtaining Chemical Information

One of the most important aspects of the initial response activities at a spill incident is identification of the substance involved. The first qualified responder on scene should attempt to make this determination. Under no circumstances should any attempt at substance identification be made without adequate personal protection equipment and without exercising extreme caution.

Direct identification of the substance involved in a transportation incident may be obtained from the following sources:

(1) **Transporters.** Transporters should be able to identify the materials they are carrying. They should be located as soon as possible and questioned regarding the contents of their vehicle. Shipping papers identifying the substance(s) involved should be in their possession. They may also be able to provide information regarding the shipper, consignee, and manufacturer.

(2) **Shipping papers.** For highway incidents, shipping papers identifying the vehicle cargo should be in the possession of the driver or located in the cab of the vehicle on the seat or in a holder on the inside of the door. In the event of a railway incident, shipping papers should be in the possession of the conductor or located in the engine and the caboose. Shipping papers for waterborne vessels should be in the possession of the captain of the vessel, the person in charge of the watch, or located on the bridge or in the pilot house of the vessel. On barges, the shipping papers are carried in a tube or box on the barge.

(3) **UN (United Nations) or NA (North -America) material identification number.** There may be a black 4 digit identification number directly on warning placards or on individual orange panels on the tank, vehicle, or rail car ends. If not displayed on the vehicle ends, check the sides of the transport. These numbers are hazard category codes that can be identified in the latest North American Emergency Response Guidebook, or by contacting CHEMTREC (800-262-8200). This number identifies generic groups of hazardous materials, e.g., #1203 for gasolines, fuel oils, etc.

(4) **Information on containers.** In certain situations, information on containers will identify their contents. In other situations, the name and address of the shipper or consignee may be found on the containers. These parties may then be contacted directly or through CHEMTREC in an attempt to identify the materials involved.

(5) **The shipping company.** The shipping firm or railway company involved in the incident should be able to identify the contents of their vehicle. Highway and rail vehicles often have unique identification numbers (in addition to the numbers described in (c) above) displayed on the ends and/or sides of each particular vehicle. By contacting the company involved, either directly or through CHEMTREC, and providing the identification numbers when available, the contents of these particular vehicles may be identified.

If direct identification is impossible, or if any of the above methods of identification are prohibitive from a time or safety standpoint, attempt to identify as many of the chemical and physical properties of the substance as possible. Contact CHEMTREC or the TNRCC Emergency Response Unit and provide the following information for assistance in identifying the material:

- (1) Color of the material.
- (2) Physical state of the material (gas, liquid or solid).
- (3) Odor (identification of the odor should not be done intentionally, but may be available through unintentional exposure).
- (4) Noticeable sound.
- (5) Abnormal or extreme heat.
- (6) Abnormal or extreme cold (presence of frost).
- (7) Pressure leaks.
- (8) Color of flame (if present).

Under no circumstances should anyone other than a **trained responder** approach a fire or hazardous substance spill.

The TNRCC Emergency Response Unit is staffed by trained and experienced personnel with 24-hour access to reference materials regarding hazardous properties of chemicals that includes computer access to a wide range of chemical identification, toxicological, and reference databases. TNRCC Emergency Response staff may be reached directly at the local TNRCC Regional Field Office during normal business hours or after hours at (512) 463-7727 (24-hour phone number).

Emergency information concerning the hazardous properties of approximately 18,000 chemicals and chemical classes is available from the Chemical Transportation Emergency Center (CHEMTREC). CHEMTREC will provide immediate information via the telephone and will usually be able to notify the shipper of the incident (if the incident is transportation related) or direct the caller to other sources of technical assistance. CHEMTREC operates 24 hours a day, seven days a week., and may be reached, toll-free, at (800) 424-9300. If you have the following information when you call, help will be able to reach you much quicker:

- (1) Your name, location, and telephone number.
- (2) Location of the incident.
- (3) Vessels involved.

- (4) Vessels owner or operator.
- (4) DOT Placard/label numbers.
- (5) Name of commodity and shipper.
- (6) Accessibility.
- (7) Weather Conditions.
- (8) Local Population information.

7340 – Site Evaluation

Many factors in addition to substance identification are important when responding to a hazardous substance spill. Responders must take into consideration not only the characteristics of the substance but also the characteristics of the surrounding area. Each tactic employed must be planned carefully so as to not endanger responders or bystanders. When conducting a site evaluation, responders should note:

- (1) Locations of low points that act as a natural collection point for vapors.
- (2) Existing and potential confined spaces that pose a threat to response personnel.
- (3) Weather conditions.
- (4) Proximity to nearest spark producing equipment.
- (5) Proximity to flammable items or chemicals.
- (6) Concentrations of discharged products.
- (7) Proximity to residential or other commercial areas.
- (8) Composition of affected areas (sand, marsh, pavement, bay waters, etc.).
- (9) Physical hazards.

7350 - Air Emissions Associated With Hazardous Materials Incidents

Two types of air monitoring are **required** during a significant spill of hazardous substances. Direct reading instruments are designed to assist responders and local agencies

with selection of personal protection equipment and with determining impacts to the downwind receptors for potential evacuations or shelter-in-place recommendations. In addition, direct reading instruments are utilized to determine if an explosion hazard (LEL/UEL conditions) is present and therefore posing a threat to emergency responders, rescue technicians and injured personnel. The second type of air monitoring necessary during a significant hazardous substance spill is collection of samples for review by toxicologists to determine potential acute or chronic exposure of affected downwind receptors.

7360 - Container Damage Assessment

Bulk Container damage assessments should be performed by competent structural engineering experts. Damage that appears catastrophic may not in actuality be indicative of imminent failure. Conversely, damage that appears to be benign may actually constitute significant and substantial structural failure. Under no circumstances should a damaged container be moved or contents transferred prior to being inspected by competent authority for structural damage. Expertise is available from the container manufacturers, some transportation companies and some shippers of dangerous products.

7370 - Thermal Ruptures

Thermal ruptures and their effects have been researched extensively, especially where they involve pressurized bulk containers. Actual distances traveled by container fragments have been measured and, where specific distances are given for fire related ruptures, they are based on this history, rounded upwards for safety and convenience. Additionally, the estimated distances provided are based on factors such as the violent rupture potential of the product, any secondary or tertiary hazards the product may pose (whether or not they meet the DOT or IMO hazard class definitions) and the kind and size of container authorized for product transportation.

If a violent rupture occurs, the most common pattern of breakage is into several pieces. If there is a violent rupture of a flammable compressed gas tank, it is estimated that the area within a 500 to 660 foot radius of the bulk container will experience a fireball and extreme radiant heat. The next 500 to 600 feet (out to a radius of approximately 1200 feet) will experience extreme heat such that fires may be started. In all cases, responders should exercise extreme caution and recognize that values provided are based on estimated variables and may not be fully representative of every situation.

7380 – Response Considerations

Once a site evaluation has been conducted that identifies the particulars and hazards of the spill site, the OSC can begin to prepare to respond. Tactical plans for responding to hazardous substances differ from an oil spill response in that the methods for cleaning a

hazardous chemical spill will largely depend on the hazards the field personnel will face. In addition, conventional spill response and fire-fighting techniques are not always appropriate. The fact that a substance is on fire does not necessarily indicate that the fire should be put out or suppressed with water or any other material. If flammable liquids or gases are leaking and on fire, it may be better to let the product burn unless the leak(s) can be stopped or unless the fire poses a threat to other tanks or structures. For instance, water is not generally effective against hydrocarbon liquids, gases, or cryogenic liquids. Large amounts of water combined with spilled chemicals may do more to spread a hazard than to eliminate it. In such instances, foams added to water may be more appropriate.

Escaping and spreading vapors or liquids may present a much greater hazard than fire. Water intakes and highly congested areas are at risk during periods of migration. The direction that a cloud or pool of hazardous substances is flowing may change suddenly and pose additional problems for responders and emergency personnel. Under periods of calm winds or stagnant water, vapor clouds or pools may be quite persistent especially if the vapor density/specific gravity of the product is greater than that of the ambient medium. For this reason it is imperative to identify the direction of drift of the substance for protection of both public and environment.

Response Strategies should conform to incident command procedures. The following incident management procedures recommended:

- (1) Site Management and Control.
- (2) Identify the Materials involved.
- (3) Evaluate the hazards and risks.
- (4) Select the proper level of personal protection equipment.
- (5) Coordinate information and resources.
- (6) Hazardous materials control, containment, confinement and removal (if appropriate).
- (7) Decontamination procedures incident termination.

7400 – Response, Cleanup and Restoration Activities

7410 – General

As with oil spills, the National Contingency Plan calls for establishment of an incident command system in establishing a task force for the containment and clean-up of hazardous substance discharges. The lead federal and Texas state agencies for hazardous substance spills are identified in regulation depending on the location of the spill and nature of the material spilled. As with oil spills, the lead agencies are tasked with ensuring that the interests of the respective federal and state trustees are protected. To that end, the OSCs for the federal and state on scene coordinators can be expected to seek out and contract for various biological and restoration experts.

Cleanup and restoration activities for hazardous substance discharges will be considered complete when so acknowledged by either a Texas Natural Resource Conservation Commission (TNRCC), General Land Office (GLO), or Railroad Commission of Texas (RRC) representative. The statement above is taken from the State of Texas Oil and Hazardous Substance Spill Contingency Plan and is relevant for minor discharges of hazardous substances. Similar to statements in Section 3000 of this Plan relating to completion of removal activities for oil spills, spills of hazardous substances of significance that require oversight by the OSC shall be complete when the OSC so determines. The following information may be used as general guidelines for any hazardous spill cleanup. These general guidelines shall also be considered by any Federal or State Incident Command System structure for hazardous substance spills of significance.

7420 – Federal Authority

The USCG will provide an OSC for the removal of releases of hazardous substances, pollutants, or contaminants into or threatening the coastal zone.

The USCG will not provide an OSC for discharges or releases from hazardous waste management facilities or in similarly chronic incidents, but will provide initial response within the coastal zone. Following the initial response, the USCG will transition the authority to the EPA or state lead agency.

The EPA will provide an OSC for discharges or releases into or threatening the inland zone. The EPA will also assume all remedial actions at NPL sites in the coastal zone, even where removals are initiated by the USCG.

In accordance with CWA and CERCLA, the Secretary of the department in which the USCG is operating, or the Administrator of EPA, as appropriate, is authorized to act for the United States to take response measures deemed necessary to protect the public health or welfare or environment from discharges or releases of hazardous substances, pollutants, or contaminants except with respect to such releases on or from vessels or facilities under the jurisdiction, custody, or control of other federal agencies.

In determining the appropriate extent of action to be taken in response to a given release, the lead agency shall first review the removal site evaluation, any information produced through a remedial site evaluation, if any has been done previously, and the current site conditions, to determine if removal action is appropriate. Where the responsible parties are known, an effort initially shall be made, to the extent practicable, to determine whether they can and will perform the necessary removal action promptly and properly.

CERCLA applies to pollution incidents when the following conditions exist:

1. The material is a hazardous substance or a pollutant or contaminant that may present an imminent and substantial danger to the public health or welfare;
2. The material is released, or there is a substantial threat of release, into the environment; and
3. The responsible party is not taking proper removal actions.

The OSC is authorized and responsible for assessing releases of any size and for initiating response action under CERCLA whenever a release requires a federal removal action. OSCs will monitor the response as necessary, no matter who is carrying it out, to ensure its adequacy. The reportable quantity of a substance has no bearing on the OSC's authority to respond under CERCLA. Response authority exists for any quantity released or threatened to be released into the environment.

If the responsible party is identified, the OSC shall make every effort to have them initiate removal actions, including issuing a Notice of Federal Interest and, when appropriate, an Administrative Order. CERCLA differs from the FWPCA in that, under certain conditions, it enables the OSC to order the responsible party to undertake the corrective measures specified in an Administrative Order. Their use is limited to releases, or threats of releases that involve a hazardous substance, originate from a facility, and may pose an imminent and substantial endangerment to the public health or welfare or the environment.

The OSC will use CERCLA funds to pay for removal costs when the responsible party does not conduct proper removal actions, or is unknown, and immediate removal is necessary. A Notice of Federal Assumption of Response Activities should be issued if the polluter is known.

CERCLA encourages state and local response actions and can be used to provide reimbursement for certain actions when certified by the OSC. The EPA establishes policies that govern what specific costs are reimbursable.

CERCLA prohibits response actions in excess of six months duration or exceeding one million dollars in response costs unless the following conditions are met:

1. Continued response actions are immediately required to prevent, limit, or mitigate an emergency;

2. An immediate risk to public health, welfare, or the environment exists;
and
3. Such assistance will not otherwise be provided on a timely basis.

7430 - Texas Natural Resource Conservation Commission

Except as provided in Chapter 40, Natural Resources Code, the TNRCC shall be the state lead agency in spill response, shall conduct spill response for the state, and shall otherwise administer this subchapter. The TNRCC shall conduct spill response and cleanup for spills and discharges of hazardous substances other than oil in or threatening coastal waters according to the applicable provision of the state coastal discharge contingency plan promulgated by the commission under Section 40.053, Natural Resources Code. The TNRCC shall cooperate with other agencies, departments, and subdivisions of this state and of the United States in implementing this subchapter. In the event of a discharge or spill and after reasonable effort to obtain entry rights from each property owner involved, if any, the executive director [of the TNRCC] may enter affected property to carry out necessary spill response actions. The TNRCC maintains on staff trained hazardous substance professionals and are capable of responding to any such spills on a 24 hour basis.

The TNRCC may issue rules necessary and convenient to enforce state regulations and conduct hazardous material spill clean-up:

- (1) The executive director shall enforce the provisions of this subchapter and any rules given effect pursuant to Subsection (b) of this section.
- (2) The executive director with the approval of the commission may contract with any public agency or private persons or other entity for the purpose of implementing this subchapter.
- (3) The executive director shall solicit the assistance of and cooperate with local and federal government, other agencies and departments of the state, and private persons and other entities to develop regional contingency plans for prevention and control of hazardous substance spills and discharges. The executive director may solicit the assistance of spill cleanup experts in determining appropriate measures to be taken in cleaning up a spill or discharge. The executive director shall develop a list of spill cleanup experts to be consulted, but shall not be limited to that list in seeking assistance. No person providing such assistance shall be held liable for any acts or omissions of the executive director which may result from soliciting such assistance.
- (4) The TNRCC and the Texas Department of Transportation [TxDOT], in

cooperation with the governor, the United States Coast Guard, and the Environmental Protection Agency [EPA], shall develop a contractual agreement whereby personnel, equipment, and materials in possession or under control of TxDOT may be diverted and utilized for spill and discharge cleanup as provided for in this subchapter. Under the agreement, the following conditions shall be met:

- (a) the TNRCC and TxDOT shall develop and maintain written agreements and contracts on how such utilization will be effected, and designating agents for this purpose;
- (b) personnel, equipment, and materials may be diverted only with the approval of the TNRCC and TxDOT, acting through their designated agents, or by action of the governor;
- (c) all expenses and costs of acquisition of such equipment and materials or resulting from such cleanup activities shall be paid from the account, subject to reimbursement as provided in this subchapter; and
- (d) subsequent to such activities, a full report of all expenditures and significant actions shall be prepared and submitted to the governor and the Legislative Budget Board, and shall be reviewed by the TNRCC.

Cleanup and restoration standards have been established by TNRCC regulations and are based on a "pre-spill" concept of restorative action. In other words, the objective of each spill cleanup should be to return the site to pre-spill or background conditions or, if necessary, to an acceptable risk based level of contamination. Required clean-up and restorative levels are described in 30 TAC 327.5. This cite also contains a provision for the completion of a cleanup under the Risk Reduction Rules in 30 TAC 335.8 and/or other TNRCC risk-based corrective action rules.

Cleanup standards are not established for total petroleum hydrocarbons (TPH) due to the broad range of chemical constituents that make up TPH. Rather, concentrations of constituents of concern for which toxicity values have been established (e.g. benzene) should be determined and compared to health-based standards.

The state may have a cause of action against any responsible person for recovery of expenditures out the fund and costs that would have been incurred or paid by the responsible person if the responsible person had fully carried out the duties under §26.266 of the Texas Water Code. Such costs may include reasonable and necessary scientific studies to determine impacts of the spill, how to respond to spill impacts, costs of attorney services, out-of-pocket costs associated with state agency actions, and costs of remedying injuries caused by reasonable cleanup activities. Regulation also enables the TNRCC to assert the state's right to a cause of action for recovery of twice the costs incurred in cleaning up the spill or discharge.

Periodically, a cleanup may involve the removal of contaminated material from beaches and streambeds. Chapter 86 of the Parks and Wildlife Code grants the Texas Parks and Wildlife Department (TPWD) the authority to regulate, control, and protect mud and sand of commercial value and all gravel, sand, and mudshell located within the tidewater limits of the state. Also included are locations within the freshwater areas of the State not embraced by a survey of private land and on islands within those areas.

7450 - State and Federal Cooperative Agreements

The executive director shall develop and revise from time to time written action and contractual plans with the designated OSC provided for by federal law:

(1) In developing rules and plans under this subchapter and in engaging in cleanup activities under this subchapter, the TNRCC shall recognize the authority of the pre-designated federal OSC to oversee, coordinate, and direct all private and public activities related to cleanup of discharges and spills that are undertaken pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. Sec. 9601 et seq.), the federal Clean Water Act (33 U.S.C. Sec. 1321 et seq.), and the national contingency plan authorized by the federal Clean Water Act (33 U.S.C. Sec. 1321 et seq.).

(2) Nothing in this subchapter shall require the state-designated OSC to defer to federal authority, unless preempted by federal law, if remedial action is unduly delayed or is ineffective.

(3) Nothing in this subchapter shall prevent the executive director from appointing a state-designated OSC and acting independently if no federal OSC is present or no action is being taken by an agency of the federal government.

7460 - Local Hazardous Materials Response Capabilities for the City of Corpus Christi

Hazardous materials incidents occurring within the Corpus Christi city limits, or incidents that occur outside the city limits but will impact areas within city boundaries will initiate a response from the City of Corpus Christi Fire Department Hazardous Materials Team (Hazmat Team). The Hazmat Team is composed of 30 full time Hazmat Technicians. The Hazmat Team maintains a fully staffed Hazmat vehicle with appropriate personal protection equipment, air monitoring, on board computer and other necessary equipment to handle initial phases of a hazardous materials response.

The Crisis Management Dispatch Center (CMD) in Corpus Christi is a single point of contact for managing communications aspects of hazardous substance emergencies requiring assistance from public safety and industrial emergency responders in a multi-jurisdictional environment. A critical role the CMD Center plays is as a communications link between the scene of the emergency, the responders and the public. In practical terms, the CMD Center receives the incoming call for assistance from the public or industrial sites, determines the appropriate level of response and dispatches emergency resources to the scene of the incident. Immediately following the dispatch of emergency response personnel, the CMD Center coordinates multi-jurisdictional public or industrial response with private and public safety agencies. The CMD Center will continue to not only coordinate communications for the Incident Commander, but will additionally be an important communications link to the news media and the general public through activation of the Community Alerting and Notification Systems. This communications support includes activation and operation of the System-11/13/15 radio procedure and may also include on-scene communications support for long term incidents involving law enforcement, fire and rescue, and other agencies (USCG, TNRCC and TGLO).

7500 – Hazardous Substances

7510 - Hazardous Substances Transported Within The South Texas Coastal Zone

The following is a non-exclusive list of hazardous substances or products that are routinely transported within the South Texas Coastal Zone:

- | | |
|---------------------|------------------------------|
| 1. Acetone | 13. Jet Fuel |
| 2. Benzene | 14. Liquid Fertilizer |
| 3. Butane/Propane | 15. Methanol |
| 4. Bunker "C" | 16. Naphtha |
| 5. Calcium Chloride | 17. Orthoxylene |
| 6. Sodium Hydroxide | 18. Paraxylene |
| 7. Natural Gasoline | 19. Propane |
| 8. Cumene | 20. Raffinate (adeponitrile) |
| 9. Crude Oil | 21. "Slop & Slurry" |
| 10. Diesel | 22. Solvent (Various) |
| 11. Fuel Oil | 23. Toluene |
| 12. Gas Oil | 24. Xylene |

Resource Appendix

NOTE: All agency highlighted numbers should be immediately notified in the event of any significant oil spill.

FEDERAL AGENCIES

National Response Center (NRC) Washington DC	800-424-8802
U.S.C.G. Marine Safety Office (MSO) Corpus Christi, TX (Both 24hrs) MSSO Brownsville (Office hrs) MSSO Port Lavaca (Office hrs)	512-888-3192 512-888-3162 956-546-2786 512-552-7422
U.S. Coast Guard Eighth District: (mep) (cc) (dpa)	504-589-6901 504-589-6225 504-589-6198
Gulf Strike Team (GST) Mobile, AL - 24hr pager PIN: 071961	334-639-6601 800-443-7243
National Strike Force Coordination Center Elizabeth City, NC	919-331-6000
National Pollution Funds Center (NPFC) Arlington, VA (SKY PAGE 24 hrs) PIN: 2073901	703-235-4772 800-759-7234
U.S. Coast Guard MLC Atlantic: Governor's Island NY (OOD 24 hrs)	212-668-7216 212-668-7366
U.S. Environmental Protection Agency (EPA) Region VI, Emergency Response Branch, Dallas	214-665-2222
U.S. Army Corps of Engineers Corpus Christi, TX	512-884-3385
U.S. Fish and Wildlife Service (USFWS) Corpus Christi, TX	512-994-9005 713-542-1861
Minerals Management Service (MMS) Corpus Christi, TX (24hrs) Lake Jackson, TX (24hrs)	512-888-3241 512-991-6877 409-849-4142
National Oceanic and Atmos. Admin. (NOAA) Scientific Support Coordinator (SSC) New Orleans, LA - 24hr pager PIN: 5798819 Duty SSC Seattle, WA National Marine Fisheries Services (NMFS) NOAA Consultant, Dallas, TX	504-589-6271 800-759-7243 206-526-6317 214-655-2232

Occupational Safety & Health Admin. (OSHA) Corpus Christi, TX (24hrs)	512-888-3257 817-467-6313
Federal Emer. Management Agency (FEMA) Region 6, Denton, TX (24hrs)	817-898-5262 817-898-5280
Federal Aviation Administration (FAA) Corpus Christi, TX	512-289-1488
Naval Station Ingleside, Spill Response Ingleside, TX	512-776-3648
Naval Air Station Corpus Christi, TX Command Disaster Preparedness Officer - (fax) **Air Sampling Equipment**	512-939-2385 512-939-4925 or 2828
Agency for Toxic Substances and Disease Registry, Atlanta, GA	404-639-0615
Do Not Call Unless Approved By Command Government of Mexico Command Center	011-52-12157808

STATE AGENCIES

Texas Department of Public Safety (24 hrs) Corpus Christi - (fax Attn: Abel Contreras) Austin (24 hrs) Austin (1-800 # 24 hrs)	512-854-2681 512-854-2681 512-424-2000 800-832-8224
Texas General Land Office (TGLO) Corpus Christi - (fax) Austin (24 hrs)	512-980-3300 512-980-3021 800-832-8224
Texas Natural Resource Conserv. Comm. (TNRCC) Corpus Christi (fax) Austin (24 hrs - *TX Emergency Response Center*)	800-832-8224 512-980-3100 512-980-3101 512-463-7727
Railroad Commission of Texas (RRCT) Corpus Christi - (fax) Austin	512-242-3113 512-242-2101 512-463-6788
Texas Parks and Wildlife, Corpus (TP&W) Brownsville Austin (24 hrs)	512-980-3244 956-546-1952 512-389-4848
Texas Department Of Health Austin Corpus Christi Harlingen Texas Department Of Emergency Management Austin	512-458-7541 512-458-7111 512-888-7762 956-423-0130 512-465-2000
Texas Water Development Board Austin	512-463-7979

Governors Office
Austin

512-463-1762

COUNTY SHERIFFS' DISPATCH

Aransas County*** (fax machine is not in dispatch office)	512-729-2222 512-790-0164
Cameron County*** (fax)	956-544-0860 956-544-0887
Calhoun County*** (fax)	512-553-4646 512-553-4668
Jackson County*** (fax)	512-782-3541 512-782-7574
Kenedy County*** (fax)	512-294-5205 512-294-5260
Kleberg County answers after 1600 and on weekends for Kenedy County	
Kleberg County*** (fax)	512-595-8500 512-595-7870
Matagorda County*** (fax)	409-245-5526 409-245-1071
Nueces County*** (fax)	512-887-2219 512-887-2276
Refugio County*** (fax)	512-526-2351 512-526-2659
San Patricio County*** (fax)	512-364-2251 512-364-5832
Victoria County*** (fax)	512-574-8040 512-575-8137
Willacy County*** (fax)	956-689-5576 956-689-3867

***Manned 24 hours

LOCAL AGENCIES

Port of Corpus Christi Harbormaster (fax)	512-882-1773 512-883-4077
Aransas-Corpus Christi Pilots Port Aransas - (fax)	512-888-6230 512-749-6933
Brazos Santiago Pilots Association Bayview	956-761-8224

Port Lavaca Port Commission (fax)	512-522-2631 512-552-5371
Port Mansfield Harbormaster (fax)	956-944-2325 956-689-6165
Port of Brownsville (fax)	956-831-4592 956-831-5006
Port of Harlingen-Rio Hondo Authority/Harlingen - (fax)	956-423-0283 956-423-0284
Calhoun County Nav. Dist. Point Comfort (fax)	512-987-2508 512-987-2189
Port of Port Mansfield (fax)	956-689-3332 956-689-6165

LOCAL EMERGENCY MANAGEMENT COORDINATORS

Aransas County Rick McLester, Rockport, TX (24 hrs) Home Phone	512-790-0121 512-729-2222 512-729-0814
Cameron County David Hanawa, Harlingen, TX (24 hrs)	956-423-7807 956-423-7807
Calhoun County Billy Zwerschke, Port Lavaca, TX (FAX)	512-553-4400 512-553-4444
Jackson County Robey Baker, Edna, TX (FAX)	512-782-6662 512-782-7574
Kenedy County (Sheriff's Office) (Sheriff's Office FAX) Tom Sanchez (Covers Kenedy and Kleberg)	512-294-5205 512-294-5206
Kleberg County Tom Sanchez, Kingsville, TX (24 hrs - pager) (FAX)	512-595-8527 1-800-451-0491 (PIN) 6908 512-595-7870
Matagorda County James Engbrock (24HR) Home Phone (FAX) Nueces County Chris Lawrence (FAX) Pager Cellular Phone	409-245-4100 409-245-5526 409-245-9611 409-245-5661 512-888-0401 512-888-0403 512-888-2234 512-850-3360
Refugio County Leslie Harkins, Refugio, TX (24 hrs)	512-526-4434 512-526-2351

San Patricio (Sheriff's Dept.)	512-364-2251
Wallace Kirby, Sinton, TX (FAX)	512-364-5832
Victoria County	512-576-3200
B. J. Berger, Victoria, TX	512-575-4558
(24 hr Pager)	512-503-7819
Willacy County	956-689-3321
Ed R. Chapa, Raymondville, TX	
**Local Emergency Management Coordinator (LEMC)	512-424-2138
State Office Phone Number. (24 hrs)	512-424-2000
(Contact if unable to contact local county LEMC)	

OIL POLLUTION CONTRACTORS:

Corpus Christi Area Oil Spill Control	512-882-2656
Association Corpus Christi, TX (FAX)	512-882-7745
Garner Environmental Services	713-920-1300
Houston, TX	
Laidlaw Environmental	409-796-1388
Port Arthur, TX	
OHM Remediation Services	800-537-9540
Houston, TX (FAX)	713-821-6400
Marine Services	956-943-2648
Port Isabel, TX	
Miller Environmental	512-289-9800
Corpus Christi, TX (FAX)	512-289-6363
Marine Spill Response Corporation	800-259-6772
Lake Charles, LA (FAX)	318-437-9678
National Response Corporation	800-899-4672
Calverton, NY (FAX)	516-369-8655
Ingleside, TX	512-776-2797
Cellular, NRC Valiant	512-877-1131
Smith Environmental Services	713-479-5295
Deer Park, TX	
Spill Response Inc	512-782-7651
Edna, TX	
Velesco, Inc.	409-744-8510
Galveston, Tex	
Waste Control Services	800-832-7536
Corpus Christi, TX (FAX)	512-857-2348

MEDIA CONTACT LIST

TELEVISION:

Northern AOR

Channel 19 KVCT
Attn.: David Sutton
Station Manager
#1 T.V. Place
Victoria, Tx. 77404

COM: 512-573-1900
FAX: 512-575-1919

Channel 25 KAVU
Attn.: Jerry Desmond
News Director
P.O. Box 4929
Victoria, Tx. 77903

COM: 512-576-5288
FAX: 512-575-2255

Central AOR

Channel 10 KZTV
Attn.: Dave Johnson
Assignment Editor
P.O. Box KZTV Ch. 10
Corpus Christi, TX. 78403

COM: 512-883-7070
FAX: 512-884-8111

Channel 6 KRIS
Attn.: David Ibanez
Assignment Editor
409 S. Staples
Corpus Christi, Tx. 78401

COM: 512-886-6100
FAX: 512-886-6175

Channel 3 KIII
Attn.: Bill Brotherton
Station Manager
4750 S.P.I.D.
Corpus Christi, Tx. 78411

COM: 512-854-4733
FAX: 512-851-1541

Southern AOR

Channel 23 KVEO
Attn.: Patty Smith
General Manager
394 N. Expressway 77
Brownsville, Tx. 78521

COM: 956-544-2323
FAX: 956-544-4636

Channel 4 KGBT
Attn.: Vince Donovan
Director
P.O. Box 22567
Harlingen, Tx. 78551

COM: 956-541-4444
FAX: 956-541-4444

Channel 44 KLUJ
Attn.: Maggie Combs
Manager
P.O. Box 1647
Harlingen, Tx. 78550

COM: 956-425-4225
FAX: 956-412-1740

Channel 5 KRTV
Attn.: Ray Alexander
Director
P.O. Box 5
Weslaco, Tx. 78596

COM: 956-968-5555
FAX: Ask for ext. 246

NEWSPAPERS:

Northern AOR

Bay City Tribune
Attn.: Jan Aikens
Managing Editor
P.O. Box 2450
Bay City, Tx.

COM: 409-245-5555
FAX: 409-244-5908

Palacios Beacon
Attn: Nick West
Editor
P.O. Box 817, 453 Commerce
Palacios, Tx. 77465

COM: 512-972-2610
FAX: 512-972-2610

Port Lavaca Wave
Attn: Paul Fortney
P.O. Box 88
Port Lavaca, Tx. 77982

COM: 512-552-9788
FAX: 512-552-3108

Rockport Herald
Attn: Linda Bechtol
Editor
P.O. Box 1448, 2307 Hwy. North
Rockport, Tx. 78382

COM: 512-729-1828
FAX: 512-729-9060

The Victoria Advocate
Attn: John Roberts
President and Publisher
P.O. Box 1518
Victoria, Tx. 77902

COM: 512-575-1451
FAX: 512-574-1220

Central AOR

Aransas Pass Progress
Attn: Brian J. Smith
Reporter
P.O. Box 2100
Aransas Pass, Tx. 78336

COM: 512-758-5391
FAX: 512-758-5393

Corpus Christi Caller Times
Attn: David House
Managing Editor
P.O. Box 9136, 820 Lower Broadway
Corpus Christi, Tx. 78469

COM: 512-884-2011
FAX: 512-886-3732

San Antonio Express
Attn: Mark Kilpatrick
Editor
P.O. Box 2171, Ave. E and 3rd St.
San Antonio, Tx. 78297

COM: 512-225-7411
FAX: 512-225-2770

San Antonio Light
Attn: Jeff Cohen
Editor
P.O. Box 161, 420 Broadway
San Antonio, Tx. 78291

COM: 512-271-2700
FAX: 512-271-2770

South Jetty
Attn: Mary Judson
Editor
P.O. Box 1116
Port Aransas, Tx. 78373

COM: 512-749-5131
FAX: 512-749-5137

Southern AOR

Brownsville Herald
Attn: Lavice Laney
Managing Editor
P.O. Box 351, 1135 E. Van Buren
Brownsville, Tx. 78520

COM: 956-542-4301
FAX: 956-542-0840

Port Isabel S. Padre Is Express
Attn: Tim McKeoun
Managing Editor
P.O. Box 308
Port Isabel, Tx. 78578

COM: 956-943-5545
FAX: 956-943-4782

Valley Morning Star
Editor
P.O. Box 511
Harlingen, Tx. 78551

COM: 956-423-5511

Attn: Dan Henders

NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA) PERSONNEL

DOI:

Primary: Mr. Glenn Sekavec
(505) 766-3565
(505) 797-0556 24 hr.
(505) 249-2462 Cellular
(505) 766-1059 Fax
Secondary: Dr. Steve Spencer
(505) 766-3565
(505) 892-7305 24 hr.
(505) 249-2462 Cellular(505)
766-1059 Fax

NOAA:

Primary: CDR Gary Petrae
(206) 526-6949
(800) 759-7243 PIN 5798803 pager
(206) 526-6317 24 hr. number
(206) 526-6329 Fax

Secondary: LCDR Wade Blake
(206) 526-6326
(800) 759-7243 PIN 2168798 pager
(206) 526-6317 24 hr. number
(206) 526-6329 Fax

TNRCC:

Primary: Mr. Richard Seiler
(512) 239-2523
(800) 467-3700 PIN 605-6057 pager
(512) 239-2527 Fax

Secondary: Ms. Ginny King
(512) 239-2152
(800) 467-3700 PIN 605-6055 pager
(512) 239-2527 Fax

TPWD:

Primary: Mr. Don Pitts
(512) 389-4640
(512) 896-2883 pager
(512) 389-4848 24 hr.
(512) 398-4394 Fax

Secondary: Mr. Dave Buzan
(512) 389-4726
(512) 896-2705 pager
(512) 389-4848 24 hr.
(512) 389-4394 Fax

TGLO:

Primary: Ms. Diane Hyatt
(512) 475-1395
(512) 613-2936 pager
(512) 463-5367 Fax

Secondary: Mr. Peter Samuels
(512) 463-5047
(512) 613-6287 pager
(512) 463-5367 Fax

NATIONAL RESPONSE TEAM REPRESENTATIVES

The following Agencies will provide representatives to the NRT:

Department Of Agriculture

Department Of Commerce

Department Of Defense

Department Of Energy

Environmental Protection Agency

Federal Emergency Management Agency

General Services Administration

Department Of Health & Human Services

Department Of Interior

Department Of Justice

Department Of Labor

Department Of State

Department Of Transportation U.S. Coast Guard

Dot Research & Special Programs Administration

Nuclear Regulatory Commission

National Response Center

FEDERAL RRT AGENCIES

U.S. Dept. Agriculture - U.S. Forest Service:

Primary: Malcom Cockerham

(501) 321-5284 (Duty Hours)

(501) 525-2830 (Non-Duty Hours)

(501) 321-5334 (FAX)

(501) 740-8011 (E Mail)

Secondary: Bobby James

(404) 347-4243 (Duty Hours)

(404) 257-2836 (FAX)

U.S. Dept. Of Commerce - National Oceanic & Atmospheric Administration (NOAA):

Primary: Ron Gouguet
(214) 655-2232 (Duty Hours)
(214) 655-6460 (FAX)
(214) 321-7165 (Non-Duty Hours)

Alternate: Waynon Johnson
(404) 347-1586 (Duty Hours)
(404) 347-0076 (FAX)
(404) 876-2004 (Non Duty Hours)
(206) 726-2148 (24-hr #)

NOAA Scientific Support Coordinator:
LDCR Ilene Byron
504-589-6271 (Duty Hours)
800-759-7243 PIN #5798819 (Pager)
504-589-6225 (Non-Duty Hours)

U.S. Dept. Of Defense - U.S. Army Corps Of Engineers, South Eastern Div.(for spills which occur in Oklahoma, Texas (inland) & parts of Arkansas and New Mexico:

Primary: Tom Kincheloe
214-767-2425 (Duty Hours)
817-465-4085 (Non-Duty Hours)
214-767-5305 (FAX)

Alternate: Royce B. Swayne
214-767-2424 (Duty Hours)
817-274-2093 (Non-Duty Hours)
214-767-5305 (FAX)

U.S. Dept. Of Defense - U.S. Army Corps Of Engineers, (for spills in parts of Texas, Louisiana and S.W. New Mexico):

Primary: Gus Marinos
409-766-3956 (Duty Hours)
409-763-4678 (Non-Duty Hours)
409-943-0160 (Pager)

Alternate: Frank Garcia
409-766-3954 (Duty Hours)
409-765-8084 (Non-Duty Hours)

U.S. Department of Defense - U.S. Army (For spills in Ark,La, NMex,Ok,and Tx)

Primary: COL. Jerry L. Unin
(210) 221-9320 (Duty)
(210) 646-6752 (Non-Duty Hours)
(210) 221-9485 (FAX)

U.S. Dept. Of Commerce - National Oceanic & Atmospheric Administration (NOAA):

Primary: Ron Gouguet

(214) 655-2232 (Duty Hours)

(214) 655-6460 (FAX)

(214) 321-7165 (Non-Duty Hours)

Alternate: Waynon Johnson

(404) 347-1586 (Duty Hours)

(404) 347-0076 (FAX)

(404) 876-2004 (Non Duty Hours)

(206) 726-2148 (24-hr #)

NOAA Scientific Support Coordinator:

LDCR Ilene Byron

504-589-6271 (Duty Hours)

800-759-7243 PIN #5798819 (Pager)

504-589-6225 (Non-Duty Hours)

U.S. Dept. Of Defense - U.S. Army Corps Of Engineers, South Eastern Div.(for spills which occur in Oklahoma, Texas (inland) & parts of Arkansas and New Mexico:

Primary: Tom Kincheloe

214-767-2425 (Duty Hours)

817-465-4085 (Non-Duty Hours)

214-767-5305 (FAX)

Alternate: Royce B. Swayne

214-767-2424 (Duty Hours)

817-274-2093 (Non-Duty Hours)

214-767-5305 (FAX)

U.S. Dept. Of Defense - U.S. Army Corps Of Engineers, (for spills in parts of Texas, Louisiana and S.W. New Mexico):

Primary: Gus Marinos

409-766-3956 (Duty Hours)

409-763-4673 (Non-Duty Hours)

409-943-0150 (Pager)

Alternate: Frank Garcia

409-766-3954 (Duty Hours)

409-765-8084 (Non-Duty Hours)

U.S. Department of Defense - U.S. Army (For spills in Ark,La, NMex,Ok,and Tx)

Primary: COL. Jerry L. Unin

(210) 221-9320 (Duty)

(210) 646-6752 (Non-Duty Hours)

(210) 221-9485 (FAX)



Alternate: Charles T. Mangum
(210) 221-9309/0504 (Duty Hours)
(210) 221-2955/2099 (Non-Duty Hours)
(210) 221-9485 (FAX)

Department Of Energy:

Primary: William C. Gibson Jr.
504-734-4201 (Duty Hours)
504-734-4427 (FAX)

Alternate: Melissa W. Smith
504-734-4387 (Duty Hours)
504-392-8726 (Non-Duty Hours)
504-734-4427 (FAX)

Alternate: Daneen Farrow
504-734-4721 (Duty Hours)
504-466-4027 (Non-Duty Hours)
504-734-4427 (FAX)

Department Of Health And Human Services:

Primary: Phil Edgington
214-767-3871 (Duty Hours)
214-349-9841 (Non-Duty Hours)
214-767-0404 (FAX)

Department Of The Interior:

Primary: Glen B. Sekavec
505-766-3565 (Duty Hours)
505-821-3434 (Non-Duty Hours)
505-766-1059 (FAX)

Alternate: Stephen R. Spencer
505-766-3565 (Duty Hours)
505-892-7305 (Non Duty Hours)
505 766-1059 (FAX)

U.S. Department Of Justice:

Primary: Carrick Brooke Davidson
(202) 514-1416 (Duty Hours)
(301) 564-4584 (Non-Duty Hours)
(202) 368-8395 (FAX)

U.S. Dept. Of Labor - Occupational Safety & Health Administration (OSHA):

Primary: Jerry Bailey
(903) 767-4734 (Duty Hours)
(817) 467-6313 (Off Duty Hours)
(903) 729-4137 (FAX)

Alternate: Dr. Glenn Williamson

(214) 767-4737 (Duty Hours)

(214) 299-6814 (Non-Duty Hours)

(214) 729-4137(FAX)

Nuclear Regulatory Commission:

Primary: L. Joe Callen

(817) 860-8106 (Duty Hours)

(301) 951-0550 (Non-Duty Hours)

(817) 860-8188 (FAX)

Alternate: Eugene Bates

(817) 860-8233 (Duty Hours)

(817) 860-8100 (Non-Duty Hours)

(817) 728-8210 (FAX)

U.S. Department Of State:

(202) 282-2180 EPA HQ

(202) 382-4386 FAX

**U.S. Dept. Of Transportation - U.S. Coast Guard (for spills in Texas, Louisiana
and New Mexico)**

Primary: CAPT. J.W. Calhoun

(504) 589-6271 (Duty Hours)

(504) 585-6225

(504) 589-4999

Alternate: LCDR S.P. Gleen

(504) 589-3656 (Duty Hours)

(504) 589-6225 (Non - Duty Hours)

(504) 589 4999 (FAX)

U.S. Dept. Of Transportation Research & Special Projects Administration:

Primary: Dennis Martini

(817) (Duty Hours)

(817) 478-8418 (Non-Duty Hours)

(817) 334-4666 (FAX)

Alternate: Kevin Toth

(817) (Duty Hours)

(817) 545-1508 (Non-Duty Hours)

(817) 334-4666 (FAX)

U.S. Environmental Protection Agency:

Primary: Charles A. Gazda, Chief

(Duty Hours)

(Non-Duty Hours)

(FAX)

Alternate: James Mullens, Chief

Federal Emergency Management Agency (FEMA):

Primary: John Benton

(817) 898-5262 (Duty Hours)
(817) 898-5280 (Non-Duty Hours)
(817) 898-5121 (FAX)

Could not verify these #'s.

Alternate: R. Kent Baxter

(817) 898-5330 (Duty Hours)
(817) 898-5280 (Non-Duty Hours)
(817) 898-5512 (FAX)

DITTO

General Services Administration:

Primary: Lawrence Sack

(duty Hours)
(Non-Duty Hours)
(FAX)

Alternate: Robert C. Hominick

(Duty Hours)
(817) 478-5271 (Non-Duty Hours)

Alternate: Geraldine W. Parish

(Duty Hrs)
(817) 354-4373 (Non-Duty Hours)

Participating State of Texas RRT Agencies

TNRCC:

Primary: David Barker (Chemical and Inland Spill)

(512) 239-2510 (Duty Hours)
(512) 463-7727 (Non-Duty Hours)
(512) 239-2527 (FAX)

Alternate: Stennie Meadours (Chemical and Inland Spill)

(512) 463-7727 (Duty Hrs)
(512) 512-239-2527

TGLO:

Primary: Russell J. Lutz (Coastal Oil)

(512) 463-5195 (Duty Hours)
1-800-832-8224 (Non-Duty Hours)
(512) 475-1560 (FAX)

Alternate: Tricia Clark (Coastal Oil)

(512) 463-1574 (Duty Hours)
1-800-832-8224 (Non-Duty Hours)
(512) 475-1560 (FAX)

South Texas Coastal Zone Executive Steering Group

CAPT. A.D. Guerrero, Captain of the Port
Duke Mroz, Regional Manager, TGLO
William R. Zwerschke, Calhoun County Local Emergency Planning Committee
Fermin Munoz, District Director, RRC
Buddy Stanley, District Manager, TNRCC
Bill Kasparek, KOCH Pipelines
Allen Vanelli, DuPont
Kenneth Howland, MSRC
Steve Barnes, TAMUCC
Rex Allen, Coast Bend Bays Foundation

Consultants (All Technologies)

Dispersants

Dr. Harry W. Parker, Ph.D
Texas Tech University
Dept. of Chemical Engineering
P.O. Box 43121
Lubbock, TX 79409
(806) 742-3553

John P. Fraser
23 Hibury Drive
Houston, TX 77204
(713) 720-9224

S. L. Ross
717 Belfast Rd., Suite 200
Ottawa, Ontario, Canada
(613) 232-1564

Gordon P. Lindblom
14351 Carolcrest
Houston, TX 77079
(713) 497-1092

Ms. Bea Stong
16706 Dale Oak Way
Houston, TX 77058
(713) 488-1070

Jim O'Brien
OOPS, Inc
505 Weyer St
Gretna, LA 70053
(504) 394-0893

Bioremediation

James R. Clark
Environmental Toxicologist
Exxon Biomedical Science
Mettlers Road
East Millstone, NJ 08875
(908) 873-6039

Parmely Pritchard
Environmental Toxicologist
USEPA
Sabine Island
Gulf Breeze, FL 32561
(904) 934 9260

Dr. Carl Oppenheimer, Ph.D.
P.O. Box 5561
Austin, TX 78763
(512) 474-1016

Charles R. Preiss
Research Director
4901 Milwee, Suite 108
Houston, TX 77092
(713) 956-4001

Dr. Albert Venosa
Research Microbiologist
USEPA
26 W. Martin Luther King
Cincinnati, OH 45268
(513) 569-7668

In-Situ-Burn

Mr. Alan A. Allen
SPILTEC
19220 N.E. 143rd Place
Woodinville, WA 98072
(206) 869-0988

Dispersant Stockpile

LOOP: (POC) Cindy LeBlanc (504)363-9299
Quantity: 45,300 Gallons (9527) - *8,000 Gallons ASI
Locations: Galliano & Port Fouchon, LA
Storage: 2200 Gallon Mobile Tanks

ASI: (POC) Howard Barker (504)851-6391
Quantity: 24,000 Gallons (9527); 2200 Gallon Mobile Tanks
Location: Bourg, LA

EXXON USA: (POC) Wayne Ichee (713)656-2525

Quantity:800 Drums (55 Gallon) 9527

Location:Baytown, TX

Support:Clean Gulf CO-OP

NALCO/EXXON:(POC) David Acker (713)263-7473

Quantity:200 Drums(9500 Minimum)-500 Drums (maximum) 9527 & 9500

Location:Sugarland, TX

PRODUCT RATE:Have enough raw materials to produce 11,000 gallons per day. This rate of production can be increased based on the severity of the spill.

CLEAN GULF:(POC) Dick Armstrong (504)593-6724

Quantity:535 Drums (9527) Houston, TX (EXXON USA)

63 Drums (9527) Grand Isle, LA

40 Drums (9527) Panama City, FL

Burn Boom Locations

MSRC:(318) 475-6400

500' Galveston, TX

500' Pascagoula, MS

500' Miami, FL

Oil Stop:(504) 347-8888

500' New Orleans, LA

TGLO:(512) 463-5195

500' Houston, TX

500' Corpus Christi, TX