Marine Corps Base
Camp Lejeune

Facility Response Plan
for
Oil and Hazardous Substances

Marine Corps Base
Camp Lejeune

Facility Response Plan
for
Oil and Hazardous Substances

TABLE OF CONTENTS

TAB PLACEMENT HERE

DESCRIPTION:

Emergency Response

Action Plan

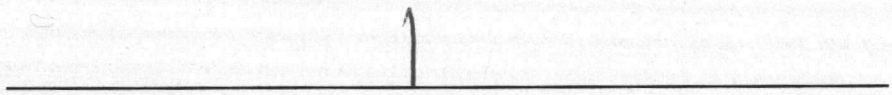
☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

TAB PLACEMENT HERE

DESCRIPTION:



☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Facility Name: Marine Corps Base Camp Lejeune
Location (Street Address): N/A
City: Camp Lejeune
State: NC
Zip: 28542
County: Onslow
Phone Number:
Latitude:
Degree: 34
Minutes: 35
Longitude:
Degree: 77
Minutes: 20
Owner: U.S. Government
Emergency Response Coordinator(s):
Name:
Position:
Address:
Emergency Phone Number:
Date of Oil Storage Start-up:
Current Operation:
Q

Date(s) and Type(s) of Substantial Expansion(s) (Attach additional sheets if necessary)
Q

TAB PLACEMENT HERE

DESCRIPTION:

2

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Spill Response Notification Form

Reporter's Last Name _____ First _____ M.I._
Phone Number: _____
Company: _____
Organization Type: _____
Position: _____
Address: _____
City: _____
State: _____
Zip: _____
Were Materials Released: _____ (Y/N)?
Confidential: _____ (Y/N)?
Time Called: _____

Incident Description

Source and/or Cause of Incident: _____
_____
_____
Date: _____
Time of Incident: _____ AM/PM
Incident Address/Location: _____
_____
Nearest City: _____
State: _____
County: _____
Zip: _____
Distance from City: _____
Section: _____
Township: _____
Range: _____
Container Type: _____
Tank Capacity: _____
Units: _____
Facility Capacity: _____
Units: _____
Facility Latitude: _____ Degrees _____ Minutes _____ Seconds
Facility Longitude: _____ Degrees _____ Minutes _____ Seconds

Material

CHRIS Code: _____

Released Quantity: _____

Unit of Measure: _____

Material Released in Water: _____

Quantity: _____

Unit/Measure: _____

Response Action

Actions Taken To Correct, Control or Mitigate Incident

_____

Impact

Number of Injuries: _____
Number of Deaths: _____
Were there Evacuations: _____ (Y/N)?
Number Evacuated: _____
Was there any Damage: _____ (Y/N)?
Damage in Dollars (approximate): _____
Medium Affected: _____
Description: _____

More Information about Medium: _____

_____

_____

Additional Information

Any information about the incident not recorded elsewhere in the report? _____

_____

_____

_____

Caller Notifications

EPA _____ (Y/N)?
USCG _____ (Y/N)?
State _____ (Y/N)?
Other _____ (Y/N)?
Describe _____

Emergency Notification Phone List, Whom To Notify

The duty officer will provide the requested information and make the following notifications.

Position/Name:
Date:
Facility Name: Marine Corp Base Camp Lejeune
Owner Name: U.S. Government
Facility Identification Number:
Date and Time of Each NRC Notification:

	Organization	Phone Number
1.	Fire Marshall	Evening:

Emergency Notification Phone List, Whom To Notify

The Fire Marshall will provide the requested information and make the following notifications.

Position/Name:
Date:
Facility Name: Marine Corps Base Camp Lejeune
Owner Name: U.S. Government
Facility Identification Number:
Date and Time of Each NRC Notification:

	Organization	Phone Number
1.	National Response Center (NRC)	1-800-424-8802
2.	Facility Response Coordinator Evening Phone	
3.	Company Response Team Evening Phone	
4.	On-Scene Coordinator (OSC) Evening Phone	
5.	Area Committee Evening Phone	
6.	Local Response Team (Fire Dept./Cooperatives)	
7.	State Emergency Response Commission (SERC) Evening Phone	
8.	State Police	
9.	Local Emergency Planning Committee (LEPC)	
10.	Local Water Supply System Evening Phone	
11.	Weather Report	
12.	Local Television/Radio Station for Evacuation Notification	
13.	Hospitals	

EMERGENCY RESPONSE PERSONNEL
FACILITY PERSONNEL

Position	Phone*	Response time	Responsibility during response action	Training type/ date
1. Fire Chief				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

*Phone number to be used when person is not on-site.

OSOT

Position	Response time (minutes)	Phone (day/ evening)

EMERGENCY RESPONSE CONTRACTORS

Contractor	Phone	Response time	Contract responsibility
1. High Rise Service Co., Inc. P.O. Box 730 Brunswick City Leland, NC 28451-0730	(919) 371-2325		OSRO
2. Industrial Marine Service, Inc. 301 Marsh Street P.O. Box 1779 Norfolk, VA 23501	(804) 543-5718		OSRO
3. OHM Remediation Services Corp. 1508 Fauver Road Glen Allen, VA 23060	(800) 537-9540		OSRO
4. Southeast Response and Remediation P.O. Box 221 1500 Pt. Harbor Road Wilmington, NC 28402	(919) 763-6274		OSRO
5. Specialized Marine Inc. P.O. Box 813 Wrightsville, NC 28480	(919) 2565-780		OSRO
6. Tabor Environmental Services, Inc. 747 Simuel Road Spartanburg, SC 29301	(803) 587-8000		OSRO

TAB PLACEMENT HERE

DESCRIPTION:

3

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Camp Lejeune is located on the coastal plain in Onslow County, North Carolina. The base covers and area of approximately 170 square miles, with 14 of shoreline along the Atlantic Ocean. The base has a rough triangular shape. The Atlantic Ocean forms the eastern boundary, U.S. Route 17 forms the western boundary, State Road 24 forms the northeastern boundary, and Jacksonville, North Carolina constitutes the northern boundary.

MCB Camp Lejeune functions primarily as an amphibious training base. Six marine and two Navy commands are at Camp Lejeune. To accommodate these commands, the base is divided into several separate installations as follows: Hadnot Point, French Creek, Ne River Air Station, Courthouse Bay, Amphibian Base, Onslow Beach, Camp Geiger, Camp Johnson, Rifle Range, Naval Hospital, Paradise Point, Tarawa Terrace, Midway Park, Berkely Manor. Serving as industrial/engineering areas are: Hadnot Point, French Creek, New River Air Station, and the Amphibian Base. The training/support areas are Courthouse Bay, Camp Geiger, Camp Johnson, and the Rifle Range. Onslow Beach is primarily a recreation area with some limited support facilities. The remaining installations are primarily residential areas.

Oil Product Information

A wide of variety of POL materials are stored, used, and generated at Camp Lejeune. Applicable POL products may consist of, but are not limited to, any of the following:

- Gasoline (Mogas)
- Diesel Fuel
- No. 2 Fuel Oil
- No. 6 Fuel Oil
- Kerosene
- JP-4 and JP-5 Fuels
- Lubricating Oils
- Grease
- Hydraulic Fluid

Relevant Activities/Facilities

POL is used at numerous types of activities. Vehicle maintenance activities and motor transports, which are prevalent throughout Camp Lejeune, are where the majority of individual POL management facilities are located. These maintenance activities typically have diesel fuel and/or mogas tanks for vehicle fueling, waste oil collection tanks, and product POL container (drum) storage areas. Other types of relevant activities that are present at multiple locations at Camp Lejeune include steam generation plants, wastewater and water treatment plants, general fueling/gas stations, and marinas.

Several consolidated primary POL management areas, which store large quantities of POL, exist as follows:

- Temporary Fuel Farm - Hadnot Point
- Old Fuel Farm - Hadnot Point
- Waste Oil Storage Area - Hadnot Point
- Shop Stores (Drum Storage) - Hadnot Point
- POL/Flammable Storage (Drum Storage) - Hadnot Point
- JP-5 fuel Farm - New River Air Station
- Airway Fuel Farm - New River Air Station
- Waste Emulsion Storage Area - Tarawa Terrace

Most individual POL management facilities, however, consist of small to medium capacity tanks (250 gallons to 5,000 gallons) and 55-gallon drum storage areas distributed among the multitude of relevant maintenance and support activities. Typically, only two to four tanks and seldom more than 20 drums are consolidated at any one location. Also, single 55-gallon drums of POL and similarly sized tanks (less than 250 gallons capacity) of heating oil are ubiquitous at Camp Lejeune.

AVAILABLE RESPONSE EQUIPMENT LIST

SKIMMERS/PUMPS - OPERATIONAL STATUS:								
Type	Model/ Yr.	Number	Capacity (gal./min)	Daily Effective Recovery Rate	Date Fuel Last Changed	Storage Location	Last Inspection or Equipment Test Date	Regional Response Team (RRT) approval
Chemical Pump		1						
Vacuum Oil Tanker		1						
VacAll Truck		1						
Aux Pump		1						
Portable Pumps		4				RCRB		
Skim Pack		1				RCRB		
Vacuum Oil Tanker		1				RCRB		
VacAll Truck		1				RCRB		
Fuel/Chemical Recovery Unit	1989	1	12 gals.	CFR AS 502	N/A	Weekly		
Fuel/Chemical Recovery Unit		1				Crash Crew		
Otterbine	750HV Chief	P820189 1	410		FEB 93	Bldg 18	06 June 93	
Marlow pump	2AM 32-P	806414	60		not stored with fuel	Rescue 1	06 June 93	
Marlow pump	2AM 32-P	806415	60		not stored with fuel	Rescue 2	06 June 93	
Teel	2P390	9K679	20		120V Elec.	Rescue 1	06 June 93	

SKIMMERS/PUMPS - OPERATIONAL STATUS:

Type	Model/ Yr.	Number	Capacity (gal./min)	Daily Effective Recovery Rate	Date Fuel Last Changed	Storage Location	Last Inspection or Equipment Test Date	Regional Response Team (RRT) approval
Teel	2P391	0K679	20		120V Elec.	Rescue 2	06 June 93	

BOOMS - OPERATIONAL STATUS:

Type	Model/ Yr.	Number	Size/ Length	Containment Area (sq. ft.)	Storage Location	Last Inspection or Equipment Test Date	Inspection Frequency	Regional Response Team (RRT) approval
Slick Bar Booms		300 ft			RCRB			
Absorbent Booms		150 ft			RCRB			

SORBENTS-OPERATIONAL STATUS:

Type	Year Purchased	Amount	Absorption Capacity (gal.)	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Absorbent Matting		35 rolls		RCRB			
Adsorbent Socks		35 rolls		RCRB			
Adsorbent Pillows		378 each		RCRB			
Oil Snares		20 boxes		RCRB			

SORBENTS-OPERATIONAL STATUS:

Type	Year Purchased	Amount	Absorption Capacity (gal.)	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
3M Matting	1989	30 Rolls	1 gal per sq. ft.		Daily		
3M Matting		Six Rolls 140 ft. each					
3M Matting		6		Crash Crew			
3M Boom	1993	3	6" x 10'	Bldg. TC701	08 June 93	Daily	
Scavenger Soaker-tube	1990	18	100'	Bldg. TC701	08 June 93	Daily	
Roll Matting	1993	1	100'	Bldg. TC701	08 June 93	Daily	
Scavenger Blue	1993	2	1.5 cu. ft.	Rescue 2	08 June 93	Daily	
3M Boom Skimmer	1993	1	6" x 10'	Rescue 2	08 June 93	Daily	
Pads Skimmer	1993	300	16 1/2" x 20"	Haz Mat Trailer	08 June 93	Weekly	
Acid Pillows	1993	10	16" x 16"	Haz Mat Trailer	08 June 93	Weekly	
Acid Dikes	1993	10	3" x 10'	Haz Mat Trailer	08 June 93	Weekly	
HG Sponges	1990	2		Rescue 1	08 June 93	Daily	
Roll Matting	1993	1	100'	Rescue 1	08 June 93	Daily	
3M Boom	1993	1	6" x 10'	Rescue 1	08 June 93	Weekly	

SORBENTS-OPERATIONAL STATUS:

Type	Year Purchased	Amount	Absorption Capacity (gal.)	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Scavanger Soaker-tube	1990	18		Rescue 1	08 June 93	Weekly	
Ground Clay Skimmer	1990	3	51 lb @	Bldg. TC701	08 June 93	Daily	
Diatomaceous-Earth	1990	2	50 lbs. @	Bldg. TC701	08 June 93	Daily	
Pig Socks Skimmer	1993	60	3" x 4'	Haz Mat Trailer	08 June 93	Weekly	
Pig Boom Skimmer	1993	6	8" x 10'	Haz Mat Trailer	08 June 93	Weekly	
Pig Dike	1993	4	3" x 4'	Haz Mat Trailer	08 June 93	Weekly	
Pig Sock	1993	432	3" x 4'	Haz Mat Trailer	08 June 93	Weekly	
Pig Boom Skimmer	1993	2	5" x 10'	Haz Mat Trailer	08 June 93	Weekly	
Pig Dike	1993	2	5" x 10'	Haz Mat Trailer	08 June 93	Weekly	
Pulp	1993	4	5 lb @	Haz Mat Trailer	08 June 93	Weekly	
Pulp Skimmer	1993	4	5 lb @	Haz Mat Trailer	08 June 93	Weekly	
Pads	1993	300	16 1/2" x 20"	Haz Mat Trailer	08 June 93	Weekly	

HAND TOOLS-OPERATIONAL STATUS:

Type	Year	Quantity	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Shovels		15	RCRB			
Rakes		15	RCRB			
Pitch Forks		15	RCRB			
Brooms		15	RCRB			
(6) Six Rakes		6	CFR AS 502	N/A	Daily	
Shovels		6	Crash Crew			
Brooms		4	Haz Mat Trailer	08 June 93	Weekly	
Rakes		34	Rescue 1	08 June 93	Daily	
Shovels		22	Rescue 2	08 June 93	Daily	

*RCRB = Building 1103 and 913

COMMUNICATION EQUIPMENT-OPERATIONAL STATUS:

Type	Quantity	Operating Frequency/ Channel	Cellular Phone Number	Storage Location/ Number	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Sabre 3 Radios	3						
Radios	25			RCRB			

COMMUNICATION EQUIPMENT-OPERATIONAL STATUS:

Type	Quantity	Operating Frequency/ Channel	Cellular Phone Number	Storage Location/ Number	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Portable Radios	2	140.1 MHz	N/A	CFR AS 502	N/A	Daily	
Mobile Radio	1	140.1 MHz	N/A	CFR AS 502	N/A	Daily	
PRC-77 Radio	1	41.95	N/A	CFR AS 502	N/A	Daily	
Radios	5			Crash Crew			
Saber III	8	Fire AG		Fire Dept.	Daily	Daily	
Saber I	50	Fire Talk		Fire Dept.	Daily	Daily	

FIRE-FIGHTING AND PERSONNEL PROTECTIVE EQUIPMENT-OPERATIONAL STATUS:

Type	Year	Quantity	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
Tyvek Suits		35	RCRB			
Encapsulated Suits		0	RCRB			
SCBA Respirators		2	RCRB			
MSA/SCBA	1993	5	CFR AS 502	N/A	Daily	

FIRE-FIGHTING AND PERSONNEL PROTECTIVE EQUIPMENT-OPERATIONAL STATUS:						
Type	Year	Quantity	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
P19-A	1985	1	CFR AS 502	N/A	Daily	
Proximity Gear	1990-93	5	CFR AS 502	N/A	Daily	
P19-A		1	Crash Crew			
Hazardous Material Disposal Suits	1989	26	Fire Protection Division		Weekly	
Responder Suits Level "A"	1989	11	Fire Protection Division		Weekly	
Responder Suits Level "B"	1989	11	Fire Protection Division		Weekly	
Level "A" Tyvex Suits	1989	2	Fire Protection Division		Weekly	
SCBA-Survivair Mark II 4500 PSI	1983	54	Fire Protection Division		Daily	
SCBA-Survivair Mark II 4500 PSI	1987	13	Fire Protection Division		Daily	
SCBA-Survivair Mark II 4500 PSI	1988	7	Fire Protection Division		Daily	
SCBA-Survivair Mark II 4500 PSI	1989	1	Fire Protection Division		Daily	
SCBA-Survivair Mark II 4500 PSI	1990	6	Fire Protection Division		Daily	

FIRE-FIGHTING AND PERSONNEL PROTECTIVE EQUIPMENT-OPERATIONAL STATUS:

Type	Year	Quantity	Storage Location	Last Inspection	Inspection Frequency	Regional Response Team (RRT) approval
SCBA-Survivair Mark II 4500 PSI	1991	6	Fire Protection Division		Daily	
Air Compressor		1				

CHEMICALS STORED (DISPERSANTS LISTED ON EPA's NCP PRODUCT SCHEDULE

Type	Amount	Date Purchased	Treatment Capacity	Storage Location
Sodium Bisulfate	350 lbs			RCRB
Sodium Bicarbonate	36 lbs			RCRB

OTHER (e.g., Heavy Equipment, Boats, and Motors)-OPERATIONAL STATUS

Type	Year	Quantity	Storage Location
Boat with Trailer		1	
Portable Generator		1	
Air Compressor		1	
Material Drum Handler		3	RCRB
Scavenger Select		35	RCRB
Scavenger Blue		35	RCRB
Open Head Drum		35	RCRB
Bung-Type Drum		35	RCRB

OTHER (e.g., Heavy Equipment, Boats, and Motors)-OPERATIONAL STATUS			
Type	Year	Quantity	Storage Location
Boat with Trailer		1	RCRB
Skidd Loader		1	RCRB
4 x 4 Truck		2	RCRB
4 x 2 Truck		2	RCRB
1 1/2-Ton Truck		1	RCRB
Dot 34-5 5 Gallon Can		40	RCRB
Dot 34-55 55 Gallon Drum		3	RCRB
Command Vehicle		1	Crash Crew
22 Ft. Galaxy Boat		1	
18 Ft. McKee Craft Boat		1	
Crawler Excavator		1	
Rubber-Tired Excavator		1	
Wheel Tractor Backhoe		1	
Scoop Loader		1	
Crawler Tractor		1	
Material Handler		1	
15-Ton/60-Ton Tractor-Trailer		1	

OIL DISCHARGE RESPONSE PLANNING VOLUMES

Type of Facility			
Facility Operating Area			
Worst Case Discharge (Bbls)			
Small/Average Most Probable Discharge (Bbls)			
Medium/Maximum Most Probable Discharge (Bbls)			
On-Water Oil Recovery Planning Volumes (Bbls/Day)	Tier 1	Tier 2	Tier 3
Required Capability For Oil Recovery In Water Depths of 6 Ft or Less (Inland Areas Only) (Bbls/Day)	Tier 1	Tier 2	Tier 3
Onshore Oil Recovery Planning Volume (Bbls/Day)			

RESPONSE RESOURCE PLANNING REQUIREMENTS

Response Resource	Small Discharge/Average Most Probable Discharge	Medium Discharge/ Maximum Most Probable Discharge	Worst-Case Discharge
Booms	100 ft.		
Response Planning Time	Immediate Deployment	On Scene Within Required Response Time	On Scene Within Required Response Time
Oil Recovery Equipment Effective Daily Recovery Rate (Bbls/Day)	2,100 gallons	18,000 gallons	Tier 1 Tier 2 Tier 3
Response Planning Time	On Scene Within 2 Hrs. of Discharge Detection	On Scene Within 12 Hrs. of Discharge Detection	On Scene Within: Tier 1 Tier 2 Tier 3
Oil Storage Capacity For Recovered Oily Material (Bbls/Day)	4,200 gallons	36,000 gallons	Tier 1 Tier 2 Tier 3

TAB PLACEMENT HERE

DESCRIPTION:

4

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

IMMEDIATE ACTIONS

GENERIC OHS IMMEDIATE RESPONSE ACTIONS

This section contains procedures that are generally applicable to MCB Camp Lejeune. The procedures described may not be appropriate in all cases. The Appendix titled ICS provides a list of ICS positions and describes position responsibilities.

SPILLER/DISCOVERER ACTIONS

- o Unless properly trained and authorized, do not try to combat any spill. Sound alarm, report spill, and standby until the response team arrives.
- o If imminent danger to life or property, or fire threatens or start, activate nearest fire alarm and evacuate upwind/upgrade to a safe distance.
- o Rescue any injured persons if safe to do so.
- o Report spill immediately to Base Fire Department [Phone 911].
- o Pass the word to supervisor and people in adjacent facilities.
- o Stop the source of spill or leak if possible and if safe to do so.
- o Cover/dike all drains, culverts, ditches, etc., to prevent migration of spill.
- o Restrict all ignition sources if flammable vapors present or suspected.
- o If properly trained and authorized, initiate available onsite measures to minimize the spread of spill. Otherwise, standby until emergency response personnel arrive on scene. Provide known details of spill when assistance arrives.

BASE FIRE DEPARTMENT DISPATCHER

- o Upon receiving spill report, activate Initial Response Team and provide known spill details and location of spill site to team.
- o Immediately notify Incident Commander.
- o As directed by the Incident Commander or the Alternate, activate/alert Emergency Response Team, Spill Management Team, security, medical team, response contractors and other resources.

INITIAL RESPONSE TEAM

The Camp Lejeune Fire Chief will assume the duties of the IC and take control of the spill until the IC arrives on site.

- o Rescue any injured individuals if rescue can be performed safely.
- o Secure the spill area to prevent unauthorized entry.
- o Stop the spill if not already accomplished.
- o Prevent the spill from spreading. For example:
  - Mat storm drains
  - Sand bag or otherwise block drainage ditches and other pathways leading to water bodies or sensitive environmental areas
  - deploy sorbent booms/sorbents
  - construct diversion channels/barriers

See drainage and sensitive area maps appendices.

- o Quickly determine if evacuation of part or all of facility/community required. If evacuation is necessary, implement evacuation procedures.
- o Restrict all sources of ignition if flammable vapors are present or suspected.
- o Return to station when relieved by the Emergency Response Team and/or as directed by the IC.

INCIDENT COMMANDER

- o Quickly assess spill site and the need for additional spill responses resources and containment/mitigation measures.
- o Ensure that tests for combustible gases and type of oil are made.
- o Ensure that the spill has or is being stopped.
- o Ensure employment of proper immediate containment and mitigation measures.
- o Activate Emergency Response Team as needed.

- Activate Spill Management Team as needed.

- If spill is escaping or is there is a threat of escaping containment, obtain and ready appropriate resources for deployment to protect sensitive areas.

- Notify NRC.

- Notify EMD, and advise if outside resources will be required.

- Establish Incident Command Center/Communication Center if warranted.

- Use checklist as warranted to ensure:

  - Response effort documentation
  - Regulatory agency notifications
  - Pollution reports made
  - Command center established
  - Communication system established
  - Security established
  - Public affairs team activated and communication coordinated
  - Outside resource staging areas cleared and available
  - Funding amounts and sources identified and available
  - Technical assistance/scientific support available
  - Containment for recovered oil and contaminated debris and response wastes available
  - Waste storage, transportation and disposal coordinated and available
  - Required waste storage, transportation and disposal permits exist and valid
  - Medical and safety support coordinated and available
  - Site safety plan developed and implemented
  - Aircraft support coordinated and available

- Wildlife hazing, rescue, and rehabilitation operations coordinated, approved and available

- Regulatory agency coordination

EMERGENCY RESPONSE TEAM

- o Report to the spill site, Incident Command Center, or other location as directed by the base Fire Department Dispatcher, for assignments by the IC or a section chief. If the IC or the section chiefs have not arrived on site, report to the Fire Chief.

- o Perform duties as assigned and trained.

- o Ensure that all recovered oil, contaminated debris and other wastes are properly handled and stored to prevent further contamination or another spill.

- o Maintain command and communication chain as directed by the IC or Operations Chief.

FACILITY SPILL MANAGEMENT TEAM

- o Report to the spill site, Incident Command Center, or other location as directed by the base Fire Department Dispatcher, for briefing and assignments by the IC.

- o Perform duties as assigned and ensure that information and guidance are issued to the IC clearly and concisely, contributing to the overall objectives established for the response.

OTHER FACILITY RESPONSE PERSONNEL

- o Report to the spill site, Incident Command Center, or other location as directed by the base Fire Department Dispatcher, for briefing and work assignment by the IC or Operations Chief.

- o Perform work as instructed and according to established guidelines.

IMMEDIATE RESPONSE ACTIONS

TANK OVERFILL

- Alert storage tank operator and/or vessel operator of overfill.
- Shutoff/shutdown transfer pumps and appropriate flow control valves.
- Ensure that any secondary containment discharge/drain valve is fully shut-off.
- Implement generic emergency response actions as warranted.

TANK FAILURE

- Ensure that any secondary containment discharge/drain valve is fully shut-off.
- Verify adequacy and structural integrity of secondary containment.
- Implement generic emergency response actions as warranted.

PIPELINE RUPTURE

- Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves.
- Implement generic emergency response actions as warranted.

PIPE LEAK, PRESSURIZED LINE

- Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves.
- Implement generic emergency response actions as warranted.

PIPE LEAK, STATIC LINE

- Shutoff appropriate flow control valve.
- Implement generic emergency response actions as warranted.

OTHER EQUIPMENT FAILURE (PUMPS, RELIEF VALVE, DRAIN VALVE, ETC.)

- o Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves to isolate.
- o Implement generic emergency response actions as warranted.

EXPLOSION AND/OR FIRE

- o Activate fire alarm, evacuate to a safe distance and account for personnel.
- o Secure area, stay upwind and keep out of low areas.
- o Notify Fire Department.
- o Remove/secure sources of ignition if possible and safe to do so.
- o Remove incompatible and flammable materials if possible and safe to do so.
- o Use fire extinguishers if trained, safe and appropriate.
- o Implement generic emergency response actions as warranted.

TANK TRUCK LOADING/UNLOADING FACILITY

- o Alert facility operator of failure.
- o Shutoff/shutdown transfer pumps and appropriate flow control valves
- o Implement generic emergency response actions as warranted.

VEHICLE LOADING/UNLOADING FACILITY

- o Alert facility operator of failure.
- o Shutoff/shutdown transfer pumps and appropriate flow control valves
- o Implement generic emergency response actions as warranted.

FACILITY PIPING RUPTURE

- o Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves.
- o Implement generic emergency response actions as warranted.

FACILITY PIPE LEAK, PRESSURIZED LINE

- o Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves.
- o Implement generic emergency response actions as warranted.

FACILITY PIPE LEAK, STATIC LINE

- o Shutoff appropriate flow control valve.
- o Implement generic emergency response actions as warranted.

OTHER EQUIPMENT FAILURE (PUMPS, RELIEF VALVE, DRAIN VALVE, ETC.)

- o Shutoff/shutdown transfer pumps, booster pumps and appropriate flow control valves to isolate.
- o Implement generic emergency response actions as warranted.

EXPLOSION AND/OR FIRE

- o Activate fire alarm, evacuate to a safe distance and account for personnel.
- o Secure area, stay upwind and keep out of low areas.
- o Notify Fire Department.
- o Remove/secure sources of ignition if possible and safe to do so.
- o Remove incompatible and flammable materials if possible and safe to do so.
- o Use fire extinguishers if trained, safe and appropriate.
- o Implement generic emergency response actions as warranted.

TAB PLACEMENT HERE

DESCRIPTION:

5

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

The Environmental Sensitivity Maps are on order.

TAB PLACEMENT HERE

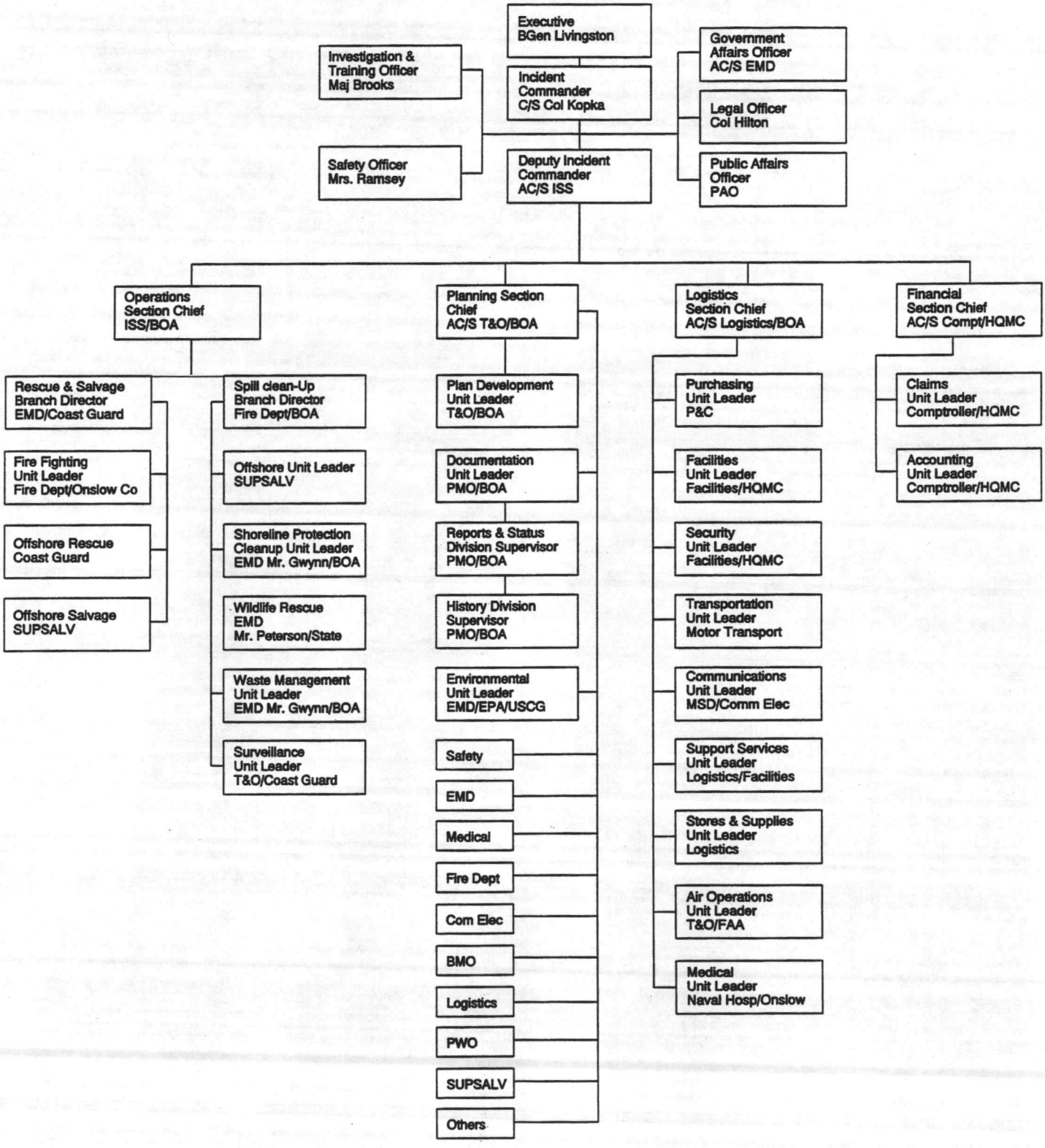
DESCRIPTION:

6

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08



EMERGENCY RESPONSE TEAM

TAB PLACEMENT HERE

DESCRIPTION:

7

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Evacuation Plan

TAB PLACEMENT HERE

DESCRIPTION:

APPENDICES

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

TAB PLACEMENT HERE

DESCRIPTION:

A

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

1. Abbreviations and Acronyms.

ASTM--American Society of Testing and Materials
AST--Above-ground Storage Tank
AC/S--Assistant Chief of Staff
BOA--Basic Ordering Agreement
BMO--Base Maintenance Officer
CHRIS--Chemical Hazards Response Information System
CFR--Code of Federal Regulations
CEO--Communications Electronics Officer
CMC--Commandant of the Marine Corps
COTP--Captain of the Port
CERCLA--Comprehensive Environmental Response, Compensation, and Liability Act
COLREG--Convention for the Prevention of Collisions at Sea
COMNAVBASE--Commander Naval Base
CLIN--Contract Line Item Number
CDO--Command Duty Officer
COTR--Contracting Officer's Technical Representative
DOT--Department of Transportation
DRMO--Defense Reutilization and Marketing Office
DOD--Department of Defense
DFM--Diesel Fuel, Marine
DFAR--Defense Federal Acquisition Regulations
EPA--Environmental Protection Agency
EMD--Environmental Management Department
EOC--Emergency Operations Center
EEZ--Exclusive Economic Zone
ETA--Estimated Time of Arrival
ESI--Environmental Sensitivity Index
EFA--Engineering Field Activity
EFD--Engineering Field Division
FAA--Federal Aviation Administration
FMFLant--Fleet Marine Force Atlantic
FOSC--Federal On-Scene Coordinator
FSSG--Force Service Support Group
FC--French Creek
FAR--Federal Acquisition Regulations
HQMC--Headquarters Marine Corps
HF--High Frequency
HQSPT--Headquarters Support
HS--Hazardous Substance
HM--Hazardous Material
HW--Hazardous Waste
HMT--Helicopter Marine Transport
HMH--Marine Heavy Helicopter Squadron

HMM--Marine Medium Helicopter Squadron
HMLA--Marine Light Attach Helicopter Squadron
HMDC--Hazardous Materials Disposal Coordinator
HMDO--Hazardous Mateirals Disposal Officer
ICS--Incident Command System
IC--Incident Commander
ISS--Installation Safety and Security
JP--Jet Petroleum
JD--
KTR--Contractor
LEPC--Local Emergency Planning Committee
LR--Land Recovery
LCH--Low-cost Housing
MCB--Marine Corps Base
MSO--Marine Safety Office
MOU--Memorandum of Understanding
MSD--Management Support Department
MCES--Marine Corps Engineer School
MCSSS--Marine Corps Service Support School
MCOSC--Marine Corpos On-Scene Coordinator
MCOSCDR--Marine Corps On-Scene Commander
MOSCDR--Marine On-Scene Commander
MTR--Marine Transportation Related
MALS--Marine Aviation Logistics Squadron
MCX--Marine Corps Exchange
MWSS--Marine Wing Support Squadron
MATCS--Marine Air Traffice Control Squadron
MOS--Marine Occupational Specialty
MLC--Maintenance and Logistics Command
MLCLANT--Maintenance and Logistics Command Atlantic
MLCPAC--Maintenance and Logistics Command Pacific
NRC--National Response Center
NCS--Net Control Station
NVIC--Navigation and Vessel Inspection Circular
NOSC--Naval On-Scene Coordinator
NOAA SCC--National Oceanic and Atmospheric Administration Scientific Support Coordinator
NBC--Nuclear, Biological, Chemical
NAVFAC--Naval Facilities Engineering Command
OSC--On-Scene Coordinator
OSOT--On-Scene Operations Team
OHS--Oil and Hazardous Substance
OIC--Officer in Charge
OSHA--Occupational Safety and Health Administration
OD--Oil Disposal
OPA--Oil Pollution Act
POL--Petroleum, Oil, and Lubricants
PRC--

P&C--Purchasing and Contracting
PMO--Provost Marshall's Office
PWO--Public Works Officer
PAO--Public Affairs Office
POC--Point of Contact
PWC--Public Works Center
RCRB--Resource Conservation and Recovery Branch
RRT--Regional Response Team
RCRA--Resource Conservation Recovery Act
RQ--Reportable Quantity
ROICC--Resident Officer in Charge of Construction
SERC--State Emergency Response Commission
SCBA--Self Contained Breathing Apparatus
SUPSALV--Supervisor of Salvage (USN)
STU--to come
SATCOM--Satellite Communications
SPCC--Spill Prevention Control and Countermeasure Plan
SR--Shore Recovery
STP--Structure Trailer Park
SAP--Sensitive Area Protection
STC--Structure Tent Camp
STT--Structure Tarawa Terrace
TC--Tent Camping
T&O BOA--Training and Operations Basic Ordering Agreement
TPH--Total Petroleum Hydrocarbons
TP--Trailer Park
TT--Tarawa Terrace
USMC--United States Marine Corps
UST--Underground Storage Tank
USC--United States Code
VHF--Very High Frequency
VOC--Volatile Organic Compounds
WR--Water Recovery
WD--Waste Disposal

2. Definitions.

Adverse weather means the weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather-related visibility, and currents within the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.

Average most probable discharge means a discharge of the lesser of 50 barrels or 1 percent of the volume of the worst-case discharge.

Captain of the Port Zone (COTP) means a zone specified in 33 CFR part 3 and the seaward extension of that zone to the outer boundary of the exclusive economic zone (EEZ).

Contract or other approved means include

(1) A written contractual agreement with a response contractor. The agreement should identify and ensure the availability of the specified personnel and equipment described under this NVIC within stipulated response times in the specified geographic areas;

(2) Certification by the facility owner or operator that the specified personnel and equipment described under this NVIC are owned, operated, or under the direct control of the facility owner or operator, and are available within stipulated times in the specified geographic areas;

(3) Active membership in a local or regional oil spill removal organization that has identified specified personnel and equipment described under this NVIC that are available to respond to a discharge within stipulated times in the specified geographic areas;

(4) A document which

(i) Identifies the personnel, equipment, services, capable of being provided by the response contractor within stipulated response times in specified geographic areas;

(ii) Sets out the parties' acknowledgement that the response contractor intends to commit the resources in the event of a response;

(iii) Permits the Coast Guard to verify the availability of the response resources identified through tests, inspections, and drills; and

(iv) Is incorporated by reference in the response plan; or

(5) For a facility that could reasonably be expected to cause substantial harm to the environment--with the consent of the response contractor or oil spill removal organization--the identification of a response contractor or oil spill removal organization with specified equipment and personnel which are available within stipulated response times in specific geographic areas.

Environment--means the navigable waters, waters of the contiguous zone, and any other surface water, ground water, drinking water supply, land surface and sub-surface strata, or ambient air under the jurisdiction of the United States.

Exclusive economic zone means the zone contiguous to the territorial sea of the United States extending to a distance of up to 200 nautical miles from the baseline from which the breadth of the territorial sea is measured.

Facility that could reasonably be expected to cause significant and substantial harm means any fixed MTR onshore facility (including piping and any structures that are used for the transfer of oil between a vessel and a facility) that is capable of transferring oil, in bulk, to or from a vessel with a capacity of 250 barrels or more, and a deepwater port. This also includes any facility specifically identified by the COTP under Sections 3.

Facility that could reasonably be expected to cause substantial harm means any mobile MTR facility that is capable of transferring oil to or from a vessel with a capacity of 250 barrels or more. This also includes any facility specifically identified by the COTP under Section 3 of this Appendix.

Federal On-Scene Coordinator (Federal OSC)--the single executive agent designated by EPA, USCG, or DOD to coordinate and direct Federal pollution control efforts at the scene of any spill. (Under the National Contingency Plan, the DOD provides the FOSC for response to HS releases; only the USCG or EPA can provide FOSCs for oil discharges.)

Hazardous Material (HM)--Any material which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or to the environment.

Hazardous Substance (HS)--HM or HW designated as hazardous under section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

Inland area means the area shoreward of the boundary lines defined in 46 CFR Part 7, except in the Gulf of Mexico. In the Gulf of Mexico, it means the area shoreward of the lines of demarcation (COLREG lines) defined in para. 80.740-80.850 of title 33 of the CFR. The inland area does not include the Great Lakes.

Major Spill--The release of any material of any size, nature, and quantity that

(1) occurs in or endangers critical water areas, or
(2) generates public interests, or
(3) becomes the focus of an enforcement action, or
(4) in any way poses a real or potential threat to public health or welfare, or the environment.

Marine Corps Facilities--aircraft, vessels, buildings, installations, structures, equipment, vehicles, and property owned by, or constructed or manufactured for lease to the Marine Corps.

Marine Corps On-Scene Commander (MCOSCDR)--Marine Corps official pre-designated by Marine Corps shore activities to direct operations for the initial response, control, containment, and cleanup of HS spills.

Marine Corps On-Scene Coordinator (MCOSC)--Marine Corps official at key command or base pre-designated to coordinate and direct Marine Corps responses to oil and HS releases from Marine Corps facilities within a designated area of responsibility. The MCOSC is also the Federal OSC for all Marine Corps releases of hazardous substances in the area.

Marine Transportation-Related Facility (MTR facility) means an onshore facility, including piping and any structure used to transfer oil to or from a vessel, subject to regulation under 33 CFR Part 154 and any deepwater port subject to regulation under 33 CFR part 150.

Maximum extent practicable means the planning values derived from the planning criteria used to evaluated the response resources described in the response plan to provide the on-water recovery capability and the shoreline protection and cleanup capability to conduct response activities for a worst-case discharge from a facility in adverse weather.

Maximum most probable discharge means a discharge of the lesser of 1,200 barrels or 10-percent of the volume of a worst-case discharge.

Minor Spill--The release of any material in a quantity that does not pose a threat to the public health or welfare, or the environment.

Nearshore area means the area extending seaward 12 miles from the boundary lines defined in 46 CFR Part 7, except in the Gulf of Mexico. In the Gulf of Mexico, it means the area extending seaward 12 miles from the line of demarcation (COLREG lines) defined in para 80.740 - 80.850 of title 33 of the CFR.

Non-persistent or Group I oil means a petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions—

(1) At least 50% of which by volume, distill at a temperature of 340 degrees C (645 degrees F); and

(2) At least 95% of which by volume, distill at a temperature of 370 degrees C (700 degrees F).

Non-petroleum oil means oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.

Ocean means the offshore area and nearshore areas as defined in this Appendix.

Offshore area means the area beyond 12 nautical miles measured from the boundary lines defined in 46 CFR Part 7 extending seaward to 50 nautical miles, except in the Gulf of Mexico. In the Gulf of Mexico it is the area beyond 12 nautical miles of the line of demarcation (COLREG lines) defined in para. 80.740-80.850 of title 33 of the CFR extending seaward to 50 nautical miles.

Oil spill removal organization means an entity that provides response resources.

On-Scene Operations Team--a team of pre-designated individuals at each Marine Corps Base, trained and equipped to execute operations for the initial response, control, containment, and cleanup of HS spills.

Operating area refers to the rivers and canals, inland, Great Lakes, or ocean. These terms are used to define the conditions in which response equipment is designed to function.

Operational-Type Spills--are those Marine Corps spills of less quantity and impact that can be handled safely by shop personnel without the necessity of activating this plan.

Persistent oil means a petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this Appendix, persistent oils are further classified based on specific gravity as follows:

(1) Group II - specific gravity less than .85.

(2) Group III - specific gravity between .85 and less than .95.

(3) Group IV - specific gravity .95 to and including 1.0.

(4) Group V - specific gravity greater than 1.0.

Qualified individual(s) means an English-speaking representative(s) of the facility identified in the plan, located in the Unites States, available on a 24-hour basis, familiar with implementation of the facility response plan, and trained in his or her responsibilities under the plan.

This person must have full written authority to implement the facility's response plan. This includes

(1) Activating and engaging in contracting with identified oil spill removal organization(s);

(2) Acting as a liaison with the pre-designated Federal On-Scene Coordinator (OSC); and

(3) Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities.

Release/Spill--synonymous terms as defined by section 101(22) of CERCLA, relating to the intentional or accidental loss, including any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a hazardous substance into the environment.

Reportable Quantity (RQ)--the quantity designated for each of the hazardous substances (approximately 700) in 40 CFR 302, under the provision of section 102 of the CERCLA. These spill quantities are for any 24-hour period, and include spills on land and in air in addition to spills in the water. Spills which typically may occur in the work place and are cleaned up without a threat to the environment, public health, and property are typically not reported even if more than an RQ is spilled. This is a judgement decision and shall be made by the MCOSCDR or MCOSC.

Response activities means the containment and removal of oil from the water and shorelines, the temporary storage and disposal of recovered oil, or the taking of other actions as necessary to minimize or mitigate damage to the environment.

Response Personnel--those pre-designated shop/unit personnel charged with being knowledgeable of the nature of hazardous material present in their workplaces and storage areas. These personnel will also be knowledgeable in spill containment and cleanup of operational type spills, site layout (i.e., floor drains, valves, and spill response equipment), and use of the site plan.

Response resources means the personnel, equipment, supplies, and other capability necessary to perform the response activities identified in a response plan.

Rivers and canals means a body of water confined within the inland area that has a project depth of 12 feet or less, including the Intercoastal Waterway and other waterways artificially created for navigation.

Spill management team means the personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

Substantial threat of a discharge means any incident or condition involving a facility that may create a risk of discharge of fuel or cargo oil. Such incidents include, but are not limited to storage tank or piping failures, above-ground or underground leaks, fires, explosions, flooding, spills contained within the facility, or other similar occurrences.

Worst-case discharge means:

(a) For facilities with above-ground storage, not less than

(1) loss of the entire capacity of all tank(s) at the facility not having secondary containment; plus

(2) loss of the entire capacity of any single tank within a secondary containment system, or the combined capacity of the largest group of tanks within the same secondary containment system, whichever is greater; and

(b) For facilities with below-ground storage supplying oil to or receiving oil from the MTR portion, means the cumulative volumes of all piping carrying oil between the marine transfer manifold and the non-transportation-related portion of the facility. The discharge of each pipe is calculated as follows: the maximum time to discover the release from the pipe in hours, plus the maximum time to shut down flow from the pipe in hours (based on historic discharge data or the best estimate in the absence of historic discharge data for the facility) multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum daily capacity of the pipe) plus the total line drainage volume expressed in barrels for the pipes between the marine manifold and the non-transportation-related portion of the facility.

(c) For a mobile facility it means the loss of the entire contents of the container in which the oil is stored or transported.

TAB PLACEMENT HERE

DESCRIPTION:

B

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

INCIDENT COMMANDER

Scope of Responsibility

The Incident Commander (IC) is responsible for the management of all aspects of response operations, including the development of strategic objectives that provide overall direction for the conduct of safe and efficient control, containment, recovery, and cleanup operations. The IC must ensure that all reports to be the NRC and accomplished.

Duties and Responsibilities

- Obtain initial incident briefing from the Initial Response Team.
- Assess the situation and determine the nature of the incident; the threat posed by the incident to Organization personnel, contract personnel, and the surrounding population; and the appropriate level of Emergency Response Team response.
- Ensure that personnel safety is accorded the highest priority throughout the conduct of response operations.
- Develop strategic objectives and response priorities to guide response operations, and forward to Planning Section Chief for inclusion in Incident Action Plans.
- Approve and authorize the implementation of Incident Action Plans.
- Serve as the primary contact person for management and the federal state On-Scene Coordinators.
- Attend unified command meetings with the federal and state On-Scene Coordinators.
- Manage overall response operations and ensure that they are carried out in a manner which is consistent with Organization policy, appropriate government directives, and the needs and concerns of impacted areas.
- Review and approve resource allocations and allocation changes requested by Section Chiefs.
- Monitor and evaluate the effectiveness of response operations and the performance of the Emergency Response Team and make adjustments as necessary.
- Serve as the Organization's primary spokesperson with the news media when required. Will work with Public Affairs Officer and joint Public Affairs Team who are tasked with media relations.
- Review and approve press releases and statements.

INCIDENT COMMANDER

- Approve requests for outside resources.
- Approve Demobilization Plan.
- Document actions.

INVESTIGATION AND TESTING OFFICER

Scope of Responsibility

The Investigation and Testing Officer is responsible for coordinating investigation and analysis of the incident and incident response, and for assisting regulatory agency/government official investigations. He/she is also responsible for arranging for alcohol and drug testing, if necessary. The Investigation and Testing Officer reports to the Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Incident commander and attend daily planning meetings and briefings.
- Provide Deputy Incident Commander with information on the manpower, equipment, material and supply needs for Investigation and Testing operations.
- Brief Investigation and Testing staff on contents of Incident Action Plans:
  - (1) Verify that staff have most recent plan.
  - (2) Make/verify assignments.
  - (3) Establish/review reporting requirements.
- Work with Incident Commander, and Legal Affairs and Historian at Headquarters to develop and implement a plan for the internal investigation of the incident and incident response effort.
- Participate and assist in any external investigation performed by regulatory agencies and/or government officials regarding the incident or incident response effort.
- Coordinate investigation activities with Documentation Unit Leader and ensure that records of all investigations are securely stored.
- Work with the Medical Unit Leader to develop and implement an alcohol and drug testing program.
- Document actions.

SAFETY OFFICER

Scope of Responsibility

The Safety Officer is responsible for providing technical advice and direct support on the safety aspects of response operations; monitoring and assessing hazardous and unsafe situations; and developing measures to avoid or mitigate such situations. The Safety Office is thoroughly versed in safe operating practices and safety-related training requirements. The Safety Officer reports to the Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Incident Commander, and attend daily planning and briefing meetings.
- Provide Deputy Incident Commander with information on manpower, equipment, material, and supply needs for Safety operations.
- Provide Planning Section Chief with information for the safety portion of Incident Action Plans:
    - (1) Description of safety hazards and risks.
    - (2) Measures to avoid or mitigate safety hazards and risks.
- Prepare health and safety messages for Incident Action Plans, develop and issue safety bulletins, and appropriate safety guidelines to be observed during response operations.
- Brief safety staff on contents of Incident Action Plans:
    - (1) Verify that staff have most recent plan.
    - (2) Make/verify assignments.
    - (3) Establish/review reporting requirements.
- Ensure that all volunteer personnel have received required federal and state safety-related training and maintain safety training records.
- Ensure compliance with all relevant OSHA requirements and serve as liaison with federal and state OSHA officials.
- Assess the need for and recommend assistance from local fire, police, and emergency rescue units.

SAFETY OFFICER

- Evaluate the need to evacuate personnel and/or the residents of nearby communities who could be directly or indirectly affected by the incident.
- Work with Operations Section Chief and staff in the evaluation of field response operations to ensure the observation of appropriate safety guidelines.
- Work with Operations Section Chief and staff in the evaluation of field response operations to ensure the observation of appropriate safety guidelines.
- Work with Stores and Supplies Unit Leader to ensure that appropriate personal protective equipment is available to response personnel.
- Ensure that partial and full decontamination facilities are set up and operational during the conduct of field operations.
- Set up a system to identify and eliminate safety hazards in all aspects of response operations, and exercise emergency authority to prevent or stop unsafe acts.
- Investigate, report, and record all safety-related accidents that occur during emergency response operations, and develop remedial actions to avoid future occurrences.
- Notify the appropriate federal, state, and local government safety officials of all safety-related incidents.
- Work with Medical Unit Leader to identify locations for first aid stations in the field and establish and enforce industrial hygiene standards and requirements for field operations.
- Document actions.

GOVERNMENT LIAISON OFFICER

Scope of Responsibility

The Government Liaison Officer is responsible for communicating with local, state, and federal government agencies in order to relieve the Incident Commander of as much routine government liaison work as possible. The Government Liaison Officer reports to the Public Affairs Officer.

Duties and Responsibilities

- Obtain initial briefing from Incident Commander, and attend daily planning and briefing meetings.
- Provide Deputy Incident Commander with information on manpower, equipment, material, and supply needs for Government Liaison operations.
- Brief Government Liaison staff on contents of Incident Action Plans:
    (1) Verify that staff have most recent plan.
    (2) Make/verify assignments.
    (3) Establish/review reporting requirement.
- Establish contact with federal, state, and local government officials in threatened and/or affected areas, and provide them with information on the incident and the status of response operations.
- Advise Public Affairs Officer on the type of information that should be generated to keep federal, state, and local government officials informed of the status of response operations.
- Provide Public Affairs Officer with information on all government agency contacts.
- Arrange regular briefings and tours as necessary for federal, state, and local government officials.
- At the direction of Public Affairs Officer, represent Organization at meetings with federal, state, and local government officials.
- Convey information, requests, and legally constituted directives to Incident Commander and Section Chiefs.

GOVERNMENT LIAISON OFFICER

- Assist Planning Section Chief, Wildlife Rescue Unit Leader, and Waste Management Unit Leader in obtaining government agency approvals/permits for the conduct of response operations.

- Maintain a record of all contacts with federal, state, and local government officials.

- Document actions.

PUBLIC AFFAIRS OFFICER

Scope of Responsibility

The Public Affairs Officer is responsible for the formulation and release of information about an incident to the news media, affected communities, and other appropriate organizations. The Public Affairs Officer reports to the Incident Commander.

Duties and Responsibilities

- Obtain initial incident briefing from Incident Commander and attend daily planning and briefing meetings.
- Provide Deputy Incident Commander with information on manpower, equipment, material, and supply needs for Public Affairs operations.
- Brief Public Affairs staff on contents of Incident Action Plans:
    - (1) Verify that staff have most recent plan.
    - (2) Make/verify assignments.
    - (3) Establish/review reporting requirements.
- Serve as the principal advisor to Incident Commander on all matters relating to external communications and interactions.
- Advise Incident Commander on the public and community relations impact(s) of Organization's handling of response operations.
- Work with Incident Commander and Legal Officer to establish incident-specific public relations guidelines and distribute to Emergency Response Team members.
- Establish lines of communication with local press, radio, and TV outlets; national/international media representatives; concerned citizens' groups; and public organizations.
- Work with the Operations Section Chief and staff, and Reports and Status Division Supervisor to ensure access to complete, accurate, and up-to-date information on the nature and status of response operations.
- Monitor media coverage of the incident and provide follow-up information when necessary.
- Be available to handle on-the-spot inquiries from the media.

PUBLIC AFFAIRS OFFICER

- Prepare public statements, press releases, and "fact sheets" for approval by Incident Commander.
- Arrange news conferences, media briefings, interviews, press tours, etc., as appropriate for reporters, community groups/leaders, and others.
- Establish a press room.
- Maintain a record of newspaper articles, radio, and television broadcasts, press conferences, and press briefings.
- Document actions.

LEGAL OFFICER

Scope of Responsibility

The Legal Officer, with the assistance of Legal Affairs at Headquarters, provides legal advice on all aspects of response operations, and, therefore, is expected to be thoroughly familiar with all of the legal ramifications of response operations, including the liabilities involved and the legal precedents that have been set in previous incidents. The Legal Officer reports to the Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Incident Commander and attend daily planning and briefing meetings.
- Provide Deputy Incident Commander with information on manpower, equipment, material, and supply needs for Legal operations.
- Brief Legal staff on the contents of Incident Action Plans:
    (1) Verify that staff have most recent plan.
    (2) Make/verify assignment.
    (3) Establish/review reporting requirements.
- Review policies, practices, and procedures related to response operations to identify and address legal issues that may arise from or are associated with the operations.
- Advise Incident Commander and Operations Section Chief on all legal matters related to response operations.
- Advise Incident Commander and Section Chiefs on the type of documentation that must be compiled and preserved to support the Organization in incident-related litigation and/or claims.
- If requested to do so by Incident Commander, review press releases and/or statements prior to their issuance.
- If requested to do so by Purchasing Unit Leader, review contracts before their execution.
- Provide Claims Unit Leader with legal advice on external damage assessment operations and the handling of claims.

LEGAL OFFICER

- Provide Operations Section Chief and Planning Section Chief and their staffs with legal advice on the conduct of response operations, particularly if they are dependent upon government agency approvals and/or permits.

- Ensure that response personnel restrict communications related to liability or fault that may otherwise hinder future legal proceedings.

- Supervise the activities of outside legal counsel, if utilized.

- Document actions.

DEPUTY INCIDENT COMMANDER

Scope of Responsibility

The Deputy Incident Commander is responsible for assisting the Incident Commander in the development and implementation of strategic objectives and response priorities; supervising the implementation of Incident Action Plans; coordinating the activities of the Section Chiefs; conducting planning meetings; and conducting field investigations. The Deputy Incident Commander reports to the Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Incident Commander, and coordinate the preparation of the Initial Incident Briefing Form.
- Conduct planning meetings and attend briefing meetings conducted by Planning Section Chief.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Command Staff operations.
- Assist the Incident Commander in the development of strategic objectives and response priorities.
- Coordinate the activities of the Section Chiefs to effect the safe, efficient, and effective implementation of Incident Action Plans in a manner consistent with organization policy and appropriate government directives.
- Work with Safety Officer to ensure the safety of all response personnel.
- Provide the Incident Commander with regular briefings on the nature and status of response operations.
- Work with the Public Affairs and Government Liaison Officers to ensure that the needs of impacted areas are adequately considered during response operations.
- Work the Section Chiefs to ensure that appropriate documentation is compiled and forwarded to the Documentation Unit Leader.
- Ensure that rescue, and salvage and spill cleanup operations are closely coordinated, and resolve any conflicts that may arise between these operations.
- Ensure that appropriate Organization and other government directives are communicated to and followed by the Section Chiefs.

DEPUTY INCIDENT COMMANDER

- Serve as the secondary contact person for Organization management.
- Conduct periodic field investigations.
- Document actions.

OPERATIONS SECTION CHIEF

Scope of Responsibility

The Operations Section Chief is responsible for the management of all operations directly related to the evacuation and rescue of personnel; the control of fires; vessel salvage; wildlife rescue and rehabilitation; waste management; and the control, containment, and cleanup of spilled oil. The Operations Section Chief reports to the Deputy Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Incident Commander, attend daily planning and briefing meetings, and conduct briefing meetings with Section personnel.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Operations Section operations.
- Conduct tactical operations planning meetings and supervise the development and distribution of the tactical operations portion of the Incident Action Plan:
  - (1) Review strategic objectives and response priorities with Section personnel.
  - (2) Obtain summary of current actions.
  - (3) Obtain summary of resource utilization.
  - (4) Devise response strategies.
  - (5) Make duty assignments.
  - (6) Prepare and post Operations Section Organization Chart.
- Brief Operations Section personnel on contents of Incident Action Plans:
  - (1) Verify that Section personnel have most recent plan.
  - (2) Identify Field Supervisors.
  - (3) Make/verify field assignments.
  - (4) Establish/review reporting requirements.
- Ensure the safety of personnel.

OPERATIONS SECTION CHIEF

- Ensure that operations personnel have the equipment, materials, and supplies needed to carry out response operations in a safe, effective, and efficient fashion.
- Ensure that personnel are aware of and follow Organization policies and appropriate government agency directives.
- Ensure that the concerns of government agencies and impacted communities are adequately considered in the formulation and execution of response strategies.
- Ensure that appropriate documentation is compiled.
- Keep Operations Section personnel informed of changing weather conditions.
- Provide regular briefings to Incident Commander on the nature and status of rescue and salvage and/or spill cleanup operations.
- Provide Reports and Status Division Supervisor and Public Affairs Officer with accurate, up-to-date information on the nature and status of rescue and salvage and/or spill cleanup operations.
- Coordinate response operations carried out by third parties, including oil spill cooperatives, response contractors/organizations, specialized service companies, and/or government agencies.
- Initiate recommended releases/reassignment of equipment and/or manpower resources when those resources are no longer needed.
- Document actions.

RESCUE AND SALVAGE BRANCH DIRECTOR

Scope of Responsibility

The Rescue and Salvage Branch Director is responsible for supervising the assessment of the damage incurred to vessels, and for developing and implementing the appropriate rescue and/or salvage operations. The Rescue and Salvage Branch Director reports to the Operations Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Operations Section Chief and attend daily planning and briefing meetings.
- Provide Operations Section Chief with information on manpower, equipment, material, and supply needs for Rescue and Salvage Branch operations.
- Obtain weather forecasts from Operations Section Chief.
- Develop and implement rescue operations, and coordinate operations with Coast Guard and/or other available resources capable of providing search-and-rescue services.
- Direct the planning for, and conduct of engineering and technical activities associated with salvage operations.
- Identify and retain contractors to be used for salvage operations.
- Provide regular briefings to Operations Section Chief on the nature and status of rescue and salvage operations.
- Work with Spill Cleanup Branch Director to ensure that rescue and salvage operations are closely coordinated with all other aspects of response operations.
- Ensure the safety of all personnel involved in rescue and salvage operations.
- Serve as liaison with the U.S. Coast Guard and any other resources involved in rescue operations.
- Provide Public Affairs Officer, and Reports and Status Division Supervisor with accurate, up-to-date information on the nature and status of rescue and salvage operations.
- Document actions.

FIREFIGHTING UNIT LEADER

Scope of Responsibility

The Firefighting Unit Leader is responsible for organizing and implementing the appropriate actions to extinguish and/or contain fires associated with the incident. The Firefighting Unit Leader reports to the Rescue and Salvage Branch Director.

Duties and Responsibilities

- Obtain initial briefing from the Rescue and Salvage Branch Director and attend daily planning and briefing meetings.
- Consult with Safety Officer, Rescue and Salvage Branch Director, and others as appropriate to ascertain the need for evacuation of the facility.
- Assess the type, magnitude and other pertinent conditions and/or characteristics of the fire, and determine the most appropriate action(s) to be taken. The following considerations may be appropriate:
    - (1) Secure electrical power source or other sources of ignition.
    - (2) Activate appropriate alarm.
    - (3) Evacuate surrounding populace.
- Develop a plan for the extinguishment or containment of the fire.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for the extinguishment or containment of fire or the control of explosions.
- Supervise fire extinguishment and containment operations and provide regular briefings on the status of operations to Rescue and Salvage Branch Director.
- Coordinate activities with Cargo/Pumps Unit Leader and Spill Cleanup Branch Director to ensure that fire containment operations are compatible and coordinated with other response operations.
- Document actions.

CARGO/PUMPS UNIT LEADER

Scope of Responsibility

The Cargo/Pumps Unit Leader is responsible for coordinating the conduct of material transfer between tanks on the stricken vessel and/or to a lightering vessel. The Cargo/Pumps Unit Leader reports to the Rescue and Salvage Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Rescue and Salvage Branch Director and attend daily briefing meetings.
- Provide Rescue and Salvage Branch Director with information on the manpower equipment, material, and supply needs for Cargo/Pumps Unit operations.
- Work with Technical Services at Headquarters to conduct the engineering and technical analyses, and determine equipment and personnel requirements necessary to support material transfer and/or lightering activities.
- Provide Rescue and Salvage Branch Director information on the manpower and equipment required for cargo, pumping and lightering operations.
- Obtain weather forecasts from Rescue and Salvage Branch Director.
- Supervise the cargo transfer, pumping and/or lightering activities to ensure they are conducted in a safe and efficient fashion.
- Provide Rescue and Salvage Branch Director with periodic updates on the status of cargo transfer, pumping, and lightering activities for inclusion in Situation Status reports.
- Document actions.

SPILL CLEANUP BRANCH DIRECTOR

Scope of Responsibility

The Spill Cleanup Branch Director is responsible for supervising and directing the activities of all personnel involved in the conduct of oil containment and recovery operations; surveillance activities; wildlife rescue and rehabilitation; and waste management operations. The Spill Cleanup Branch Director reports to the Operations Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Operations Section Chief and attend daily tactical operations planning meetings and briefing meetings.
- Provide Operations Section Chief with information on manpower equipment, material, and supply needs for Spill Cleanup Branch operations.
- Supply Operations Section Chief with information for the tactical operations portion of the Incident Action Plans:
    - (1) division and/or group assignments.
    - (2) Area(s) of operations.
    - (3) Response equipment and manpower to be deployed in each area of operations.
- Make and verify assignments for Spill Cleanup Branch personnel as necessary to carry out the operational objectives of Incident Action Plans.
- Ensure safety of personnel.
- Ensure that personnel are aware of and follow Organization policies and appropriate government agency directives.
- Obtain up-to-date surveillance information from Surveillance Unit Leader.
- Provide regular briefings to the Spill Cleanup Branch Director and daily updates to the Reports and Status Division Supervisor on the status of spill containment and recovery operations; surveillance activities; wildlife rescue and rehabilitation; and waste management operations.
- Coordinate response activities with Rescue and Salvage Branch Director to ensure that response operations, and rescue and salvage activities are compatible and closely coordinated.

SPILL CLEANUP BRANCH DIRECTOR

- Obtain current weather forecasts from Operations Section Chief and distribute to Spill Cleanup Branch personnel.
- Provide Government Liaison Officer with information on all agency contacts.
- Provide Operations Section Chief with information on the nature and quantity of liquid, solid, and/or hazardous wastes generated during response operations.
- Provide Operations Section Chief with information on all special incidents and/or accidents.
- Provide Operations Section Chief with recommendations on the timing of the release of equipment and/or manpower.
- Document actions.

OFFSHORE UNIT LEADER

Scope of Responsibility

The Offshore Unit Leader is responsible for organizing and supervising all offshore oil containment and recovery operations. The Offshore Unit Leader reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily tactical operations planning meetings and briefing meetings.
- Provide Spill Cleanup Branch Director with information on manpower, equipment, material, and supply needs for Offshore unit operations.
- Supply Spill Cleanup Branch Director with information for the Situation Status Report and the Offshore Response Operations section of the Tactical Operations portion of Incident Action Plans:
    - (1) Summary of current actions.
    - (2) Identification of areas of operations.
    - (3) Identification of response technique(s) to be employed.
    - (4) Summary of equipment and resources currently being used.
    - (5) List of response equipment to be deployed in each area of operations.
- Obtain weather forecasts from Spill Cleanup Branch Director and relay to Field Supervisors.
- Obtain information on the location of any spilled material and its projected movements from Planning Section Chief.
- Establish zones of operations, if necessary.
- Identify (a) staging base(s), support services, and contractors to be used.
- Identify and arrange to obtain containment boom, recovery equipment, vessels, cranes, pumps, or any other equipment to be used to contain and recover any spilled material.
- Assign Field Supervisors and receive regular progress reports from them.

OFFSHORE UNIT LEADER

- Coordinate activities with co-ops, private contractors, specialized service companies, government agencies, and other response groups.
- Provide for safety of personnel.
- Evaluate the effectiveness of offshore response techniques; adjust techniques and equipment, as necessary, to enhance effectiveness.
- Approve changes to Offshore Response section of the Tactical Operations portion of Incident Action Plans.
- Provide Spill Cleanup Branch Director with information on all agency contacts.
- Provide Spill Cleanup Branch Director and Waste Management Unit Leader with information on the nature and quantity of liquid, solid, and/or hazardous wastes generated during offshore response recovery operations.
- Provide Spill Cleanup Branch Director with information on all special incidents and/or accidents.
- Provide Spill Cleanup Branch Director with recommendations on the timing of the release of equipment and/or manpower.
- Document actions.

SHORELINE PROTECTION UNIT LEADER

Scope of Responsibility

The Shoreline Protection Unit Leader is responsible for organizing and supervising the conduct of shoreline protection operations. The Shoreline Protection Unit Leader reports to the Operations Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily tactical operations planning meetings and briefing meetings.
- Provide Spill Cleanup Branch Director with information on manpower, equipment, material, and supply needs for Shoreline Protection Unit operations.
- Supply Spill Cleanup Branch Director with information for Situation Status Reports and the onshore response section of the tactical operations portion of Incident Action Plans:
    - (1) Summary of current actions.
    - (2) Identification of the amount and type of onshore area(s) affected and degree of contamination.
    - (3) Identification of area(s) to be protected/cleaned.
    - (4) Identification of response technique(s) to be employed.
    - (5) List of equipment to be used.
    - (6) List of manpower to be used.
- Obtain weather forecasts from Spill Cleanup Branch Director.
- Obtain advice from the Environmental Unit Leader and government agencies on
    - (1) Location of sensitive areas.
    - (2) Prioritization of areas to be protected.
    - (3) Recommended shoreline protection equipment and techniques.
- Work with the Environmental Unit Leader to develop an overall Shoreline Protection Plan and submit plan to Spill Cleanup Branch Director.

SHORELINE PROTECTION UNIT LEADER

- Establish zones of operations to be used.
- Identify staging base(s) and support services and contractors to be used.
- Identify and obtain the manpower, equipment, materials and supplies needed for shoreline protection operations, working with oil spill advisor(s), cooperatives, and other response groups.
- Assign Field Supervisors and receive progress reports from them.
- Evaluate effectiveness of shoreline protection techniques; adjust techniques and/or equipment as necessary to enhance effectiveness.
- Provide the Spill Cleanup Branch Director and Waste Management Unit Leader with information on the nature and quantity of liquid or solid wastes generated during shoreline protection operations.
- Provide the Spill Cleanup Branch Director with information on special incidents and/or accidents.
- Provide the Spill Cleanup Branch Director with recommendations on the timing of the release of equipment and/or manpower.
- Document actions.

SHORELINE CLEANUP UNIT LEADER

Scope of Responsibility

The Shoreline Cleanup Unit Leader is responsible for organizing and supervising the conduct of shoreline cleanup response operations. The Shoreline Cleanup Unit Leader reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily tactical operations planning meetings and briefing meetings.
- Provide Spill Cleanup Branch Director with information on manpower, equipment, material, and supply needs for Shoreline Cleanup Unit Operations.
- Supply Spill Cleanup Branch Director with information for Situation Status Report and the onshore response section of the tactical operations portion of Incident Action Plans:
    - (1) Summary of current actions.
    - (2) Identification of the amount and type of onshore area(s) affected and degree of contamination.
    - (3) Identification of area(s) to be protected/cleaned.
    - (4) Identification of response technique(s) to be employed.
    - (5) List of equipment to be used.
    - (6) List of manpower to be used.
- Obtain weather forecasts from Spill Cleanup Branch Director and relay to Field Supervisors.
- Work with Environmental Unit Leader to develop an overall Shoreline Response Plan and submit to Spill Cleanup Branch Director.
- Establish zones of operations, if necessary.
- Identify (a) staging base(s), support services, and contractors to be used.
- Work with Environmental Unit Leader to identify appropriate shoreline response technique(s).

SHORELINE CLEANUP UNIT LEADER

- Identify and arrange to obtain heavy equipment, containment booms, recovery equipment, pressure washers, pumps, sorbent materials, or any other equipment to be used to contain and recover any spilled material.
- Assign Field Supervisors and receive regular progress reports from them.
- Provide for safety of personnel.
- Evaluate effectiveness of shoreline response techniques; adjust techniques and/or equipment as necessary to enhance effectiveness.
- Approve changes to Shoreline Response Plan; provide information on changes to Spill Cleanup Branch Director.
- Provide Spill Cleanup Branch director with information on all agency contacts.
- Provide Spill Cleanup Branch Director and Waste Management Unit Leader with information on the nature and quantity of liquid, solid, and/or hazardous wastes generated during onshore cleanup operations.
- Provide Spill Cleanup Branch Director with information on all special incidents and/or accidents.
- Provide Spill Cleanup Branch Director with recommendations on the timing of the release of equipment and/or manpower.
- Document actions.

SURVEILLANCE UNIT LEADER

Scope of Responsibility

The Surveillance Unit Leader is responsible for supervising the conduct of surveillance operations associated with response operations. The Surveillance Unit Leader reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily planning and briefing meetings.
- Provide Spill Cleanup Branch Director with information on manpower, equipment, material, and supply needs for Surveillance Unit operations.
- Establish a surveillance program that adequately supports the needs of the Operations and Planning Sections.
- Activate external surveillance resources.
- Coordinate the acquisition and scheduling of surveillance aircraft through the Air Operations On-Site Unit Leader.
- Obtain the following resources to support surveillance operations:

    (1) Aircraft.

    (2) Up-to-date maps.

    (3) Surveillance specialists.

    (4) Hand-held radios.

    (5) Portable communications equipment.

    (6) Cameras.

    (7) Video recorders.

- Provide Spill Cleanup Branch Director, and Reports and Status Division Supervisor with surveillance information for use in response operations and Situation Status Reports respectively.

SURVEILLANCE UNIT LEADER

- Work with U.S. Coast Guard and Federal Aviation Administration to ensure capability of restricting sea and air space, if needed.

- Spot the current position and physical appearance of any spilled material to support:

  (1) Assessments designed to evaluate the threat posed by any spilled material to environmentally, economically, and/or socially sensitive areas.

  (2) Trajectory simulations.

  (3) Offshore containment and recovery operations.

  (4) Shoreline protection operations.

  (5) Shoreline containment and recovery operations.

  (6) Wildlife capture operations.

- Participate in debriefing of surveillance personnel.

- Document actions.

WILDLIFE RESCUE UNIT LEADER

Scope of Responsibility

The Wildlife Rescue Unit Leader is responsible for the development and implementation of oiled wildlife capture, cleaning, and rehabilitation operations. The Wildlife Rescue Unit Leader reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily planning and briefing meetings.
- Provide Spill Cleanup Branch Director with information on the manpower, equipment, material and supply needs for Wildlife Rescue Unit operations.
- Supply Spill Cleanup Branch Director with information on wildlife rescue operations for inclusion in Incident Action Plans and Situation Status Reports:
    - (1) Summary of current action.
    - (2) Impacts on wildlife.
    - (3) Status of wildlife capture, cleaning, and rehabilitation operations.
- Work with Shoreline Protection Unit Leader and Shoreline Cleanup Unit Leader to identify response techniques to protect threatened wildlife and/or sensitive habitat areas.
- If necessary, receive legal advice from Legal Officer on matters related to the handling of listed species.
- Consult with Environmental Unit Leader and resource agencies to develop procedures for the capture, transportation, cleaning, rehabilitation and releases of oiled wildlife.
- Coordinate with Government Liaison Officer to obtain necessary permits for handling wildlife.
- Supervise the construction and operation of (a) wildlife rehabilitation center(s) if adequate facilities are not readily available.

WILDLIFE RESCUE UNIT LEADER

- Work with resource agencies to identify and obtain wildlife capture and rehabilitation experts to conduct capture and rehabilitation operations.

- Document actions.

WASTE MANAGEMENT UNIT LEADER

Scope of Responsibility

The Waste Management Unit Leader is responsible for managing and supervising operations associated with the transfer, storage, transportation, and disposal of liquid, solid, and/or hazardous wastes generated during response operations. The Waste Management Unit Leader reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily planning and briefing meetings.
- Provide Spill Cleanup Branch Director with information on manpower, equipment, material, and supply needs for Waste Management Unit operations.
- Provide Spill Cleanup Branch Director and Situation Unit Leader with information on waste disposal operations for inclusion in Incident Action Plans and Situation Status Reports:
  - (1) Summary of current actions.
  - (2) Type and quantity of wastes being generated, recovered, stored, and disposed of during response operations.
  - (3) Waste storage facilities being utilized.
  - (4) Waste disposal facilities being utilized.
- Consult with Environmental Unit Leader to determine all appropriate federal, state, and local laws, regulations, and standards applicable to the collection, transport, storage, and disposal of wastes.
- Work with Government Liaison Officer to obtain all necessary permits and approvals to transport, store, and dispose of wastes.
- Work with Environmental Unit Leader to collect and present environmental information required to support waste management permit applications.
- Provide Logistics Section Chief with information on the manpower, equipment, materials, and supplies needed to carry out waste collection, transport, storage, and disposal operations.
- Prepare and submit a Waste Management Plan to Planning Section Chief.

WASTE MANAGEMENT UNIT LEADER

- Gather information on contractors available to assist in waste collection, transport, storage, and disposal operations.
- Provide Spill Cleanup Branch Director with recommendations on methods that can be applied to minimize the generation of wastes during response operations.
- Develop a system for the segregation of wastes to assist in storage and disposal operations.
- Provide for safety of personnel involved in waste management operations.
- Assign Field Supervisors and receive regular progress reports from them.
- Approve changes to the Waste Management Plan; provide information on changes to the Spill Cleanup Branch Director.
- Continuously review waste handling, storage, and disposal operations to identify and resolve problems, and to develop recommendations on how to improve the effectiveness and/or efficiency of waste collection, transport, storage, and/or disposal operations.
- Provide Spill Cleanup Unit Leader with information on all special incidents and/or accidents.
- Provide Spill Cleanup Unit Leader with recommendations on the timing of the release of equipment and/or manpower.
- Document actions.

SPILL ADVISOR

Scope of Responsibility

The Spill Advisor is responsible for providing technical advice on the manpower, equipment, and techniques that would be most effective in containing and recovering oil. The Spill Advisor reports to the Spill Cleanup Branch Director.

Duties and Responsibilities

- Obtain initial briefing from Spill Cleanup Branch Director and attend daily tactical operations, planning meetings, and briefings as requested.
- Work with the Spill Cleanup Branch Director to ensure that appropriate equipment, materials, and supplies are ordered to support response operations.
- Work with the Environmental Unit Leader and Surveillance Unit Leader to identify areas potentially impacted by spilled oil.
- Work with the Offshore, Shoreline Protection, Shoreline Cleanup, and Environmental Unit leaders to make recommendations to the Spill Cleanup Branch Director on response equipment and techniques.
- Identify and evaluate alternative response equipment and techniques that will enhance the effectiveness of response operations and make appropriate recommendations to the Spill Cleanup Branch Director.
- Document actions.

PLANNING SECTION CHIEF

Scope of Responsibility

The Planning Section Chief is responsible for supervising the collection, evaluation, dissemination, and use of information to support response operations, providing technical services in support of response operations, and handling environmentally-related matters during response operations. The Planning Section Chief reports to the Deputy Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Deputy Incident Commander, attend daily planning meetings, and conduct briefing meetings with Section personnel.

- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Planning Section operations.

- Supervise the preparation of Incident Action Plans.

- Brief Section Unit Leaders on the contents of Incident Action Plans and other matters related to Section operations:

    (1) Verify that Section personnel have most recent plan.

    (2) Make/verify assignments.

    (3) Establish/review reporting requirements.

- Ensure that systems and lines of communications are established that will facilitate the preparation and distribution of Incident Action Plans.

- Ensure that any incident-specific plans, reports, or other documents required by Senior-Level Management, the Incident Commander, and/or government agencies--during or following the completion of response operations--are compiled in a timely, efficient, and satisfactory fashion.

- Ensure that systems are established that will facilitate the collection, evaluation, analysis, and dissemination of environmental, cultural, and social information and data. In the event of an oil/hazardous substance spill, this may include information on slick movements, potential spill-related impacts to environmentally sensitive areas, and air and water quality considerations.

- Advise Incident Commander on all environmental aspects of response operations.

PLANNING SECTION CHIEF

- Ensure all environmental requirements are compiled with and communicated to the Incident Commander and his/her staff.

- Ensure that systems are established that will facilitate the collection, analysis, verification, and dissemination of information on the status of response resources and operations.

- Provide Public Affairs Officer with accurate, up-to-date information. Depending on the nature of the incident/response, this may include

  (1) Fate and effects of spilled oil/hazardous substance.

  (2) The location of spilled oil/hazardous substance.

  (3) The status of evacuation operations.

  (4) The status of fire-fighting operations.

  (5) Weather and other conditions.

  (6) The type and number of wildlife affected by the incident.

  (7) The status of wildlife rehabilitation efforts.

  (8) Statistical summaries of emergency response operations.

- Work with Government Liaison Officer in obtaining government agency approvals.

- Supervise the compilation of environmental information necessary to obtain government agency approvals.

- Provide Incident Commander information on all government agency contacts.

- Upon request, provide Operations Section Chief with recommendations on selection of equipment and response techniques, and on the timing of the release of manpower and equipment resources.

- Document actions.

PLAN DEVELOPMENT UNIT LEADER

Scope of Responsibility

The Plan Development Unit Leader is responsible for obtaining and assimilating information on the status of the response effort, and preparing and distributing Incident Action Plans. The Plan Development Unit Leader reports to the Planning Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Planning Section Chief and attend daily planning and briefing meetings.
- Provide Planning Section Chief with information on manpower, equipment, material and supply needs for Plan Development Unit operations.
- Coordinate with Section Chiefs and Command Staff to gather information for Incident Action Plans including
    - (1) Cover page.
    - (2) Incident objectives and response priorities.
    - (3) Health and safety message.
    - (4) Section assignments.
    - (5) Division/group assignments.
    - (6) Environmental Operations plan.
    - (7) Communications plan.
    - (8) Air Operations plan.
    - (9) Medical plan.
- Prepare, reproduce, and distribute Incident Action Plans.
- Document actions.

DOCUMENT UNIT LEADER

Scope of Responsibility

The Documentation Unit Leader is responsible for supervising the maintenance of accurate and complete incident files; provision of duplication services to incident personnel; and storage of incident files for legal, analytical, and historical purposes. The Documentation Unit Leader reports to the Planning Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Planning Section Chief and attend daily briefing meetings.
- Provide Planning Section Chief with information on manpower, equipment, material, and supply needs for Documentation Unit operations.
- In association with Legal Officer and History Division Supervisor, develop Documentation Guidelines for distribution to appropriate response personnel.
- Distribute copies of incident file index to appropriate response personnel.
- Direct the organization, maintenance, and storage of incident files in a convenient, secure location.
- Ensure that duplication services are established for the incident, and respond to duplication requests.
- Obtain approval from Planning Section Chief prior to release of documentation.
- Supervise the duplication and filing of all official forms and reports.
- Document actions.

REPORTS AND STATUS DIVISION SUPERVISOR

Scope of Responsibility

The Reports and Status Division Supervisor is responsible for assimilating information for the Situation Status Reports and for displaying pertinent information in the Command Center. The Reports and Status Division Supervisor reports to the Documentation Unit Leader.

Duties and Responsibilities

- Obtain initial briefing from the Documentation Unit Leader.
- Provide Documentation Unit Leader with information on manpower, equipment, material and supply needs for Reports and Status Division Operations.
- Coordinate with Section Chiefs and Command Staff to gather information for Situation Status Reports including
  - (1) Status of spilled material.
  - (2) Status of equipment resources currently assigned, available, or out-of-service.
  - (3) Status of manpower resources.
  - (4) Status of shoreline impacts.
  - (5) Status of wildlife impacts.
  - (6) Status of waste management operations.
- Prepare, reproduce and distribute Situation Status Reports.
- Display pertinent information regarding the status of response operations in the Command Center:
  - (1) Maps depicting location of spill, spill trajectories, response operations, staging areas, and other information as necessary.
  - (2) Status of manpower and equipment resources currently assigned, available, and/or enroute.
  - (3) Status of oily waste management operations including quantity of oil spilled and quantity of oil, oily water, and debris recovered.
  - (4) Status of shoreline impacts.

REPORTS AND STATUS DIVISION SUPERVISOR

- Ensure that the Documentation Unit Leader receives copies of all Situation Status Reports.
- Coordinate activities with Reports and Status personnel at Headquarters.
- Document actions.

HISTORY DIVISION SUPERVISOR

Scope of Responsibility

The History Division Supervisor is responsible for establishing and maintaining a filing system to organize all incident documents, reports, and other pertinent information. The History Division Supervisor reports to the Documentation Unit Leader.

Duties and Responsibilities

- Obtain initial briefing from Documentation Unit Leader.
- Provide Documentation Unit Leader with information on manpower, equipment, material and supply needs for History Division operations.
- Assist the Documentation Unit Leader in the development of documentation guidelines and distribute the guidelines to appropriate response personnel.
- If log books are used, distribute them to, and collect them from, response personnel.
- Establish a filing system for all incident files and provide index to Documentation Unit Leader.
- Obtain copies of all Incident Action Plans, Situation Status Reports and related internal planning documents for files.
- Obtain copies of all other correspondence (internal and external) pertaining to the incident and/or incident response for the files.
- Coordinate activities with Historian at Headquarters.
- Assist the Investigation and Testing Officer in the compilation of written record/report of the incident and all aspects of the response effort.
- Document actions.

ENVIRONMENTAL UNIT LEADER

Scope of Responsibility

The Environmental Unit Leader is responsible for managing all environmental matters associated with response operations, providing advice on the potential environmental impacts of response operations, and assisting in the prioritization of areas for protection and/or cleanup measures. The Environmental Unit Leader reports to the Operations Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Operations Section Chief and attend daily planning and briefing meetings.
- Provide Planning Section Chief with information on manpower, equipment, material, and supply needs for Environmental Unit operations.
- Prepare Environmental Operations Plans for inclusion in Incident Action Plans.
- Collect and maintain baseline environmental data from potentially affected areas.
- Provide Operations Section Chief with information on the potential environmental impacts of response operations.
- Supervise the compilation of environmental information to support permit applications and/or efforts to obtain required government agency approvals.
- Become familiar with existing environmental regulations and restrictions within an incident area.
- Coordinate with Government Liaison Officer to obtain necessary government agency approvals for environmentally-related permits and/or approvals.
- Coordinate with Waste Management Unit Leader and Government Liaison Officer to obtain all necessary waste management permits and approvals.
- Work with agencies to identify environmentally sensitive areas and wildlife habitats.
- Coordinate wildlife rescue and rehabilitation operations with federal and state resource agencies.
- Work with Shoreline Protection Unit Leader to prioritize sensitive habitat areas for protection and/or cleanup operations.

ENVIRONMENTAL UNIT LEADER

- Provide Shoreline Cleanup Unit Leader advice on cleanup techniques that will minimize secondary impacts to affected wildlife and/or sensitive habitat areas.
- Arrange for environmental specialists to collect data and assess impacts to
  - (1) Water quality.
  - (2) Air quality.
  - (3) Commercial and sport fisheries.
  - (4) Human health.
- Identify experts to perform Natural Resource Damage Assessment operations, and coordinate Natural Resource Damage Assessment operations with Legal Officer.
- Document actions.

TECHNICAL SPECIALISTS

Scope of Responsibility

Technical Specialists may be required to assist in response operations. The expertise needed and, therefore, the type of Technical Specialists included in the Emergency Response Team will depend upon the nature and magnitude of the incident. Typical Technical Specialists could include people with expertise in salvage and lightering; firefighting; the recovery of hazardous materials; marine engineering; environmental sciences; *in situ* burning; dispersants use; bioremediation; waste disposal; and/or wildlife capture and rehabilitation. Technical Specialists may be drawn from company resources, or from external contractor and/or consultant resources. Technical Specialists would report to the Planning Section Chief, but may be assigned to the Operations Section Chief. The following is a general job description for the Technical Specialists, but their actual duties will depend largely upon the service or expertise they are providing.

Duties and Responsibilities

- Obtain initial briefing from Planning Section Chief or other designated supervisor.
- Attend planning and briefing meetings as instructed by Planning Section Chief or other designated supervisor.
- Conduct required activities as instructed by Planning Section Chief or other designated supervisor, and within the Technical Specialist's area of expertise.
- Conduct activities in a safe, effective, and efficient fashion.
- Provide regular status reports to Planning Section Chief or other designated supervisor.
- Document actions.

LOGISTICS SECTION CHIEF

Scope of Responsibility

The Logistics Section Chief is responsible for managing the acquisition of the manpower, equipment, facilities, transportation, food, communication systems, security services, and other material needed to support response operations. The Logistics Section Chief reports to the Deputy Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Deputy Incident Commander and attend daily planning meetings and conduct briefings with Logistics Section personnel.
- Supervise preparation of logistic support and services portions of Incident Action Plans:
    - (1) Make duty assignments.
    - (2) Prepare and post Logistics Section organization chart.
    - (3) Obtain summary of current actions:
        - (a) Equipment, materials, and services on-scene and where they are located.
        - (b) Equipment, materials, and services enroute and ETA.
- Provide logistic support and services information to Reports and Status Division Supervisor for inclusion in Situation Status Reports.
- Brief Unit Leaders on contents of Incident Action Plans and other matters related to section operations:
    - (1) Verify that Unit Leaders have most recent plan.
    - (2) Make/verify assignments.
    - (3) Establish/review reporting requirements.
- Work with Operations Section Chief to identify and ensure the timely and efficient provision of field support services, including
    - (1) Evacuation vessels.

(2) Communications equipment.

(3) Berthing and/or housing.

(4) Decontamination units.

(5) Potable water.

(6) Food.

(7) Fuel.

(8) Transportation for personnel and/or supplies (air, sea, and/or land).

(9) Waste handling.

(10) Security services.

(11) Other, as necessary.

- Ensure that logistics support and service needs are met in a timely and efficient fashion, and in a manner that maximizes personnel safety.

- Ensure that guidelines, procedures, forms, and data management system necessary to manage the acquisition of equipment, control inventory, and account for expenditures made during response operations are followed by section personnel.

- Ensure that an overall inventory is maintained of all equipment, materials, and supplies purchased, rented, borrowed, or otherwise obtained during response operations.

- Ensure that necessary warehouse space is secured to store equipment, materials, and supplies.

- Ensure that programs are in place to inspect and service equipment, store spare parts, and repair or replace damaged or defective equipment.

- Ensure that records are maintained on transportation equipment and services used, materials and services provided, and contracts executed during response operations.

- Provide Operations Section Chief with recommendations on the timing of the release of logistics service and support manpower and equipment.
- Document actions.

PURCHASING UNIT LEADER

Scope of Responsibility

The Purchasing Unit Leader is responsible for administrating financial matters pertaining to the acquisition of equipment, materials, and services required to support response operations. The Purchasing Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing meetings.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Purchasing Unit operations.
- Develop and implement a purchasing plan to organize the acquisition of equipment, materials, and services required for the response efforts.
- Prepare guidelines, procedures, forms, and data management systems necessary to manage the acquisition of equipment, control inventory, and account for expenditures.
- Establish a system to keep track of equipment, materials, and supplies enroute to an incident scene:

  (1) Date shipped.

  (2) Shipment made.

  (3) Shipment schedule.

  (4) Location and date of intermediate stops.

  (5) Date due at final destination.

  (6) Location of final destination.

- Activate existing contracts/agreements as needed to provide equipment, materials and services for response operations and evaluate need for additional agreements.
- Prepare and process all necessary purchase orders/work orders.
- Document actions.

FACILITIES UNIT LEADER

Scope of Responsibility

The Facilities Unit Leader is responsible for determining facility (sleeping quarters, work areas, wildlife cleaning and rehabilitation, etc.) requirements, planning the layout of incident facilities, constructing/activating the facilities, and seeing that they are properly maintained. The Facilities Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing messages.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Facilities Unit operations.
- Provide daily updates to the Logistics Section Chief on the status of facilities being used, constructed, or ordered.
- Activate incident facilities and assign a manager to each.
- Ensure adequate personnel are available to operate and maintain facilities.
- Activate wildlife cleaning and rehabilitation centers, if necessary.
- Provide sleeping facilities, as necessary.
- Coordinate the activation of facilities with Security Unit Leader to ensure that adequate security service are available at facilities.
- Provide for facility maintenance services.
- Document actions.

SECURITY UNIT LEADER

Scope of Responsibility

The Security Unit Leader is responsible for ensuring that adequate security services are provided for the Command Center, staging areas, warehouses, wildlife centers, and all other facilities being utilized for response operations. The Security Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing meetings.
- Provide Logistics Section Chief with information on the manpower, equipment, materials, and supplies needed for Security Unit operations.
- Work with Section Chiefs to identify security needs.
- Arrange for security at the following locations:
    (1) Command Center.
    (2) Communications center(s) and facilities.
    (3) Staging area(s).
    (4) Warehouse(s).
    (5) Wildlife Rescue and Rehabilitation Center(s).
    (6) Other facilities, as necessary.
- Establish a procedure to ensure authorized personnel have rapid access to secured facilities.
- Maintain a record of all visitors to secured facilities.
- If necessary, arrange for security escorts for Organization personnel.
- Coordinate security operations with local, state, and federal law enforcement personnel.
- If necessary, work with the U.S. Coast Guard to restrict access to areas where off-shore response operations are underway.

SECURITY UNIT LEADER

- Arrange for the use of contract security personnel, as necessary.
- Document actions.

TRANSPORTATION UNIT LEADER

Scope of Responsibility

The Transportation Unit Leader is primarily responsible for providing ground and water transportation for personnel, and/or equipment needed during response operations. The Transportation Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing meetings.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Transportation Unit operations.
- Provide Logistics Section Chief with information on transportation equipment for the Situation Status Report and logistics and services portions of Incident Action Plans:
    - (1) Transportation equipment onscene.
    - (2) Location and mission(s) of transportation equipment on scene.
    - (3) Transportation equipment enroute and ETA.
- Work with Operations Section Chief to identify transportation needs associated with response operations.
- Work with Environmental Unit Leader to identify transportation needs associated with wildlife rescue operations.
- Work with Purchasing Unit Leader to identify the transportation needs associated with moving equipment, materials, and supplies to, within, and from an incident scene.
- Organize and direct the transportation of manpower, equipment, materials, and supplies used during response operations.
- Work with federal, state, and local officials in setting up marine and land routes that will expedite the movement of manpower, equipment, materials, supplies, and waste products, and that comply with applicable laws.
- Work with Operations Section Chief to ensure that transportation resources are properly allocated and utilized during response operations.
- Develop a system to keep track and maintain a record of all transportation resources utilized during response operations.

TRANSPORTATION UNIT LEADER

- Work with Purchasing Unit Leader to execute contracts for transportation requirements.
- Establish an inspection program to ensure that vessels and vehicles used to transport manpower, equipment, materials, and supplies meet government agency standards.
- Maintain transportation equipment maintenance records.
- Document actions.

COMMUNICATIONS UNIT LEADER

Scope of Responsibility

The Communications Unit Leader is responsible for establishing, operating, and maintaining an integrated communications network (both radio and telephone) for response operations. The Communications Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing meetings.
- Provide Logistics Section Chief with information on equipment, material, and supply needs for Communications Unit operations.
- Prepare Radio Communications Plan for Incident Action Plans.
- Obtain information on on-scene communications equipment, including:
    (1) Channels.
    (2) Functions.
    (3) Frequencies.
    (4) Assignments.
- Review existing communications equipment, verify that it is operational, and expand as necessary to accommodate response operations.
- Obtain information on communications equipment enroute to and its ETA at an incident scene.
- Work with Section Chiefs to identify and ensure the timely and efficient provision of communications equipment to support operations.
- Arrange for the installation of an adequate telephone system in the Command Center.
- Establish a radio-base system in the Command Center.
- Ensure the establishment of a dedicated communications network that will allow for land-to-land, land-to-sea, sea-to-sea, sea-to-air, and air-to-air communications.
- Ensure that communications equipment is fully operational throughout response operations.

COMMUNICATIONS UNIT LEADER

- Ensure that records are maintained on communications equipment distributed during emergency response operations.
- Obtain necessary contract support to man and/or maintain communications equipment.
- Establish telephone "hot lines," as needed.
- Provide Logistics Section Chief with recommendations on the timing of the release of communications equipment.
- Document actions.

SUPPORT SERVICES UNIT LEADER

Scope of Responsibility

The Support Services Unit Leader is responsible for ensuring that adequate manpower, food, potable water, sanitation, lodging, and employee relations services are available to support the response operations. He/she utilizes the resources at Headquarters to assist in the acquisition of support services. The Support Services Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefings.
- Provide Logistics Section Chief with information on manpower, equipment, materials, and supplies needed for Support Services Unit operations.
- Provide Logistics Section Chief with daily updates on the status of manpower resources being used, needed or currently enroute.
- Interface with other Section Chiefs to identify and meet personnel needs.
- Schedule/track amount of time individuals are working and coordinate their replacement, as necessary.
- Work with the Public Affairs Officer to publicize how persons can volunteer to assist in response operations.
- Determine the food, potable water, and sanitation requirements for the response operations.
- Assess the conditions at each location and determine and arrange for the most appropriate food service method (i.e., restaurant, catering, mess hall).
- Assess the need for sanitation areas response personnel, and provide as necessary and in accordance with applicable regulations.
- Coordinate with Finance Section to ensure that contracts are executed to obtain necessary equipment and supplies for food service at each location.
- Verify that potable water and well-balanced meals are being served at each location.
- Coordinate with Headquarters to handle all human resource issues that may arise during the conduct of response operations, including those related to payroll, overtime, benefits, and job protection.

SUPPORT SERVICES UNIT LEADER

- Determine the lodging requirements for response personnel, assess the current availability of lodging services, and arrange lodging for response personnel as necessary.

- Work with Facilities Unit Leader to establish temporary sleeping quarters onsite if necessary or appropriate.

- Document actions.

STORES AND SUPPLIES UNIT LEADER

Scope of Responsibility

The Stores and Supplies Unit Leader is responsible for obtaining the equipment, stores, and supplies necessary for response operations. The Stores and Supplies Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefings.
- Provide Logistics Section Chief with information on manpower; equipment; material; and supply needs for Stores and Supplies operations.
- Supply Logistics Section Chief with information on equipment; materials; and supplies for the logistics and services portions of Incident Action Plans:
  - (1) Equipment, materials and supplies on scene.
  - (2) Location(s) of equipment, materials and supplies.
  - (3) Equipment, material and supplies enroute and ETA.
- Work with Section Chiefs to determine equipment, material and supply needs for each section.
- Contact sources of equipment, materials, and supplies and obtain:
  - (1) Accurate and up-to-date information on the type, quantity, and availability of equipment, materials, and/or supplies.
  - (2) The condition (i.e., new or used) of equipment, materials, and/or supplies.
  - (3) The terms and conditions for the purchase, lease, and/or rental of the equipment, materials, and/or supplies.
  - (4) How the equipment, materials, and supplies will be shipped; where they will be delivered; and when they will arrive.
  - (5) Whether additional equipment, materials, and/or supplies are needed to make ordered equipment, materials, and/or supplies fully operational.
  - (6) The availability of technicians to explain the operation of, and/or to maintain, and/or to operate the equipment, materials, and/or supplies.

(7) The availability of spare parts.

- Coordinate the purchase of all equipment, materials, and supplies with Purchasing Unit Leader.
- Establish an inventory system for equipment, materials, and supplies stored in (a) central receiving point(s).
- Establish a system to keep track of equipment, materials, and supplies used during response operations.
- Establish an inspection and maintenance program for equipment, materials, and supplies used during response operations.
- Coordinate with Transportation and Air Operations On-Site Unit Leaders as necessary to mobilize and/or deliver equipment, supplies, etc.
- Work with Facilities Unit Leader to ensure that adequate warehouse space and staging areas are available.
- Document actions.

AIR OPERATIONS ON-SITE UNIT LEADER

Scope of Responsibility

The Air Operations On-Site Unit Leader provides overall coordination of aircraft transport activities for personnel and equipment, surveillance, and medical emergencies. The Air Operations On-Site Unit Leader reports to the Logistics Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Logistics Section Chief and attend daily briefing meetings.
- Provide Logistics Section Chief with information on manpower, equipment, material, and supply needs for Air Operations On-Site Unit operations.
- Provide Logistics Section Chief with information on aircraft for the Situation Status Report and logistics and services portions of Incident Action Plans:
    - (1) Aircraft on scene.
    - (2) Location and mission(s) of aircraft on scene.
    - (3) Aircraft enroute and ETA.
- Work with Operations Section Chief to identify air transport needs associated with response and surveillance operations.
- Work with Purchasing Unit Leader to identify the air transport needs associated with moving equipment, materials, and supplies within an incident scene.
- Work with Public Affairs Officer to identify aircraft needs for media personnel.
- Work with Government Liaison Officer to identify aircraft needs for government officials.
- Work with Medical Unit Leader to identify aircraft needs for emergency medical services.
- Work with federal, state, and local officials in setting up air routes that will expedite the movement of manpower, equipment, materials, and supplies that comply with applicable laws.
- Work with Operations Section Chief to ensure that air transport resources are properly allocated and utilized during response operations.

AIR OPERATIONS ON-SITE UNIT LEADER

- Develop a system to keep track and maintain a record of all air transport resources utilized during response operations.
- Work with Purchasing Unit Leader to execute contracts for air transport requirements.
- Establish an inspection program to ensure that aircraft used to transport manpower, equipment, materials, and supplies meet government agency standards.
- Maintain aircraft maintenance records.
- Document actions.

FINANCE SECTION CHIEF

Scope of Responsibility

The Finance Section Chief is responsible for managing and supervising the conduct of all required accounting cost analysis, insurance, compensation, and claims functions including adequate documentation and record keeping. The Finance Section Chief also ensures that adequate medical services and facilities are available for response personnel. The Finance Section Chief reports to the Deputy Incident Commander.

Duties and Responsibilities

- Obtain initial briefing from Deputy Incident Commander and attend daily planning meetings and conduct briefings with Finance Section personnel.
- Provide Deputy Incident Commander with information on personnel, equipment, material, and supply needs for Finance Section operations.
- Brief Finance Section personnel on contents of Incident Action Plans:
  - (1) Verify that section personnel have most recent plan.
  - (2) Make/verify assignments.
  - (3) Establish/review reporting requirements.
- Provide Deputy Incident Commander with information on the financial implications of actions taken/to be taken during response operations.
- Discuss and advise management on issues regarding insurance coverage and exclusions; claims management processing; and settlement approach.
- Work with Insurance/Claims and Compensation personnel at Headquarters to review all relevant insurance programs, and ensure notification of insurers and appointment of loss adjusters.
- Make duty assignments and supervise operations of Finance Section.
- Facilitate the preparation and distribution of guidelines, procedures, forms, and the establishment of a data management systems necessary to account for expenditures made during response operations.
- Work with Purchasing Unit Leader to coordinate purchasing and accounting functions.
- Supervise the development and administration of cash accounts.

FINANCE SECTION CHIEF

- Ensure that purchase and work orders are prepared and processed in a timely and appropriate fashion.
- Verify that obligation documents initiated during response operations are properly prepared.
- Work with Auditors to ensure the proper auditing of expenditures.
- Ensure that appropriate cost and accounting control systems are established.
- Provide accounting functions as directed, including auditing, billing, and documenting labor, material, and services used.
- Administer vendor contracts, and service and equipment rental agreements.
- Ensure that adequate medical services and facilities are available for all response personnel.
- Ensure that procedures for major medical emergencies are established.
- Coordinate the investigation and processing of claims.
- Provide management and Incident Commander with regular financial reports.
- Document actions.

CLAIMS UNIT LEADER

Scope of Responsibility

The Claims Unit Leader and the Insurance and Claims/Compensation personnel at Headquarters are responsible for processing claims and arranging settlements with insurers resulting from damage attributable to an incident and from the occurrence of a serious injury or death during response operations. The Claims Unit Leader reports to the Finance Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Finance Section Chief and attend daily briefing meetings.
- Provide Finance Section Chief with information on manpower, equipment, material, and supply needs for Claims Unit operations.
- Work with Claims and Compensation personnel at Headquarters to establish a system for the receipt, evaluation, and processing of all claims.
- Determine the need for and location of claims offices.
- Receive advice from Headquarters, Finance Section Chief, and Legal Officer during the processing of claims.
- Identify and obtain technical experts and contractors to assist in damage assessment and in the processing of claims, as required.
- Coordinate the conduct of all damage assessment programs with the Environmental Unit Leader and Legal Officer.
- Establish and maintain contact with Headquarters, Safety Officer, and Medical Unit Leader as required to prepare and process reports on injuries/deaths caused by an incident or resulting from response operations.
- Follow the status of hospitalized personnel and coordinate/prepare required administrative paperwork on all injuries or deaths.
- Work with Insurance personnel at Headquarters to determine insurance coverage and limits, and estimate insurance recovery costs.
- Consult with Insurance personnel at Headquarters, corporate insurance brokers, and underwriters to determine documentation required for insurance purposes.

CLAIMS UNIT LEADER

- Provide Government Liaison Officer, Finance Section Chief, and Public Affairs Officer with periodic reports on damage assessment/claims operations.

- Document actions.

ACCOUNTING UNIT LEADER

Scope of Responsibility

The Accounting Unit Leader is responsible for establishing an accounting system for response operations, maintaining accounting records, estimating the cost of response operations, determining the actual cost/cost effectiveness, and making cost-saving recommendations. The Accounting Unit Leader reports to the Finance Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Finance Section Chief and attend daily briefing meetings.
- Provide Finance Section Chief with information on manpower, equipment, material, and supply needs for Accounting Unit operations.
- Develop and implement an accounting system for response operations, and maintain records of all accounting activities.
- Establish and maintain a cash account.
- Periodically prepare cost-saving analyses.
- Ensure all accounting records and documents are prepared accurately.
- Maintain a cumulative cost/financial record.
- Serve as a liaison with auditing personnel.
- Provide for records security.
- Document actions.

MEDICAL UNIT LEADER

Scope of Responsibility

The Medical Unit Leader is responsible for ensuring that first-aid services are available to adequately handle injuries/illnesses in the field; obtaining medical aid and transportation for injured and ill incident personnel; and preparing and maintaining medical reports and records. The Medical Unit Leader reports to the Finance Section Chief.

Duties and Responsibilities

- Obtain initial briefing from Finance Section Chief and attend daily briefing meetings.
- Provide Finance Section Chief with information on manpower, equipment, material, and supply needs for Medical Unit operations.
- Provide Finance Section Chief with information for the medical/health portion of Incident Action Plans:
  - (1) Description of major medical/health hazards and risks.
  - (2) Measures to avoid or mitigate medical/health hazards and risks.
- Prepare Medical Plans for inclusion in Incident Action Plans.
- Establish procedures for handling medical emergencies.
- Work with Transportation, Air Operations On Site, and Communications Unit Leaders to establish a transportation system and communications network to handle medical emergencies.
- Work with Safety Officer to locate, set up, and man first-aid stations in the field.
- Assess current level of available medical services, and activate additional facilities, as necessary.
- Ensure that medical response personnel, equipment, and facilities are available to pick up, transport, treat, and care for injured personnel.
- Maintain an inventory of medical supplies and disburse as necessary.
- Notify Support Services Unit Leader of all injuries/fatalities.
- Develop and maintain a record of all accidents/injuries/fatalities.

MEDICAL UNIT LEADER

- Notify the appropriate federal, state, and local government agencies of all medical/health-related accidents, incidents, and/or problems and provide Logistics Section Chief with information on all government agency contacts.

- Document actions.

TAB PLACEMENT HERE

DESCRIPTION:

C

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

C

Spill Scenarios

Maximum Spill Scenario at Camp Lejeune: 200,000 gallon spill at the New River Air Station Fuel Farm

Early on a Sunday morning in June a tornado touches down 100 yards from the tank farm at the New River Air Station. The funnel passes directly over the railroad tracks and over the most northerly 200,000 gallon JP-5 storage tank at the New River Air Station Fuel Farm. The tank collapses. The containment barrier holds approximately 90,000 gallons; however, due to the heavy rains that accompany the tornado, the JP-5 quickly flows from the fuel farm. The fuel flows south across Campbell Street and into the drainage ditch on the southside of the street. The majority of the fuel flows west past the fueling pad and into the canal and creek. The spill follows the creek and railroad to Southwest Creek. The fuel that overflows from the ditch becomes entrenched in the surrounding wetlands. The spilled fuel flows down Southwest Creek and into the New River. Sheen from the spill reaches the boat marina at Hadnot Point and Town Point to the south. The tide changes and the fuel moves up river to Wilson Bay and Northeast Creek to the north.

Environmental concerns are as follows: the banks of Southwest Creek are primarily wetland areas. This is of concern because wetlands have an extremely high degree of species diversity and abundance of flora and fauna. In addition, they may harbor rare, threatened, or endangered species on the local, regional, or national level. They are extremely valuable as breeding and nursery areas for wetland-dependent amphibians and reptiles, as well as other fish, birds, and mammals. Low wave and tidal energy will enable the oil to persist.

RESPONSE OPERATION
MAXIMUM DISCHARGE

Oil Spill Volumes for Recovery:

On-water Volume	Onshore Volume	On-land Volume
35,000 gal.		75,000 gal.

MAXIMUM DISCHARGE

Equipment/supplies:

Equipment/supplies	Source	Quantity	Mobilization Time	Travel Time	Deployment Time	Response Time
Railcar	Facilities	1	2 hours	1.5 hours		3.5 hours
Radios	RCRB	With person				
VAC Trucks	RCRB/Contract	2/4	60 min	30 min	30 min	2 hours
Tank Trucks	RCRB/Contract	2/3	60 min	30 min	30 min	2 hours
Backhoe		2	60 min	30 min	30 min	2 hours
Boom	RCRB	300/1000'	10 min	30 min	10 min	50 min
Sorbents	RCRB	378	10 min	30 min	10 min	50 min
Dumpsters	RCRB/Contract	5/5	10 min	30 min	10 min	50 min
Shovels	RCRB	8	10 min	30 min	10 min	50 min
Absorbent matting	RCRB	40	10 min	30 min	10 min	50 min
Boat with trailer	RCRB/Contract	1/7	10 min	30 min	10 min	50 min
Skimmer	RCRB/Contract	1/3	10 min	30 min	10 min	50 min
Oil snares	RCRB/Contract	2/5	10 min	30 min	10 min	50 min

MAXIMUM DISCHARGE

Required Equipment and Supplies:

Equipment/ Supplies	Quantity	Function	Response Element*

*On-water recovery - WR
Onshore recovery - SR
On-land recovery - LR
Sensitive area protection (include bird hazing equipment) - SAP
Oil disposal - OD
Waste disposal - WD
Safety - S

MAXIMUM DISCHARGE

Personnel:

Personnel	Source	Number	Function	Response Time

MAXIMUM DISCHARGE

Required Personnel:

Personnel	Number	Function	On Land	On-Water	Onshore	Sensitive Area Protection

Medium Spill Scenario at Camp Lejeune: 36,000 gallon spill from a vessel collision off Onslow Beach

During a December training exercise, two vessels collide seven miles off the coast of Onslow Beach. The fuel tank in one of the colliding vessels is ruptured and spills 36,000 gallons of DFM. EMD personnel are on-scene observing the exercise. As soon as the spill is reported, the EMD assumes MOSCDR responsibilities for protection of the shore and the Commander, Naval Base (COMNAVBASE) Norfolk assumes the NOSC responsibilities for spilled oil in the water.

Onslow Beach is a coarse sand beach backed by sand dunes, along which sea oats are found. Coarse sand beaches generally contain low species density and diversity. Because it is nearly December, many species are dormant or absent from the area; however, there are still many species of concern. Many species of birds such as gulls, brown pelicans, osprey, and cormorants are still present and some sea turtles may still be in the area. The Northern Right, Humpback, Fin, and Sei Whales can all be found along the coast at this time and all of these whales are endangered. Whales usually migrate one-fourth or more miles off Onslow Beach. Most movement has been recorded in mid-March to mid-May with lesser activities in late November and December. The Northern Right Whale is found in large bays and inshore waters. They are considered slow swimmers, not wary of boats. In the winter, sightings have been made of mothers with calves close to shore. The Humpback Whale is found in coastal or inshore waters and they migrate along the coast during the winter months. The Sei Whale is migrates along the coast beginning in October.

RESPONSE OPERATION
MEDIUM DISCHARGE

Oil Spill Volumes for Recovery:

On-Water Volume	Onshore Volume	On-Land Volume
36,000	800 gal.	

MEDIUM DISCHARGE

Equipment/supplies:

Equipment/supplies	Source	Quantity	Mobilization Time	Travel Time	Deployment Time	Response Time
Radios			60 min	30 min	30 min	2 hrs
VAC Trucks	RCRB	2				
Tank Truck	RCRB		60 min	30 min	30 min	2 hrs
Boom	RCRB/Contract	300'/500'	60 min	30 min	30 min	2 hrs
Sorbent	RCRB/Contract	5/3	60 min	30 min	30 min	2 hrs
Dumpster	RCRB/Contract	4/4				
Boat with trailer	RCRB/Contract	1/4				
Skimmers	RCRB/Contract	1/2				
Oil snare	RCRB/Contract	2/5				

MEDIUM DISCHARGE

Required Equipment and Supplies:

Equipment/ Supplies	Quantity	Function	Response Element*

*On-water recovery - WR
Onshore recovery - SR
On-land recovery - LR
Sensitive area protection (include bird hazing equipment) - SAP
Oil disposal - OD
Waste disposal - WD
Safety - S

MEDIUM DISCHARGE

Personnel:

Personnel	Source	Number	Function	Response Time

MEDIUM DISCHARGE

Required Personnel:

Personnel	Number	Function	On-Land	On-Water	Onshore	Sensitive Area Protection

Small Spill Scenario at Camp Lejeune: 2,100 gallon tank truck spill on Highway 172

A tank truck traveling SW on Highway 172 towards Hadnot Point Marina swerves into a drainage ditch. The truck overturns and spills 2,100 gallons of JP-5 onto the highway and into the paralleling drainage ditch. The driver was wearing his safety belt and was not badly injured. He was able to flag down a car, and report the spill from a phone at Harvey's Point.

Because the oil is contained in the ditch, the species of concern are primarily birds who forage and live on the ground including the American Woodcock, Quail, and Wild Turkey. The Red-cockaded Woodpecker can be found in this area but is not likely to be affected by the oil spill as it rarely feeds on the ground. However, some clean-up activities may be disturbing to the colonies. Such activities include the cutting or damaging of pine trees of any size, any excavating or digging which may damage the root structures of pine trees. The seepage of oil into nearby creeks and wetlands is wetlands is possible because the ground is porous. If this occurs, there will be additional wildlife concerns for the flora and fauna associated with these areas.

RESPONSE OPERATION
SMALL DISCHARGE

Oil Spill Volumes for Recovery:

On-Water Volume	Onshore Volume	On-Land Volume
0	0	2,100

SMALL DISCHARGE

Equipment/supplies:

Equipment/supplies	Source	Quantity	Mobilization Time	Travel Time	Deployment Time	Response Time
Backhoe	RCRB	1	30 min	60 min	30 min	2 hrs
Pump truck	RCRB/Contract	1/2		30 min	30 min	1 hr
Sorbent	RCRB/Contract			30 min	30 min	1 hr
Boom	RCRB	50		30 min	30 min	1 hr
VAC Truck	RCRB	1	90 min	30 min	20 min	2 hrs

SMALL DISCHARGE

Required Equipment and Supplies:

Equipment/ Supplies	Quantity	Function	Response Element*

*On-water recovery - WR
Onshore recovery - SR
On-land recovery - LR
Sensitive area protection (include bird hazing equipment) - SAP
Oil disposal - OD
Waste disposal - WD
Safety - S

SMALL DISCHARGE

Personnel:

Personnel	Source	Number	Function	Response Time

TAB PLACEMENT HERE

DESCRIPTION:

D

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

D

Maximum Spill Scenario at Camp Lejeune: 200,000 gallon spill at the New River Air Station Fuel Farm

0700 The fuel farm foreman reports spill. The Fire Department notifies EMD. The Fire Department Dispatcher, notifies the NRC that a spill has occurred, sends units from the base fire department, and notifies the air base crash crew.

0715 Two units from the air base crash crew arrive on-scene and assess the damage, other units are tide up with damage caused by tornado. The units report the severity of spill to the base Fire Department who activates the base contingency plan. The Provost Marshall arrives to secure the area and direct traffic from the spill site.

0745 The Fire Chief arrives on-scene and assumes Marine Corps On-Scene Commander (MOSCDR) Duties. EMD personnel are called to the scene. The Fire Department sends all of its spill response equipment to the scene. Facilities is notified to send, two front end loaders, all vac trucks, and all tank trucks to the scene. EMD contacts USCG to discuss access of Basic Ordering Agreements (BOA)s. The BOA Contractors are notified that they will be needed for the response.

0810 The Fire Department deploys its boom in the creek and canal that follow the rail road, to contain and prevent any more fuel flow into the southwest creek.

0830 The EMD building at the air base is turned into a response and coordination center. Public affairs Officer (PAO) arrives on-scene and sets up an office at the coordination center and prepares a press release. Offices are set aside for reporters and press conferences. Vac trucks, and tank trucks and the two front end loaders from Facilities arrive and start cleaning out the creeks and canal. Sorbents are used to block further infiltration into wetlands and creeks.

0845 EMD calls US Navy SUPSALV to alert them that their services may be needed.

0900 Coast Guard, EPA, and state officials arrive at the coordination center at the Air Station. Boom and small craft are deployed from Ragged Point and the west end of the air base to contain the fuel in Southwest Creek. Contractor vessels and boom are deployed from Hadnot Point and Jacksonville to protect Wilson Bay, Lewis Creek, Town Creek, Wallace Creek, and the Marina. Temporary storage tanks in the form of a 20,000 gallon rail car and five 5,000 gallon tank trucks arrive on-site. The rail car is placed at the bridge over Southwest Creek. The tank trucks are staged at the fueling pad. As the trucks fill they will be sent to contractor disposal facilities or to base oil\water separators for reuse.

0930 Additional contractor support arrives. Sorbents and sorbent booms are deployed in Southwest Creek. Contractor lined dumpsters are placed at the fuel farm and

Southwest Creek for disposal of the sorbents and other oily debris. Base dumpsters arrive from facilities and are used for non-oily waste. Contractor skimmers are deployed in Morgan Bay and Wilson Bay.

1000 State and base biologists assess damage to wetlands surrounding Southwest Creek and Jacks Point. Wildlife considerations are: American Alligator, which will be nesting in early July in the salt marshes around Southwest Creek and Wilson Bay; Osprey nesting; Perigrine Falcon; Brown Pelican; Otters and other small rodents, all of which rely on the food and habitat resources of Southwest Creek and the surrounding area.

1030 NOAA SSC arrives on-scene to assist in limiting wetlands contamination. In-situ burning is considered in Southwest Creek and the RRT is contacted for approval.

1100 Sorbent operations are continued in southwest Creek. Contractor operations are continued and stretched in Southwest Creek and Wilson Bay. Defensive booming in the marina and Hadnot Point is working.

1115 Contractor tank trucks arrive to take the remaining approximately 90,000 gallons of fuel from the containment wall surrounding the collapsed tank. The fuel is to be run through base oil/water separators and stored at other fuel farms at the base.

1400 Boom is removed from the creek parallelling the rail tracks and placed at the end of the creek. Earth moving equipment cleans out the ditch and canals scraping the contaminated soil and disposing in a contracted site.

1900 A small amount of sheen is left on Morgan Bay. Containment boom remains at the mouth of Southwest Creek and the railroad tracks and Mill Run Creek to protect any further contamination. Sorbent operations continue in southwest creek; booms, skimmers, and sorbents are used to protect the shore around Jacks Point and Wilson Bay.

2000 Through evaporation and sorbent operations only a light sheen is left on the New River and the area out side Southwest Creek.

Due to the JP-5 that is entrenched in the wetlands around Southwest Creek and the inability to burn because of environmental and regulatory considerations a long term monitoring and sorbent operation clean up program will have to be initiated to clean up the marshes. Contractors stay on-site for three more days containing and removing the fuel from Southwest Creek.

Medium Spill Scenario at Camp Lejeune: 36,000 gallon spill from a vessel collision off Onslow Beach

0530 The spill is reported by the colliding vessel.

0535 The MOSCDR notifies the fire department, NRC, USCG, COMNAVBASE Norfolk NOSC, and gives the US Navy SUPSALV call, alerting them of the situation.

0615 As a protective measure during these exercises, EMD has approximately 300 feet of boom on site which is deployed by vessels participating in the exercise. The fire chief calls for an additional standard and sorbent boom from the base fire department, to be delivered to Onslow Beach to protect the New River Inlet. Additional boom will be needed to ensure complete protection.

0645 EMD contacts USCG BOA contractors for equipment and personnel

0710 An emergency and coordination center is established at Onslow Beach Pier. The Base Public Affairs Officer (PAO) arrives and sets up a press room and prepares a press release.

0730 EPA and state environmental officials arrive on-scene. The RRT is activated. The SSC arrives on-scene.

0830 A base facilities vac truck arrives on-scene and is stationed at the pier to provide temporary storage. Base skimmers are deployed to protect the New River Inlet. Light aircraft are deployed from the New River Air Station to track the spill.

1000 Additional contractor sorbent boom arrives at Onslow Beach. Sheen washes up on the beach and is collected with sorbents and boom. Contractor lined dumpsters for oily waste, and base dumpsters for standard non-hazardous waste arrive on-scene and are staged at the pier.

1100 The base releases a press statement on the spill. Navy officials arrive at the coordination center from Southern Division, Naval Facilities Engineering Command and COMNAVBASE Norfolk.

1200 Additional fuel washes onto Onslow Beach and is collected with sorbent boom. A NOAA SSC, Base Environmental Personnel, and EPA officials consider beach cleanup methods which include manual removal, collection with sorbents, trenching, cold water flushing, and bioremediation.

1330 Another press release updating the spill response progress is released through the PAO.

1800 Most of the oil is removed from the beach and water surface. Sorbents are used to clean the remaining sheen washing onto the beach on the high tide.

1830 Another press release is sent out and a press conference is held updating the progress of the clean up.

Small Spill Scenario at Camp Lejeune: 2,100 gallon tank truck spill on Highway 172

1000 The Fire Department dispatcher receives the spill report and calls the EMD and the NRC. Two units are sent to the scene.

1030 The first two fire department units arrive on scene with sorbent and 40 feet of boom. They request a loader, backhoe, and vac truck from facilities. The boom is positioned to contain the spill in the ditch.

1045 The fire chief arrives on-scene and assumes MOSCDR responsibilities.

1100 EMD Personnel arrive on-scene to provide environmental and technical support. Base security arrives to direct traffic and keep the area secure.

1110 The base Public Affairs officer is notified that a spill has occurred on a public highway.

1120 The backhoe is delivered and is used to dig a barrier on either end of the ditch to contain the pooled oil. The vac truck is used to retrieve free standing oil.

1140 Contractor support arrives and places sorbents in the ditch. A lined dumptruck for disposal of the sorbents is also supplied. Sand is spread on the small amount of fuel on the road and then picked up with shovels. The Public Affairs Officer calls the local media and delivers a press release.

1200 All free standing oil is has been cleaned up.

1230 The Public Affairs Officer arrives on scene. The backhoe is used to dig the contaminated soil from the ditch. The contaminated soil is placed in a lined dumptruck. EPA personnel arrive on-scene to inspect the clean up.

EMD contracts a site remediation program to ensure that all oil was removed and that there is no ground water contamination.

TAB PLACEMENT HERE

DESCRIPTION:

E

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Hazardous Substance Response Guides

TAB PLACEMENT HERE

DESCRIPTION:

F

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

F

Areas of Environmental and Economic Importance

Camp Lejeune is located in Onslow County and borders approximately 14 miles of Atlantic Ocean shoreline. Residential development has flourished adjacent to all base boundaries, except where both adverse soil conditions limited the use of septic tank and central sewage treatment facilities were unavailable. The sediments are mostly clean sand and clayey sand, inerlayered with deposits of clay and marine shells. The elevation of Camp Lejeune ranges from sea level to about 72 feet.

The climate at Camp Lejeune is mild. Typically, the summer is hot and humid and the winter is cool with some subfreezing cold spells. The annual average precipitation is 55.96 inches and the mean temperature is 60.9F. The prevailing wind direction is from the southwest; however, sea breezes are a regular occurrence along the coastline.

The Outer Banks make up part of the land area and is a small but very important natural resource area. It is a relatively uniform sand ridge ranging from 200 to 500 feet wide along the entire ocean front. Two inlets have cut through the Outer Banks dividing the area into two islands. Bordered on the east by the Atlantic Ocean and on the west by large areas of salt marsh and open water, this dynamic area is a focal point for natural resources management and environmental protection.

The importance of tidal marshes to some commercially important marine species should be noted. It is generally accepted that over 75 percent of the commercially important finfish species are estuarine dependent during some part of their life cycle.

There are two areas on the Base that are designated natural areas and are listed on the north Carolina Registry of Natural Heritage Areas. They are the Longleaf Pine Natural Area and the Wallace Creek Natural Area.

The Longleaf Pine Natural Area is a 26 acre longleaf pine stand located on a dry sand ridge. It is one of the few old-growth, naturally regenerating longleaf pine forests remaining in the Coastal Plain region and is preserved as an historic and natural research area. The old flat-topped pine trees with trunk scars from box-faces remain as historic artifacts of the naval stores industry that was once an economic mainstay of eastern North Carolina. An active colony of the red-cockaded woodpecker, a federally listed endangered species, is found in the longleaf pine stand. Other wildlife species using this habitat include black bear, deer, and wild turkey. To the east and south of the pine-dominated ridge is a high pocosin natural community dominated by widely scattered pond pine and evergreen shrub species. The creeks on the north and west side of the pine ridge drain the pocosin areas and are vegetated by a swamp forest natural community. The pocosin and swamp wetlands surrounding the pine forest serve as an effective natural buffer and isolate the pine stand from disturbance.

The Wallace Creek Natural Area is a 115 acre area of old-growth bald cypress stands. Most such cypress stands have previously been cut elsewhere in the Coastal Plain. Massive, beautiful cypress trees tower over a subcanopy of hardwoods and an

open understory with scattered redbays and palmetto palms. The swamp forest is an example of a blackwater swamp system due to its undisturbed hydrologic condition and maturity of the forest. Along the upper tributaries of Wallace Creek, the cypress-gum swamp grades into a small blackwater stream subtype dominated by black gums and other mixed hardwoods. The swamp forest provides important habitat for a variety of wildlife and it connects with the marshes along the New River.

The major plant communities found on the base are pine forests, mixed pin-hardwood forests, hardwood forests, and estuarine marshes. Those vegetative communities typed as pure pond pine, mixed pond pine-hardwood, marshes, pocosins, and wooded swamps comprise the major acreage of wetland present on the base. This is approximately 3587 acres, or 9 percent, of the total land area. Red-cockaded woodpecker habitat would largely be associated with the pure pine-longleaf vegetative community. This species would also occur in selected older stands of loblolly and pond pines, especially in those areas with mixed pine typed, including longleaf.

Vascular Plants of Pocosins and Related Freshwater Wetlands that are legally protected in North Carolina under the North Carolina Protection and Conservation Act of 1979:

Rough-leaf loosestrife
Saruis holly
Southern spicebush
Whitewicky kalmia

Important game, non game, threatened and endangered species, and freshwater fish species found on the base:

Mammals:
deer
black bear
bobcat
fox - red and gray
mink
otter
rabbit - cottontail and marsh
raccoon
squirrel - gray and fox
whales - sei, humpback, right whales

Birds:
American osprey
American woodcock
brown pelican
cardinal
Carolina chickadee
Carolina wren
eastern bluebird
eastern wild turkey
hawks - red-tailed, red-shouldered, and eastern sparrow
owl - barred, great horned, and screech

quail
wood duck
woodpeckers - pileated and red-cockaded

Fish:
bluegill
channel catfish
largemouth bass
redear sunfish

Reptiles:
American alligator
turtles - green, loggerhead, Kemps ridley, and American leatherback

SPECIES	ABUNDANCE	SEASON				STATUS	GENERAL
		w	sp	su	f		
Piping Plover	◉					State Threatened	NB is an excellent feeding habitat; osprey nest on natural and man-made platforms on base
Red-cockaded Woodpecker	◉					Endangered	Found where there are open stands of old growth pine timber, especially longleaf. Active colony in the Longleaf Pine Natural Area.
American Alligator	◉					State Threatened	Found in salt marshes, tidal streams, estuaries. Nesting occurs above the tidal zone just within the tree line and in close proximity to fresh-water streams. Egg laying: early-July. Hatching: early-September. Populations on Wallace, Southwest, French, Duck, Mill and Stone Creeks.
Atlantic Loggerhead Turtle	◉					Threatened	Found in warm ocean water, estuaries, mouths of rivers, barrier islands. Nesting occurs at Onslow Beach just above high water, usually seaward of the dunes, from late-May to mid-August. Hatchlings emerge from the nest from late-July through late-October.
Kemps Ridley Turtle	○					Endangered	Found in shallow coastal waters.
Atlantic Green Turtle	◉					Threatened	Found in shoal waters with submarine vegetation. Nesting occurs at Onslow Beach during the summer months.
American Leatherback Turtle	○					Endangered	Found in open sea waters along the coast.

w = Dec, Jan, Feb
sp = Mar, Apr, May
su = Jun, Jul, Aug
f = Sept, Oct, Nov

◉ Abundant ○ Common/Present

SPECIES	ABUNDANCE	SEASON				STATUS	GENERAL
		w	sp	su	f		
Atlantic Hawksbill Turtle	○		■	■	■	Endangered	Found along reefs and in shallow coastal waters.
Northern Right Whale	○		■			Endangered	Found in large bays and inshore waters. Considered slow swimmers, not wary of boats. In the winter, sightings have been made of mothers with calves close to shore.
Humpback Whale	○	■				Endangered	Found in coastal or inshore waters. Migrate along the North Carolina coast during the winter months.
Sei Whale	○	■			■	Endangered	Found in near shore, offshore in temperate seas. Migration south along the North Carolina coast begins in October.
Rough-leaved Loosestrife	◉	■	■	■	■	Endangered	Found in pocosin ecotone areas.
Perigrine Falcon	○		■		■	Endangered	
Bald Eagle	○	■		■		Endangered	A rare migrant to Camp Lejeune, but has been seen in winter and early summer

TAB PLACEMENT HERE

DESCRIPTION:

G

_____

_____

_____

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

TAB PLACEMENT HERE

DESCRIPTION:

H

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

The following diagrams were taken from the draft SPCC Plan.

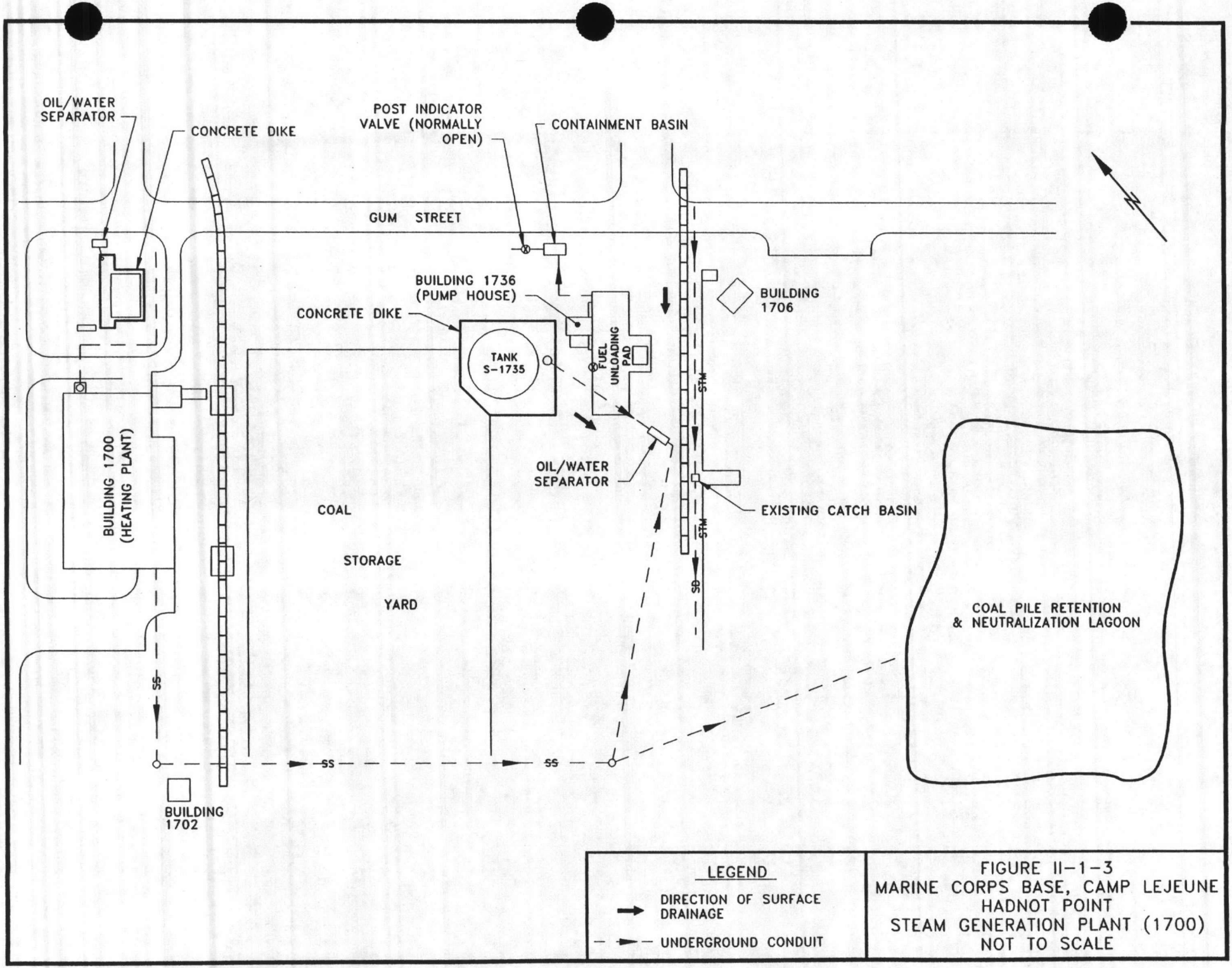


FIGURE II-1-3
MARINE CORPS BASE, CAMP LEJEUNE
HADNOT POINT
STEAM GENERATION PLANT (1700)
NOT TO SCALE

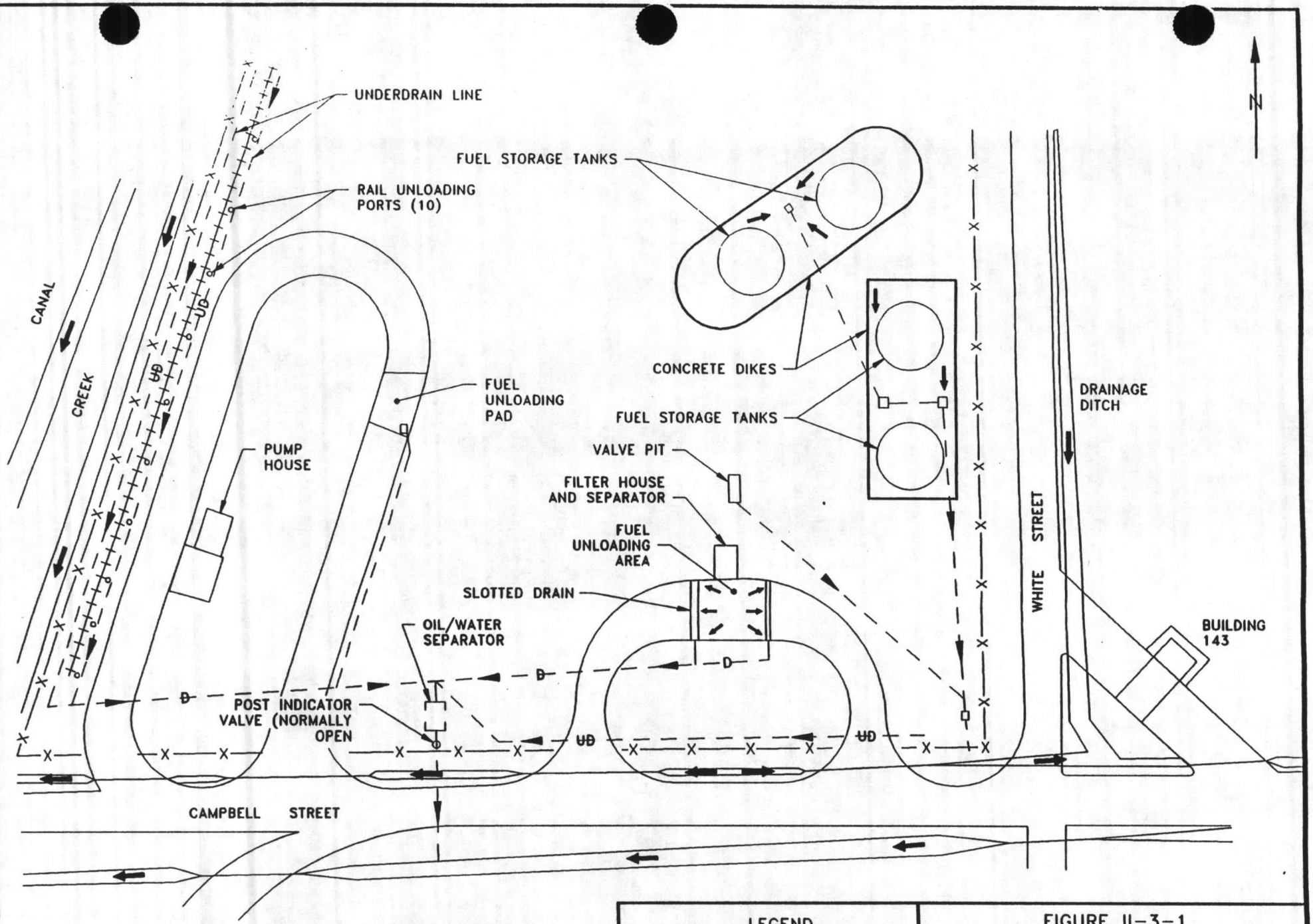
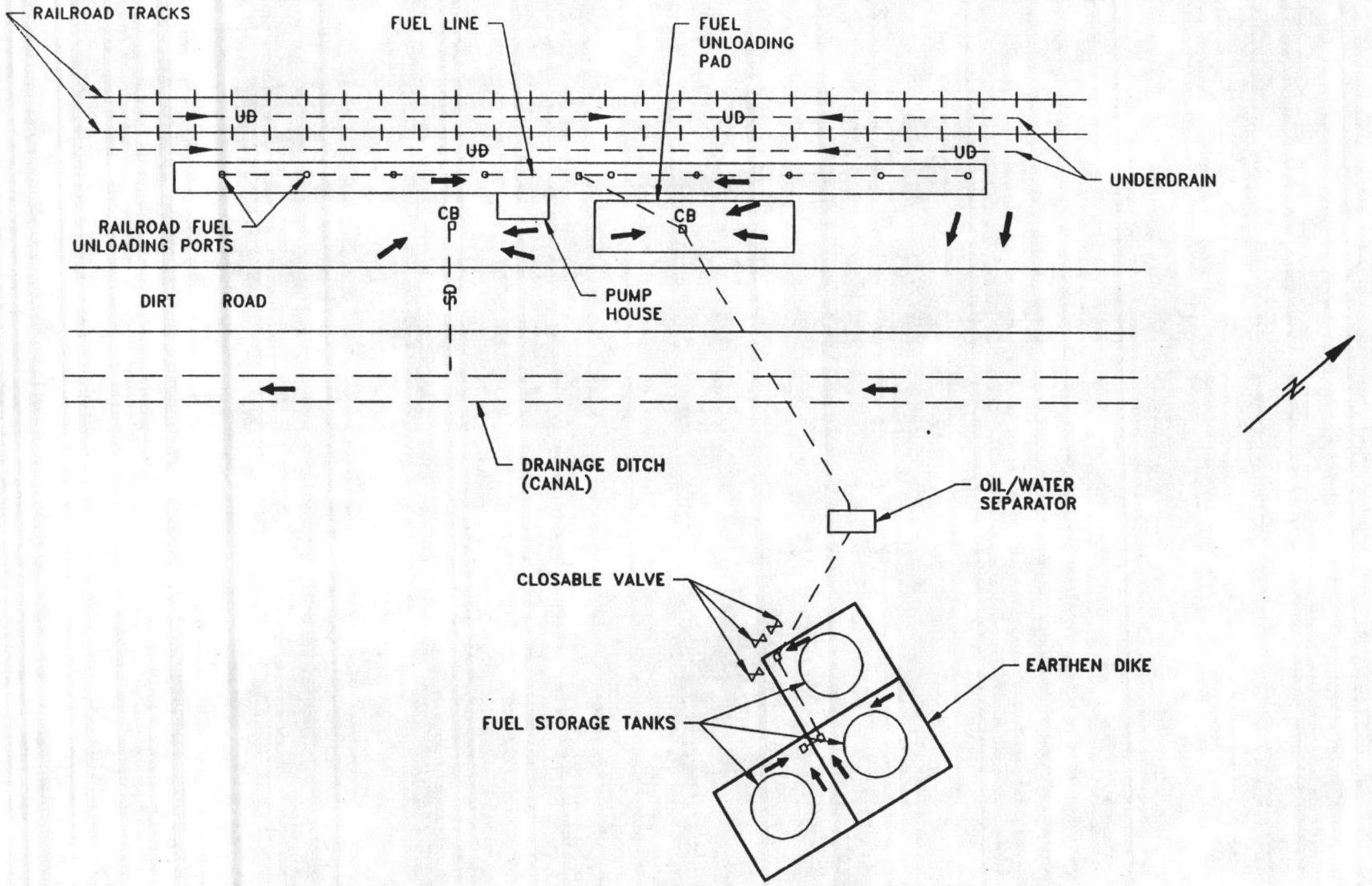


FIGURE II-3-1
MARINE CORPS BASE, CAMP LEJEUNE
NEW RIVER AIR STATION
FUEL FARM (AS-146)
NOT TO SCALE

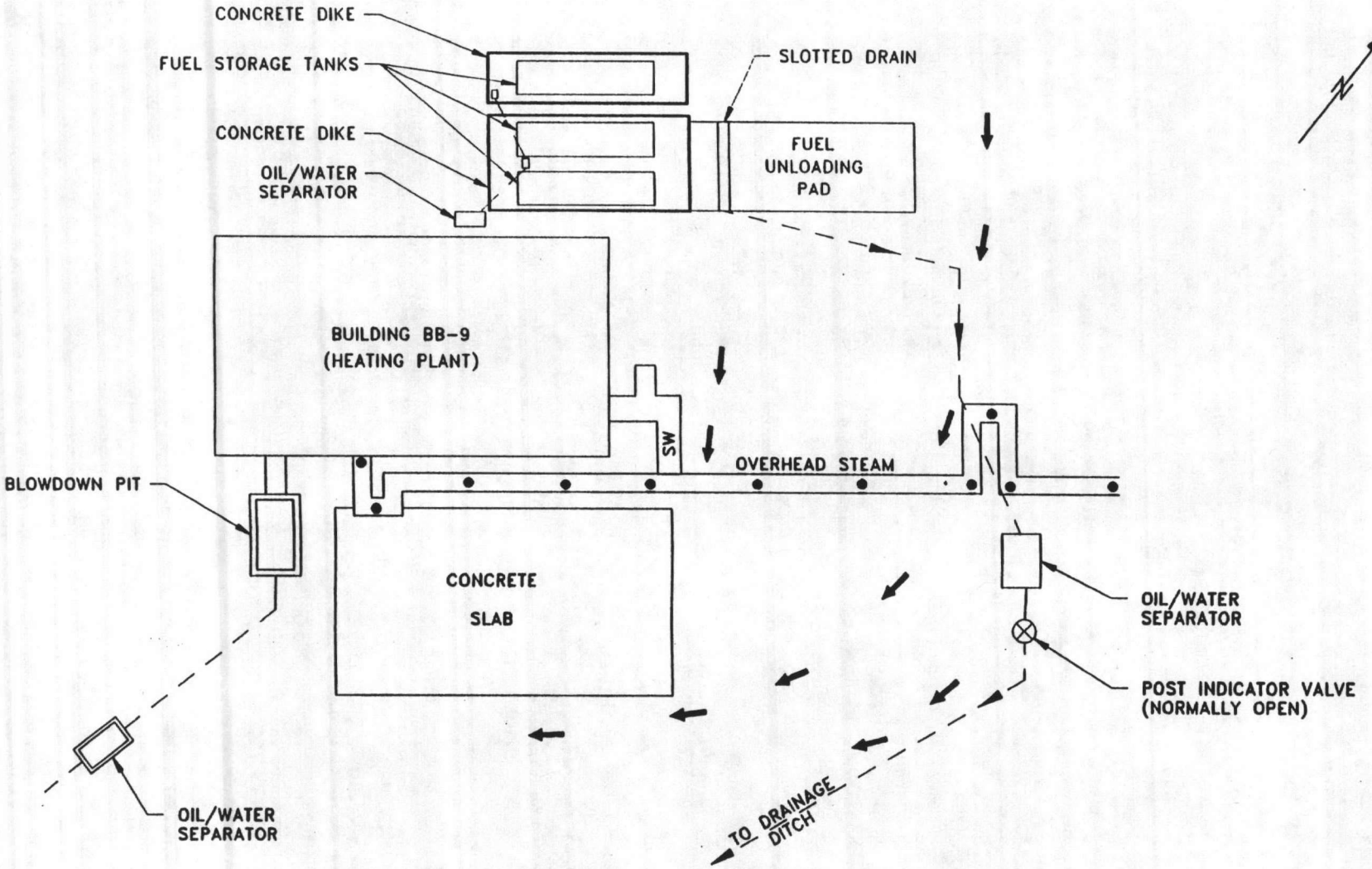


LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-3-4
MARINE CORPS BASE, CAMP LEJEUNE
NEW RIVER AIR STATION
STEAM GENERATION PLAN (AS-4151)
NOT TO SCALE

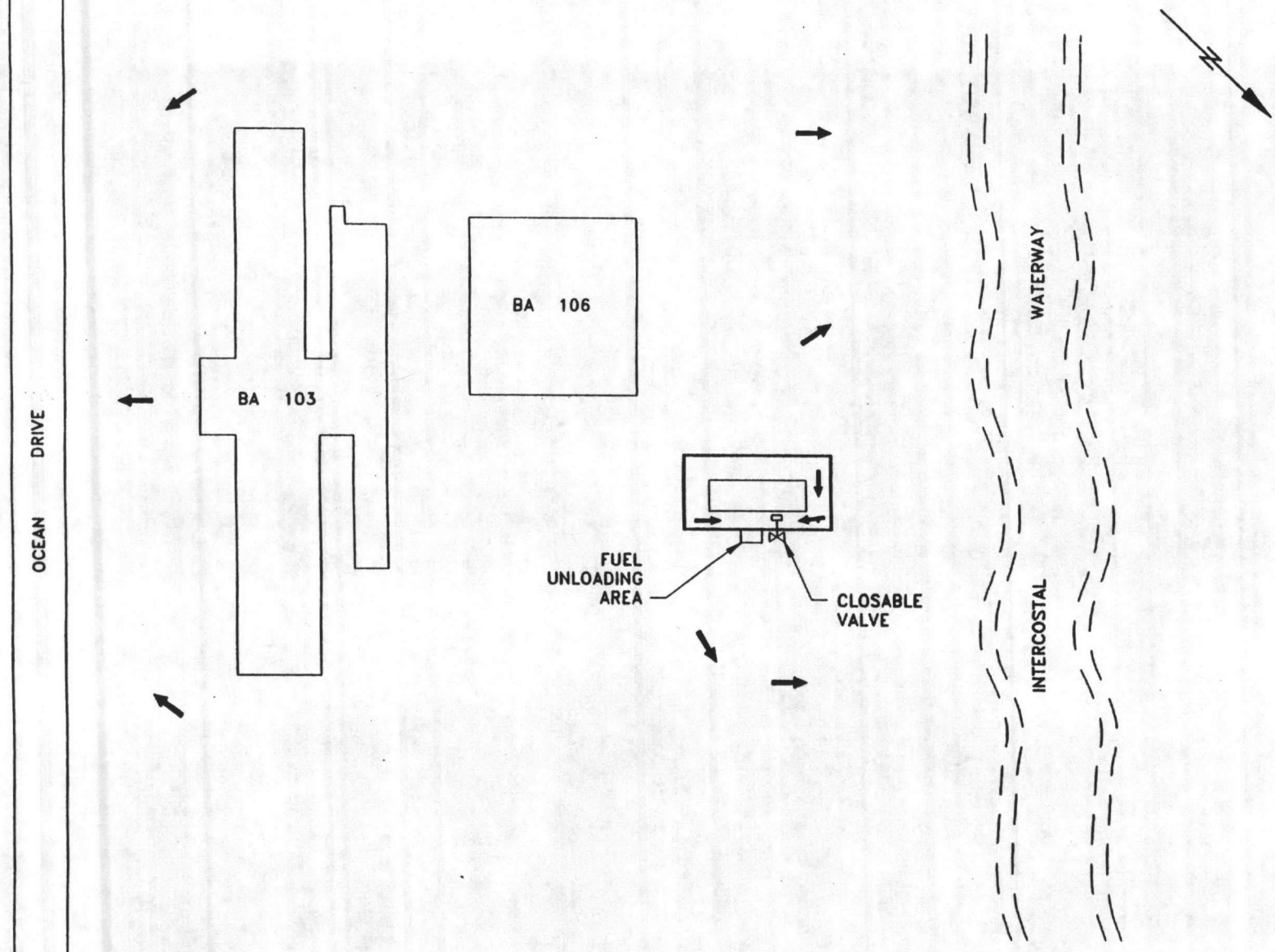


LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-4-1
MARINE CORPS BASE, CAMP LEJEUNE
COURTHOUSE BAY
STEAM GENERATION PLANT (BB-9)
NOT TO SCALE

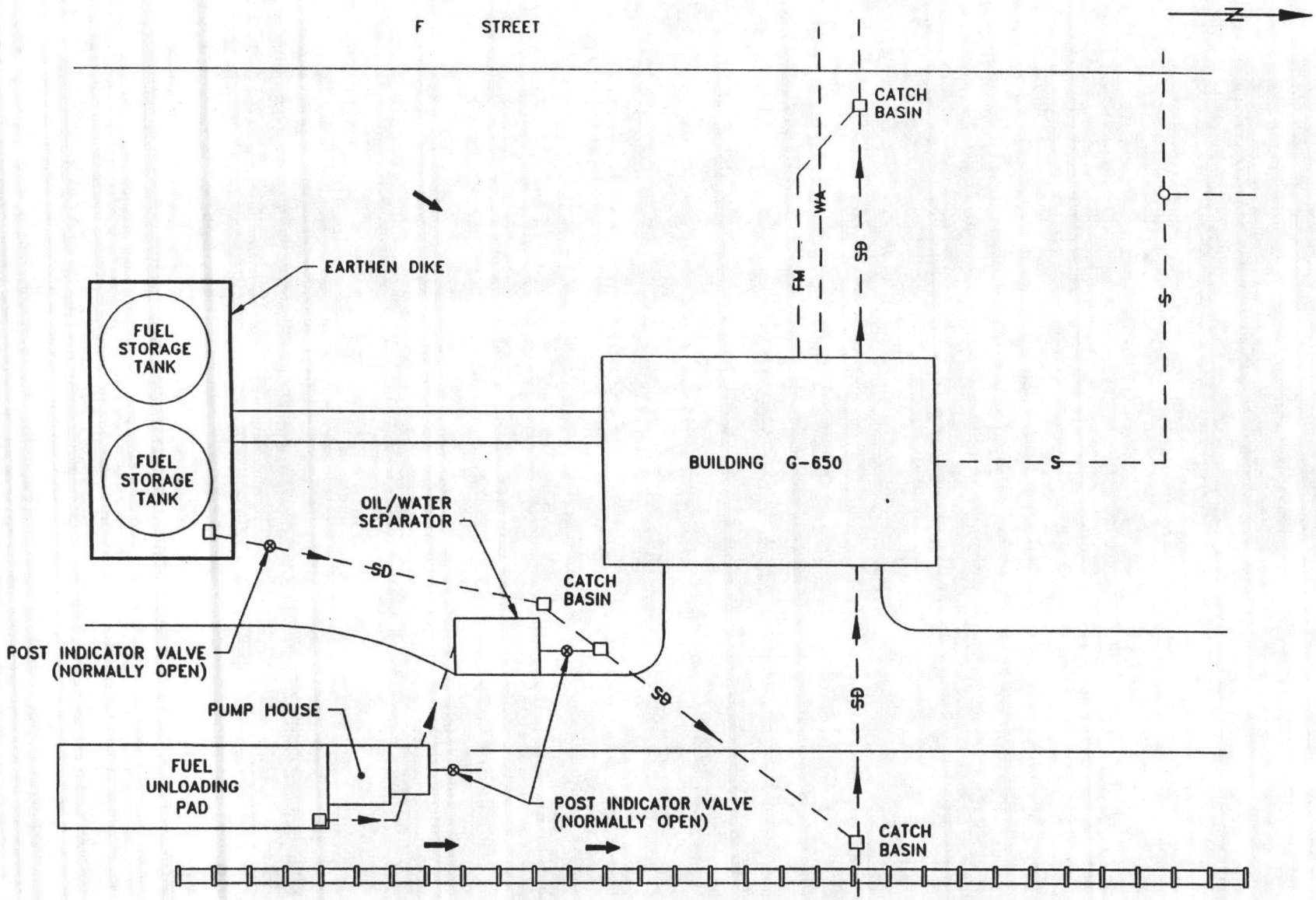


LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-6-1
MARINE CORPS BASE, CAMP LEJEUNE
BEACH AREA
STEAM GENERATION PLANT (BA-106)
NOT TO SCALE

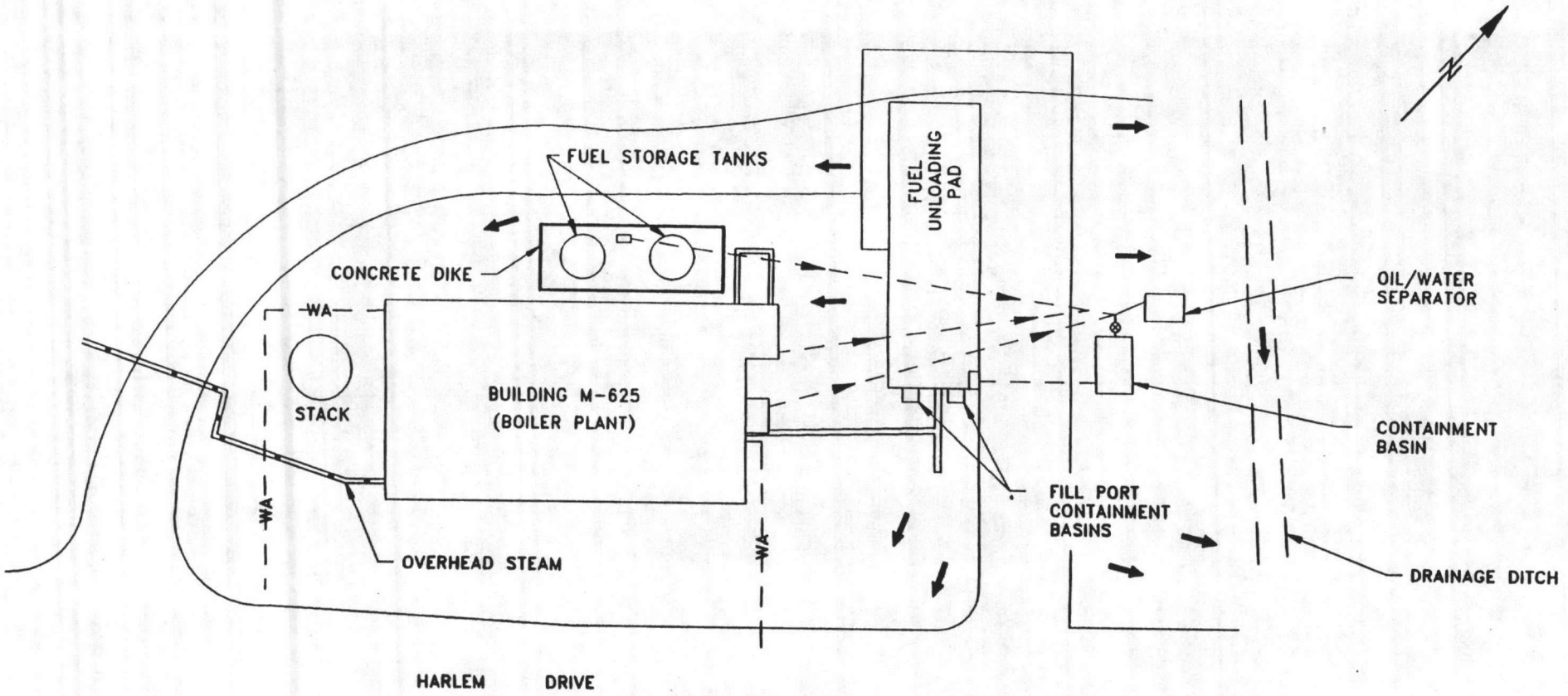


LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-7-1
MARINE CORPS BASE, CAMP LEJEUNE
CAMP GEIGER
STEAM GENERATION PLAN (G-650)
NOT TO SCALE

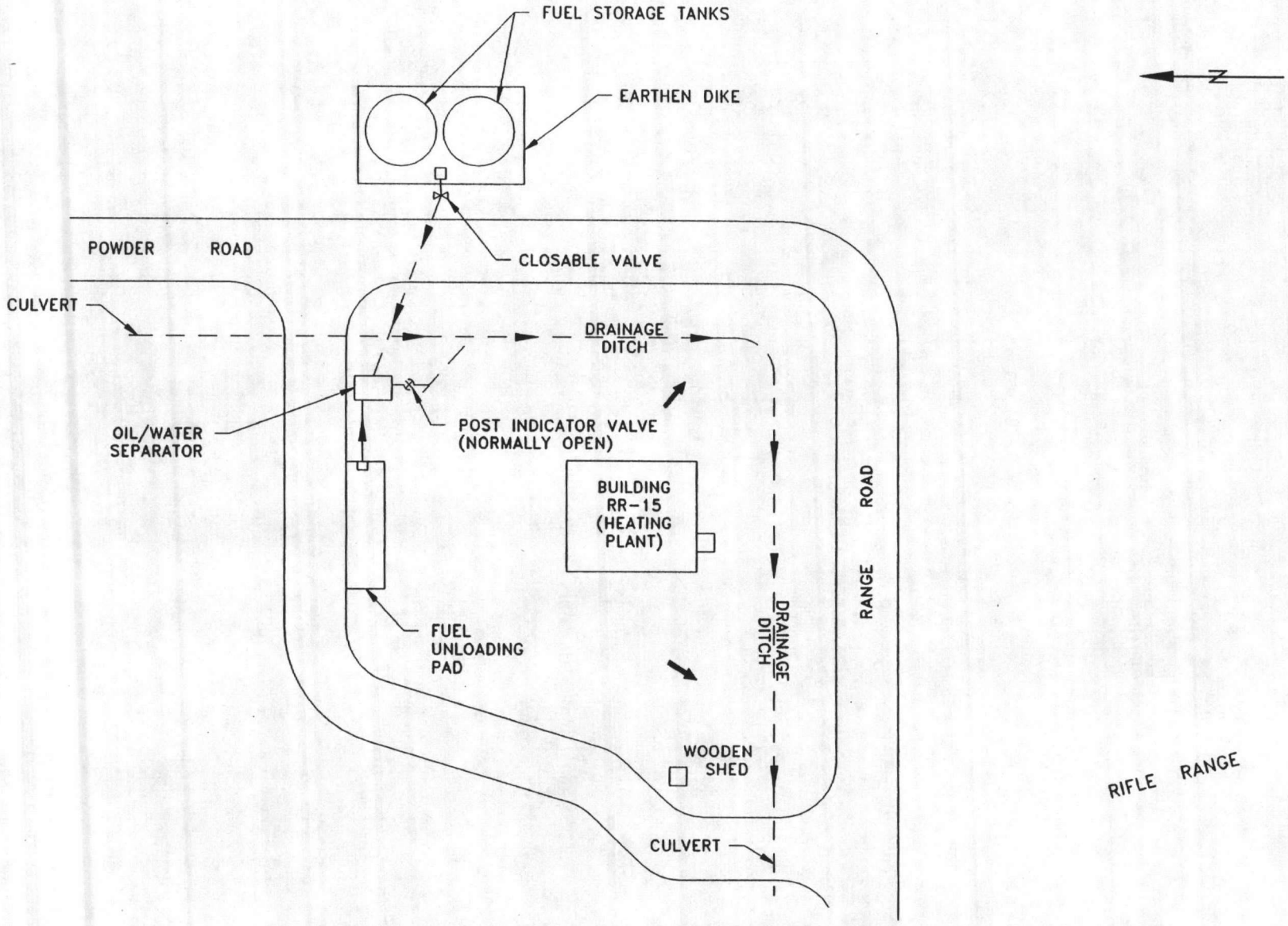


LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-8-1
MARINE CORPS BASE, CAMP LEJEUNE
CAMP JOHNSON
STEAM GENERATION PLANT (M-625)
NOT TO SCALE



LEGEND

DIRECTION OF SURFACE DRAINAGE

UNDERGROUND CONDUIT

FIGURE II-9-1
MARINE CORPS BASE, CAMP LEJEUNE
RIFLE RANGE
STEAM GENERATION PLANT (RR-15)
NOT TO SCALE

TAB PLACEMENT HERE

DESCRIPTION:

I

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Security System

Marine Corps Base, Camp Lejeune is a secure military installation. Access to the base is controlled by the Provost Marshall. A fence surrounds the base (except along the Atlantic Ocean). Gates are either manned by guards at all times or locked and secured when not in use. Visitors to MCB Camp Lejeune are required to obtain a pass prior to entering the base. All storage locations are and loading and off loading areas are well lit. The MCB is patrolled 24 hours a day by the Provost Marshall.

Fire alarms and fire extinguishers are located and easily accessible at all storage locations.

Unloading pumps and valves at all oil storage locations are kept locked at all times.

Military police can be called to guard or restrict access to spill sites or provide support.

TAB PLACEMENT HERE

DESCRIPTION:

J

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

TAB PLACEMENT HERE

DESCRIPTION:

K

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Disposal

Personnel Responsible

The MOSCDR is responsible for disposal of the oil and oily debris. The Environmental Management Division (EMD) will provide assistance in determining the appropriate containers, labels, and markings for waste generated by the cleanup operations and that comply with the standards set forth in 40 Code of Federal Regulations (CFR) Parts 261 and 265 as mandated by RCRA. EMD can also provide access to service contracts for contractor disposal.

The Defense Reutilization and Marketing Office (DRMO) located on base can provide for disposal of waste and oil generated from the cleanup of oil spills. Containers shall then be turned in to the DRMO for disposal with the necessary paperwork. EMD shall submit the proper form (DD-1348-1) to DRMO for turn-in of the waste and determine the appropriate method to transport the waste oil to DRMO and ensure that manifest(s), if required, have been completed properly.

Disposal Phone Numbers:

EMD
Facilities
DRMO

Temporary Waste Storage Areas and Facilities/Equipment

Waste Minimization

It is very important that hazardous material and non-hazardous material are kept separate. As far as possible, liquid oil, oily debris and non-oiled cleanup-related debris should also be kept separate.

Waste Characterization

If the spilled material is of unknown content or origin it should be considered a hazardous material as found in 40 CFR 261.3 - .4, till proven otherwise. If the origin and content of spill is know not to be a RCRA listed hazardous waste, care should be taken in not contaminating the spilled material. If a RCRA listed hazardous substance is mixed with a non-hazardous material it is considered to then be a hazardous material till testing can be done. Data sheets are available on the composition of all POL products and solvents through the EMD.

Collection

Oil containing little or no debris, can be stored in containers such as barges, barrels, plastic buckets, dracones, or any other container that can be sealed to prevent spillage. In addition, you should minimize the oily waste produced.

separate oily waste and normal waste so as not to increase amount of oily waste disposed of.

Released material that has been contained by dikes, berms, or booms can be transported to storage tanks by portable pumps or vacuum trucks. Plastic bags, lined dumpsters, lined-dump truck beds, and DOT-approved containers can be used for temporary storage of oily debris.

Temporary Storage

In addition to oil-water separators and static waste storage, tank trucks, rail cars, and portable storage tanks can be used for temporary storage of spilled oil.

Base Facilities will supply bulldozers, graders, cranes, dump trucks, and backhoes for temporary containment and transport to disposal location.

Final Disposal

The spilled material will be disposed of by either DRMO, EMD, or through activity service contracts. Disposal and/or reuse of oil and water through the oil water separators will be overseen by EMD in accordance with applicable permits. If the waste oil is to be reclaimed, then the testing requirements specified by MIL-F-2495, Table 1 must be followed. If the waste oil is to be disposed of in another manor, ASTM part 12 specified test should be done.

Contaminated soil will be properly contained in compliance with North Carolina and Federal regulations and shipped to the base DRMO.

Decontamination and Cleanup

All visible traces of contaminated material should be removed. Sampling and analysis may be necessary where the extent of contamination can not be determined by visual means. Drums, tanks, valves, and shovels used for temporary storage and items such as protective gear should be washed and fully decontaminated. All uncontaminated waste generated by the cleanup will be disposed of through the EMD.

Safety

Site safety should always be observed at a spill site. Site safety is covered in detail in the health and safety chapter of this plan.

Transportation

All transportation of hazardous and non hazardous material resulting from a spill

will comply with 49 CFR 119x and state DOT regulations. All waste materials should be covered and/or sealed. EMD will provide support on containerizing and transport.

Training

All personnel handling and supervising the disposal of hazardous and non-hazardous materials should be properly trained according to applicable OSHA requirements at 29 CFR 1910.120. Training received by personnel should be recorded in Appendix R of this plan.

Disposal Alternatives

The following paragraphs explain currently accepted methods of oil and oily debris disposal. In the event of a large spill, all methods of disposal must be considered. However, due to environmental limitations, environmental regulations, or economic considerations, some methods may prove unsatisfactory.

Landfarming is the technique in which oil is spread in a uniform thickness onto a designated land area so that it can biodegrade. This decomposition process is accelerated by mixing the oil layer with the top few inches of soil, aerating the soil by occasional plowing, and adding fertilizers that include nitrogen and potassium. Problems with landfarming are that it requires: specific geologic conditions; a large area, likely to be far from the spill site; long-term, costly environmental monitoring also available sites are limited.

Reclamation/Recycling of spilled petroleum products should be the first option considered when disposing of oil. However, reclamation is seldom feasible or economical. For example, it is difficult to reuse oil that has a high salt content, as has been the case in past spills. Recycling and reprocessing are the two currently accepted methods of reclamation. Recycling, according to ASTM, is any disposal method that uses oil spill waste material in some manner other than returning it to a marketed product. Recycled spilled oil can be used in asphalt or as fuel supplements. Reprocessing techniques defined by ASTM convert the oil back to a usable product. Generally, refined oil is easier to reprocess than crude oil. DRMO will provide guidance as to re-use or donation of useable oil.

Bioremediation involves the dispersal of microorganisms, such as bacteria, over spilled oil to expedite its natural degradation. Bioremediation is an experimental technique that may be useful in removing spilled oil under certain geographic and climatic conditions. The bioremediation process is nevertheless somewhat slow, and the oil remains visible, causing public disturbance and political agitation. EPA is researching the effectiveness of bioremediation as a remediation and response tool. Results of EPA's bioremediation research continues, and the results are a highly debated issue.

Incineration is the controlled burning of waste products or other combustible material related to an oil spill. Incineration provides three general methods of disposal: stationary industrial incinerators, portable incinerators, and open burning.

> Stationary industrial incinerators are constructed to contain a material for thermal oxidation. Stationary incinerators provide efficient and economical disposal of oil and oily debris. In addition, they generally have permits and are pre-certified to dispose of oil and oily debris. However, transportation from the spill site to the incinerator location can be excessively far or expensive.
>
> A portable incinerator is capable of burning combustible waste products and can be practically transported to a field location. Portable incinerators provide on-site disposal capability of oil and oily debris. This reduces transportation costs and the

potential for "bottle necking" the disposal process. These incinerators are limited to where their use is permitted by federal and state clean air laws. They also generate additional material that will need to be disposed.

Direct burning of oil and oily debris is not the best option due to atmospheric considerations. However this method has been used in very remote areas to dispose of oily debris as well as oiled mammals and birds.

Incineration as a disposal method is severely limited by atmospheric regulations. Its efficiency depends on the nature, condition, and percentage of the combustible organic material and the nature of the recovered material. However, under the proper conditions it does offer an effective method of disposal and does not require large amounts of space or long-term, subsurface, environmental monitoring.

Landfilling uses excavated pits to contain the oil spill waste material. The waste is placed in the pit, covered, and left to degrade. Landfilling has been the preferred method of disposal of large oil spills. However, it requires special geologic conditions, adherence to strict state and federal regulations, large amounts of space, and extensive long term subsurface monitoring. When utilizing the landfill method, hazardous material and non-hazardous material must be separated carefully at the spill site. Separation is important because the larger the hazardous mixture is, the larger the landfill must be. Landfilling is expensive, and there are a limited number of sites that accept oil-spill material. As land becomes more scarce and, therefore, more expensive, this option will become less viable.

TAB PLACEMENT HERE

DESCRIPTION:

L

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

*Communications Plan Taken From the Base Disaster Preparedness Plan.

A. PURPOSE. To provide communications in support of operations during a disaster.

B. COMMUNICATIONS MEANS. Camp Lejeune has diversified communications systems, consisting of telephone, radio and teletype established for normal operations. These systems will be expanded for use during emergency conditions.

1. Telephone

(a) Telephone service will be the primary means of communication during emergencies. Subscribers are encouraged to limit their use of the telephone to matters pertaining to the emergency only.

(b) Omni-Command Group Conference Phone Circuit. This circuit provides the capability of instant telephone communication from the Emergency Operations Center (EOC) to major tenant units and selected special staff officers.

(1) The stations on this circuit are:

II Marine Expeditionary Force
2D Marine Division
Marine Corps Base (EOC)
2D Force Service Support Group
6TH Marine Expeditionary Brigade
Naval Hospital
Camp Geiger Area Commander
2D Surveillance, Reconnaissance and Intelligence Group
Field Medical Service School
Marine Corps Service Support Schools
Marine Corps Engineer School
Reserve Support Unit
School of Infantry
Marine Corps Air Station, New River
Naval Dental Clinic
Assistant Chief of Staff, Logistics
Provost Marshal
Rifle Range Detachment
Base Maintenance Officer
Headquarters and Support Battalion, MCB
Base Motor Transport Officer
Fire Department
Base Communication Center

(2) Operating Procedures. When the EOC activates the circuit, all stations will ring continuously until answered. The following will be announced from the EOC: "This is a group conference call; do not hang up; message to follow." Once all stations have answered, the message will be broadcasted. Upon completion of the message, the EOC will call the names of each station individually. If station called has copied the message and understands it thoroughly, it will signify by announcing the station operator's initials. Then and only then will the station hang up.

(c) Destructive Weather Shelter Conference Call. A special conference call line has been established to contact all shelters simultaneously.

(1) To activate this circuit the EOC will dial 1113 and ask the operator for conference call #1.

(2) Stations on the conference call:

Marine Corps Base EOC
Brewster Junior High School
Tarawa Terrace Elementary School
Rifle Range Gym
Courthouse Bay Gym
Camp Johnson Gym
Delalio School
MCAS Gym
MCAS E-Club

(d) FMFLant Reporting. When directed, it may become necessary to submit Serious Incident Reports to FMFLant. Incidents will be reported to the Command Duty Officer, AUTOVON 564-6325/6008. This line is STU III capable and can be encrypted (secure voice) if required.

2. Radio. Radio communications will be employed as a backup to the telephone system.

(a) Disaster Net I and II. These nets connect the Emergency operations Center with selected subordinate commands and all outlying camp commanders.

(1) Net I Frequency: Net II Frequency:

Primary 34.75 MHZ Primary 30.00 MHZ
Secondary 49.65 MHZ Secondary 36.00 MHZ

(2) Equipment: Commands possessing organic VHF users will utilize the same to establish and maintain communications, MCB, CEO will coordinate the procurement or provide assistance in obtaining needed communications equipment.

(3) Operators: The Base CEO will provide an operator for the net control station (Emergency Operations Center). All other operators will be provided by individual stations on the net.

(4) Activation: Stations should expect to operate continuously once activated.

(5) Stations: Net I

Call Sign	Units
Strait Jacket (NCS)	Marine Corps Base EOC (Net Control)
Strait Jacket 1	Headquarters, II Marine Expeditionary Force
Strait Jacket 2	2D Force Service Support Group
Strait Jacket 3	2D Marine Division
Strait Jacket 4	Headquarters Marine Corps Air Station, New River
Strait Jacket 5	Marine Corps Engineer School
Strait Jacket 6	Naval Hospital
Strait Jacket 7	Marine Corps Engineer Support Schools
Strait Jacket 8	6TH Marine Expeditionary Brigade
Strait Jacket 9	Headquarters 2D Surveillance, Reconnaissance and Intelligence Group

(6) Stations: Net II

Call Sign	Units
Strait Jacket (NCS)	Headquarters, Marine Corps Base
Strait Jacket 1	Rifle Range Detachment

Call Sign	Units
Strait Jacket 2	Camp Geiger Area Commanders
Strait Jacket 3	Headquarters and Support Battalion
Strait Jacket 4	Reserve Support Unit
Strait Jacket 5	School of Infantry
Strait Jacket 6	Onslow Beach, (2D Reconnaissance Battalion)
Strait Jacket 7	Field Medical School

(b) Disaster Recovery Net

(1) Purpose. Units providing emergency services during a disaster situation monitor this net and receive prioritized taskings from the EOC, and also provides radio communications with civilian disaster relief services in case Telephone systems were to fail.

(2) Call Signs/Stations

Call Sign	Station
Strait Jacket	Marine Corps Base EOC (Net Control)
Stand Pat	Base Communications
Stonybrook	Onslow County Civil Defense
Fibula	Provost Marshal
Lotion	Fire Department
Boatswain	Base Maintenance Damage Center

(3) Activation. All stations will establish this net when directed or upon setting Condition II.

(4) Frequency. 38.05 MHZ.

(5) Radio Equipment. Commercial radios will be provided by the MCB, CEO to all stations on the net.

(6) Radio Operators. All emergency service organizations will provide personnel to monitor radios with the exception of the EOC which will be provided by the MCB CEO.

(c) Disaster Reporting Nets (HF/SATCOM)

(1) Purpose. Nets provide a communications link between Marine Corps Base, Camp Lejeune, NC and FMFLant. This net will be a secondary means of communications should the telephone system become inoperative.

(2) Call Signs/Stations

TBA	FMFLant
TBA	Marine Corps Base EOC

(3) Activation. Net will be established upon setting Condition II.

(4) Frequencies. TBA.

(5) Encryption. Both HF and SATCOM nets will be encrypted (secure voice).

(6) Radio Equipment/Operators. II MEF will provide, install, operate, maintain.

(d) Destructive Weather Shelter Net

(1) Purpose: Net provides backup system to telephone system and is designed for communication between the EOC and Destructive Weather Shelters.

(2) Call Signs/Stations

Call Sign	Station
Strait Jacket	Marine Corps Base EOC (Net Control)
Stand Pat One	Brewster Junior High School
Stand Pat Two	Camp Johnson Gym
Stand Pat Three	Rifle Range Gym
Stand Pat Four	Courthouse Bay Gym
Stand Pat Five	Tarawa Terrace Elementary School
Stand Pat Six	MCAS, Delalio Elementary School
Stand Pat Seven	MCAS Gym
Stand Pat Eight	MCAS E-Club

(3) Activation. Net will be activated upon setting of Condition II.

(4) Frequency. 32.85 MHZ.

(5) Equipment. With the exception of Brewster Jr. High and TT Elementary, shelter managers are responsible for providing adequate communications equipment, MCB, CEO, will assist in obtaining needed radio assets.

(6) Operators. Area commanders responsible for the individual shelters will provide respective operators. Base CEO will provide an operator to the EOC.

(e) Test. Marine Corps Base CEO will schedule and conduct periodic tests of all radio circuits.

3. Teletype

(a) Off-Base Teletype Circuits. The Base Communications Center will continue to operate all established off-base teletype circuits during emergencies.

(b) Intra-Base Teletype

(1) Purpose. This net is established to rapidly pass advance warning and emergency information to selected units in the Camp Lejeune area. All stations have transmit capability.

(2) Activation. Upon any impending emergency situations, stations will be continuously manned.

(3) Operators. Will be provided by individual stations on the net.

(4) Tests. The circuit will be tested on a monthly basis. The Marine Corps Base CEO will initiate the test on the first Tuesday at 1100 on a monthly basis.

(5) Stations

Call Sign	Unit	Location
BRA (NCS)	MCB Communications Center	Bldg 1101
DP	Emergency Operations Center	Bldg 1
CH	Naval Hospital	NH 100

Call Sign	Unit	Location
CB	HQSPT Bn, MCB	Bldg 12
CT	Camp Geiger	Bldg 705
CE	MCES	Bldg BB-28
RR	RRDet	Bldg RR-11
CS	MCSSS	Bldg 131

d. Multichannel Radio Relay. Should vital circuits of the base telephone system become inoperative as a result of destructive weather or other disaster conditions, these circuits are to be replaced by multichannel radios subject to the availability of equipment and personnel from II MEF. System to be installed upon Condition V.

TAB PLACEMENT HERE

DESCRIPTION:

M

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Spill Scenario: 5,000-gallon spill at Morehead City

During a mobilization exercise at Morehead City the following events occurred. While a tank truck was maneuvered into position on the dock, the brake on the forklift slipped pushing the fully loaded tank truck into an armored vehicle. The tank truck was ruptured spilling 5,000 gallon of DFM on the dock and into the water.

1200 The forklift operator notified his foreman of the spill. The foreman notified the Marine Cargo Master who called EMD at Camp Lejeune. All operations aboard ship were halted. The pier is secured by 3 Marines.

1215 EMD contact person called the NRC. (Note that for spills on base the Fire Chief contacts the NRC) EMD personnel were dispatched to Morehead City. The Marine Cargo Master initiated clean up. Sorbent and boom were deployed from the ship and dock. Sorbents were placed on the dock.

1220 EMD called USCG to access BOA's, and contract equipment and personnel for the clean up.

1420 Contractor personnel arrived, and deployed a skimmer and additional boom and sorbent.

1445 EMD personnel arrived onscene from Camp Lejeune and assumed MCOSCDR responsibilities. Camp Lejeune Public Affairs officer was notified and prepared a press release.

1830 All fuel is removed from the water and pier. The clean up was in accordance with the Area Contingency Plan. USCG MSO arrived onscene to inspect the clean up.

Species of concern in this area are crabs, oyster, clams, gulls, black skimmers, gull-billed terns, least terns, osprey, pelicans, cormorants, and wading birds.

RESPONSE OPERATION
OFF-BASE
MOREHEAD CITY

Oil Spill Volumes For Recovery:

On-Water Volume	Onshore Volume	On-Land Volume

OFF-BASE
MOREHEAD CITY

Equipment/supplies:

Equipment/supplies	Source	Quantity	Mobilization Time	Travel Time	Deployment Time	Response Time

OFF-BASE
MOREHEAD CITY

Required Equipment and Supplies:

Equipment/ Supplies	Quantity	Function	Response Element*

*On-water recovery - WR
Onshore recovery - SR
On-land recovery - LR
Sensitive area protection (include bird hazing equipment) - SAP
Oil disposal - OD
Waste disposal - WD
Safety - S

OFF-BASE
MOREHEAD CITY

Required Personnel:

Personnel	Number	Function	On-Land	On-Water	Onshore	Sensitive Area Protection

Spill Scenario: 5,000-gallon spill at Wilmington

During a mobilization exercise at the State Port Authority Piers at Wilmington the following events occurred. While a tank truck was maneuvered into position on the dock, the brake on the forklift slipped pushing the fully loaded tank truck into an armored vehicle. The tank truck was ruptured spilling 5,000 gallon of DFM on the dock and into the water.

1200 The forklift operator notified his foreman of the spill. The foreman notified the Marine Cargo Master who called EMD at Camp Lejeune. All operations aboard ship were halted. The pier is secured by 3 Marines.

1215 EMD contact person called the NRC. EMD personnel were dispatched to Wilmington. The Marine Cargo Master initiated clean up. Sorbent and boom were deployed from the ship and dock. Sorbents were placed on the dock.

1220 EMD called USCG to access BOA's, and contract equipment and personnel for the clean up.

1300 Contractor personnel arrived and deployed a skimmer, and additional boom and sorbent.

1330 EMD personnel arrived onscene from Camp Lejeune and assumed MCOSCDR responsibilities. Camp Lejeune Public Affairs officer was notified and prepared a press release.

1830 All fuel is removed from the water and pier. The cleanup was in accordance with the Area Contingency Plan. USCG MSO arrived onscene to inspect the clean up.

Species of concern in this area are crabs, cormorants, gulls, terns, ducks, osprey, and wading birds. There are also intertidal marshes across the river and one-eighth of a mile downriver there are sheltered fine sand beaches and more intertidal marshes. The Camp Lejeune environmental officer arrives on scene and determines that because the oil is quickly contained within the immediate area of the pier, there is no imminent danger to these species or shorelines.

RESPONSE OPERATION
OFF-BASE
WILMINGTON

Oil Spill Volumes for Recovery:

On-Water Volume	Onshore Volume	On-Land Volume
1,000		4,000

OFF-BASE
WILMINGTON

Equipment/supplies:

Equipment/supplies	Source	Quantity	Mobilization Time	Travel Time	Deployment Time	Response Time
Boom	Contract	300'	10 min	30 min	20 min	50 min
Skimmer	Contract	1	30 min	30 min	30 min	1 hr 30 min
Sorbent	Contract	10	5 min	30 min	5 min	40 min

OFF-BASE
WILMINGTON

Required Equipment and Supplies:

Equipment/ Supplies	Quantity	Function	Response Element*

*On-water recovery - WR
Onshore recovery - SR
On-land recovery - LR
Sensitive area protection (include bird hazing equipment) - SAP
Oil disposal - OD
Waste disposal - WD
Safety - S

OFF-BASE
WILMINGTON

Required Personnel:

Personnel	Number	Function	On-Land	On-Water	Onshore	Sensitive Area Protection

TAB PLACEMENT HERE

DESCRIPTION:

N

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Discharge Volumes and Facility Classification

Worst Case Discharge = 200,000
Medium Discharge = 36,000 gallons
Small Discharge = 2,100 gallons

1A. Secondary Containment - Multiple Tank Facilities

Are all aboveground storage tanks or groups of aboveground storage tanks storage tanks at the facility without adequate secondary containment? _____(YN)

a. If the answer is yes, the final worst case volume equals the total aboveground oil storage capacity at the facility.

Final Worst Case Volume: _____Gal.

-Do not proceed further.

b. If the answer is no, calculate the total aboveground capacity of tanks without adequate secondary containment. If all aboveground storage tanks or groups of aboveground storage tanks at the facility have adequate secondary containment, ENTER "0". _____Gal.

-Proceed to question 1B.

1B. Distance to Navigable Waters

a. Is the nearest opportunity for discharge (i.e., storage tank, piping, or flowline adjacent to a navigable water? _____(YN).

b. If the answer is yes, calculate 110% of the capacity of the largest single aboveground storage tank within a secondary containment area or 110% of the combined capacity of a group of aboveground storage tanks permanently manifolded together, whichever is greater, PLUS THE VOLUME DETERMINED IN QUESTION 1A(b).

-Final Worst Case Volume: _____Gal.

-Do not proceed further.

c. If the answer is no, calculate the capacity of the largest single aboveground storage tank within a secondary containment area or the combined capacity of a group of aboveground storage tanks permanently manifolded together, whichever is greater, PLUS THE VOLUME FROM QUESTION 1A(b).

-Final Worst Case Volume: _____Gal.

Certification of Substantial Harm Determination Form

Facility name: Marine Corps Base Camp Lejeune
Facility address: Camp Lejeune, North Carolina

1. Does the facility have a maximum storage capacity greater than or equal to 42,000 gallons and do the operations include over water transfers of oil to or from vessels?
Yes / No

2. Does the facility have a maximum storage capacity greater than or equal to one million gallons and is the facility without secondary containment for each aboveground storage area sufficiently large to contain the capacity of the largest aboveground storage tank within the storage area?
Yes / No

3. Does the facility have a maximum storage capacity greater than or equal to one million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to an environmentally sensitive area as defined in Appendix D?
Yes / No

4. Does the facility have a maximum storage capacity greater than or equal to one million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?
Yes / No

5. Does the facility have a maximum storage capacity greater than or equal to one million gallons and within the past 5 years, has the facility experienced a reportable spill in an amount greater than or equal to 10,000 gallons?
Yes / No

CERTIFICATION

I certify under penalty of law that I have personally examined an am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Signature

Name (pleas type or print)

Title

Date

TAB PLACEMENT HERE

DESCRIPTION:

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

*The completed tables in this section are copies taken from the draft SPCC plan. Please note that their format is different from that of the Hazard Identification Tanks form given below. In addition, the vulnerability analysis was taken from the RRT Shoreline Countermeasures Manual.

HAZARD IDENTIFICATION TANKS

Tank No.	Substance stored (oil & hazardous substance)	Quantity stored (gallons)	Tank type/ year	Maximum capacity (gal)	Failure/ cause

1. SEAWALLS AND PIERS

DESCRIPTION

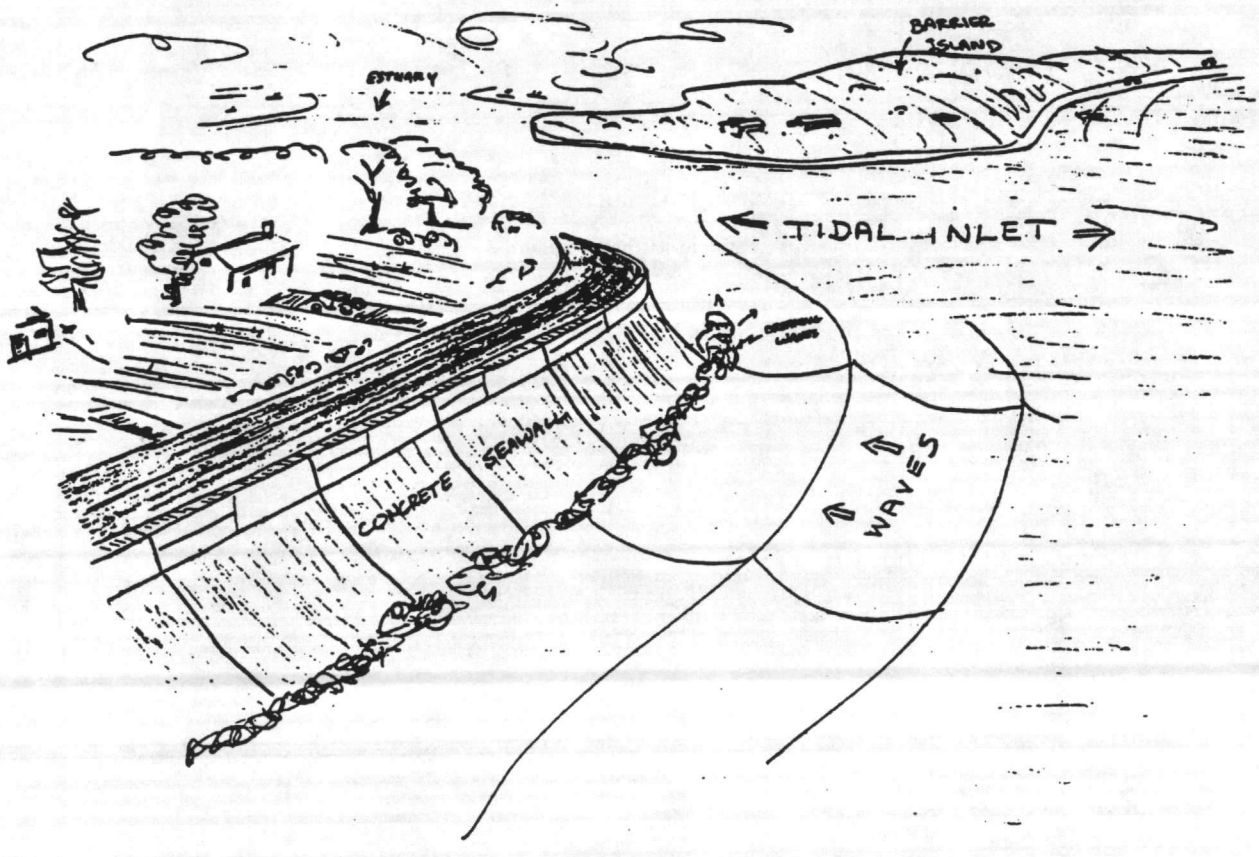
- Particularly common in developed areas to provide protection to residential and industrial developments.
- Common along inlets, urbanized areas, and developed beachfront sites.
- Composed of concrete and stone, wooden, or metal bulkheads and wooden pilings.
- Organisms, such as barnacles, shellfish, and algae may be common on pilings.
- Biota on concrete structures along the upper intertidal or supratidal zones is sparse.

PREDICTED OIL IMPACT

- Oil would percolate between the joints of the structures.
- Oil would coat the intertidal areas of solid structures.
- Biota would be damaged or killed under heavy accumulations.

RECOMMENDED RESPONSE ACTIVITY

- May require high-pressure spraying in order to:
  -remove oil;
  -prepare substrate for recolonization of barnacle and oyster communities;
  -minimize aesthetic damage;
  -prevent the chronic leaching of oil from the structure.



2. ERODING BLUFFS

DESCRIPTION

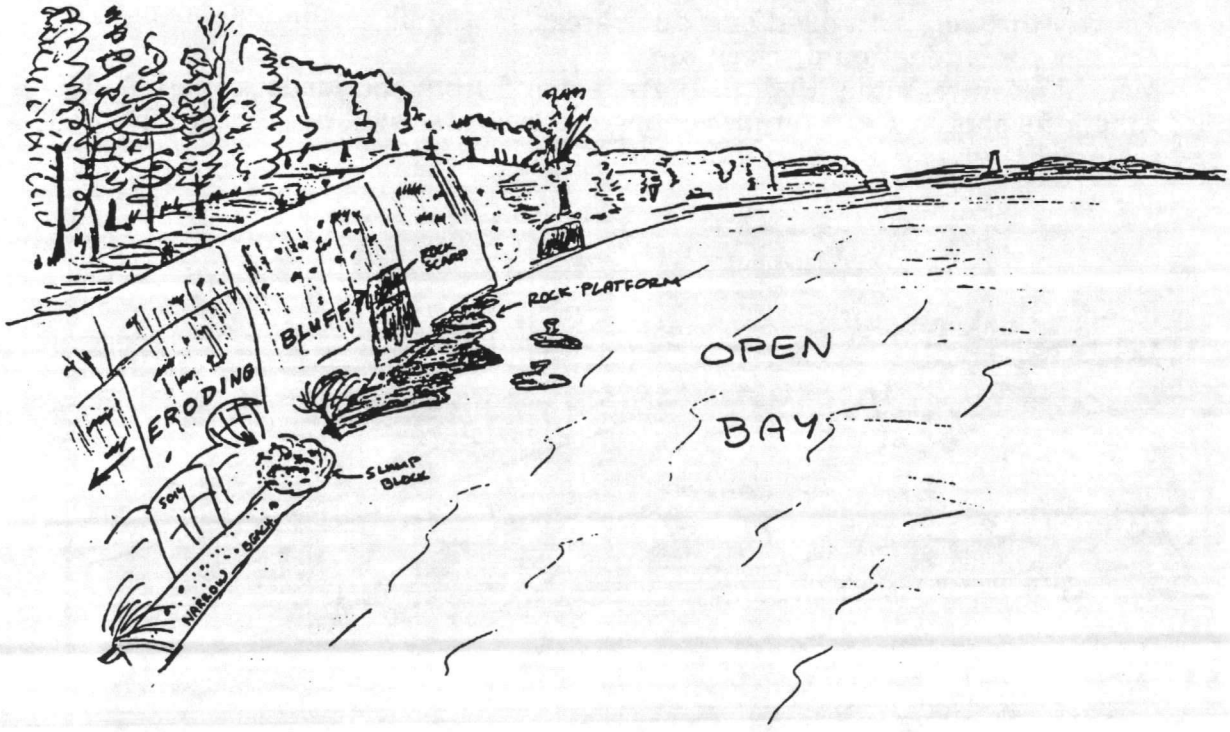
- Very uncommon in the area.
- Found in scattered locations within Chesapeake Bay and along eroding river banks.
- Composed of mixed grain sizes, from silt to gravel, although sand is the dominant grain size.
- Biological activity is characterized as low.

PREDICTED OIL IMPACT

- Oil would form a band along the high-tide line.
- Oil can penetrate and persist in the intertidal sediments, if sandy.
- Oil persistence is limited to days or weeks, due to wave activity.

RECOMMENDED RESPONSE ACTIVITY

- In most areas, cleanup is not necessary due to the short residence time of the oil.
- Oil can usually be scraped off the surface using manual labor.
- Removal of sediment should be avoided.
- Mechanical cleanup will not be effective and should be avoided due to the steep slope and narrow beach (if present) on the bluff.



3. FINE SAND BEACHES

DESCRIPTION

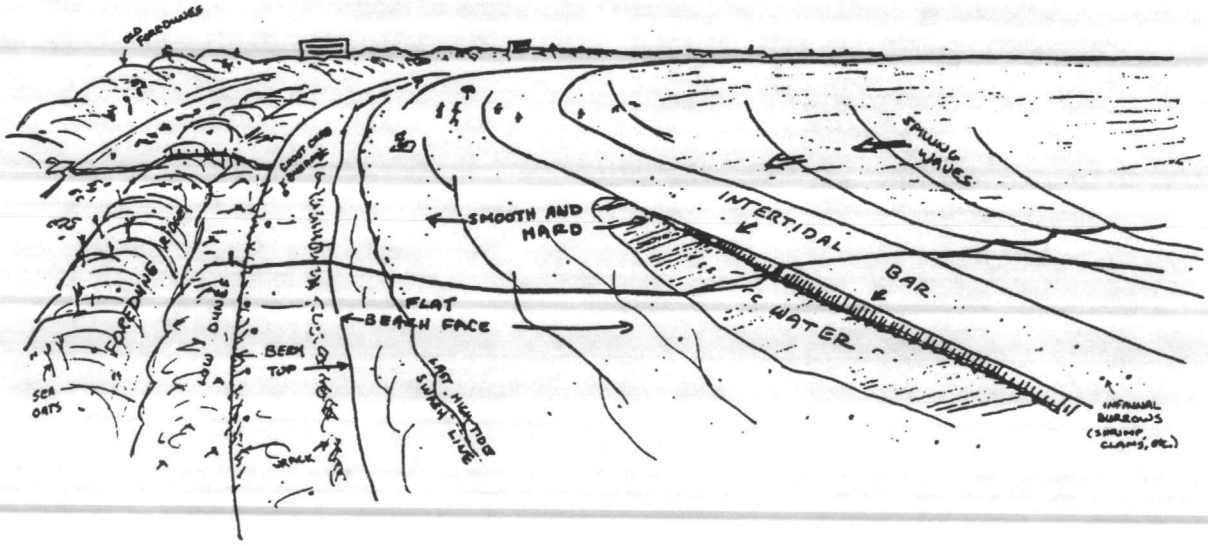
- These beaches are generally flat, wide, and hard-packed.
- Commonly backed by dunes or seawalls along exposed, outer coasts.
- Along sheltered bays, they are narrower, often fronted by tidal flats.
- Upper beach fauna are scarce.

PREDICTED OIL IMPACT

- Light oil accumulations will be deposited as oily swashes or bands along the upper intertidal zone.
- Heavy oil accumulations will cover the entire beach surface, although the oil will be lifted off the lower beach with the rising tide.
- Maximum penetration of oil into fine-grained sand will be 10 cm.
- Burial of oiled layers by clean sand within the first few weeks will be less than 30 cm along the upper beachface.
- Organisms living in the beach sands may be killed either by smothering or by lethal oil concentrations in the interstitial water.
- Shorebirds may be killed if oiled, though they may shift to clean sites.

RECOMMENDED RESPONSE ACTIVITY

- Among the easiest beach types to clean.
- Cleanup should concentrate on the removal of oil from the upper swash zone after all oil has come ashore.
- Removal of sand from the beach should be minimal to avoid erosion problems; special caution is necessary in areas backed by seawalls.
- Activity through both oiled and dune areas should be severely limited, to prevent contamination of clean areas.
- Manual cleanup, rather than road graders and front-end loaders, is advised.
- All efforts should focus on preventing the mixture of oil deeper into the sediments by vehicular and foot traffic.



4A. COARSE SAND BEACHES (INCLUDING GRAVEL)

DESCRIPTION

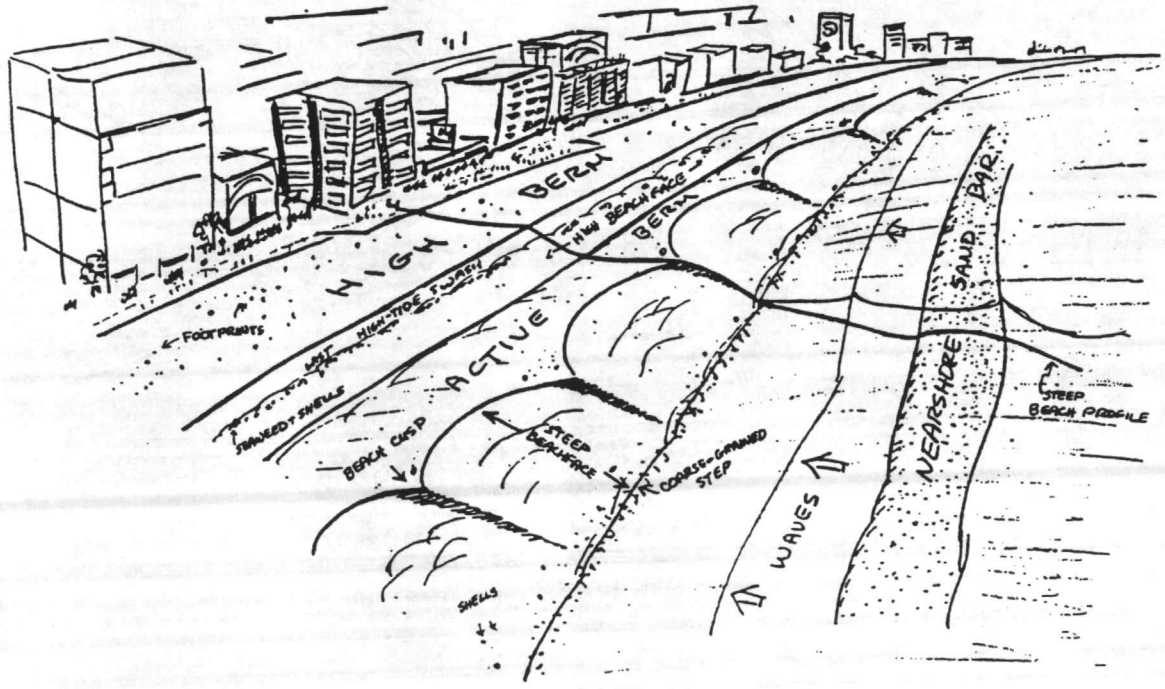
- These beaches are moderate-to-steep, of variable width, and have soft sediments.
- Commonly backed by dunes or seawalls along exposed, outer coasts.
- Generally contain low species density and diversity.

PREDICTED OIL IMPACT

- Light oil will be deposited primarily as a band along the high-tide line.
- Under very heavy accumulations, oil may spread across the entire beach face, though the oil will be lifted off the lower beach with the rising tide.
- Penetration of oil into coarse-grained sand can reach 25 cm.
- Burial of oiled layers by clean sand can be rapid, and up to 60 cm or more.
- Burial over one meter possible if the oil is deposited at the start of an accretionary period.
- Biological impacts include temporary declines in infaunal populations, which can also affect feeding shorebirds.

RECOMMENDED RESPONSE ACTIVITY

- Remove oil primarily from the upper swash lines.
- Removal of sediment should be limited, to avoid erosion problems.
- Mechanical reworking of the sediment into the wave zone and/or high-pressure water spraying may be necessary to release the oil.
- Activity in the oiled sand should be limited to prevent mixing oil deeper into the beach.
- Use of heavy equipment for oil/sand removal may result in the removal of excessive amounts of sand; manual cleanup may be more effective.



4B. VEGETATED RIVER BANK

DESCRIPTION

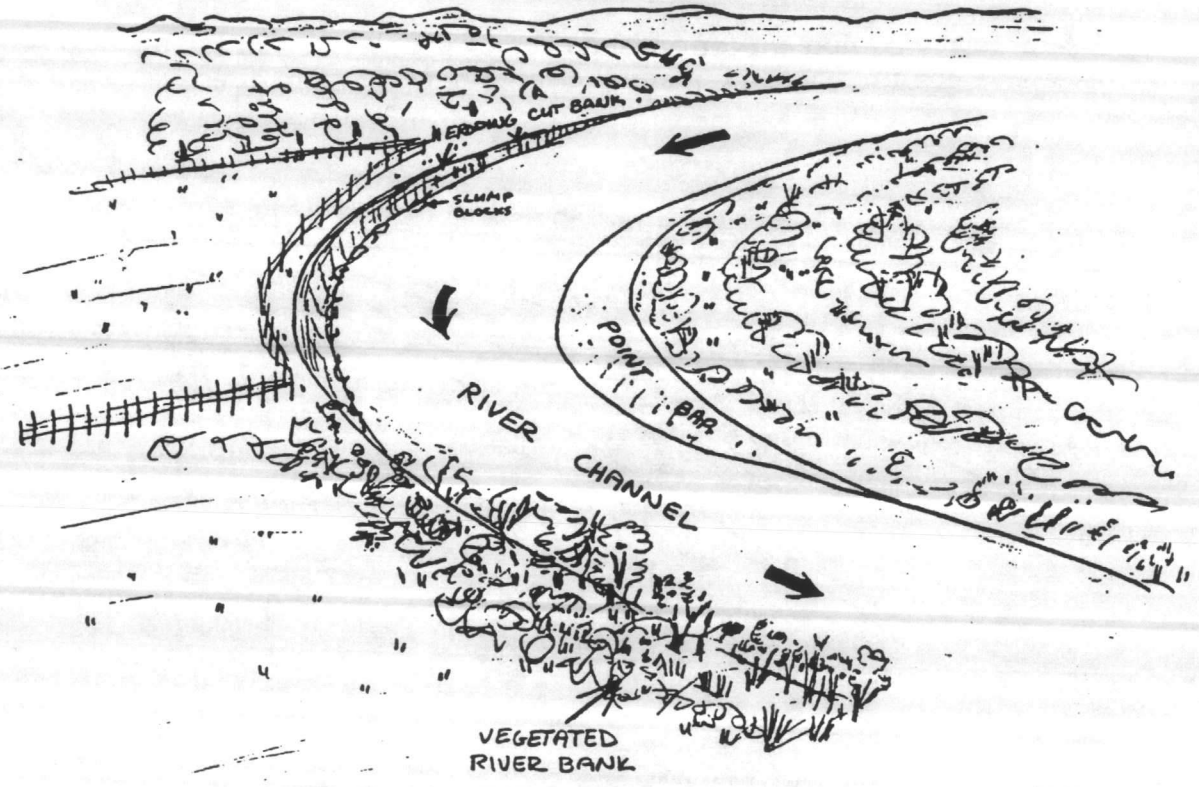
- Composed of low banks with grasses (subject to flooding) or steeper banks with trees going to the water's edge.
- Found in fresh or brackish water localities.
- Composed of a variety of plant species.

PREDICTED OIL IMPACT

- Light oil concentrations will coat the outer fringes of the area.
- Heavy oil concentrations will penetrate into the area and heavily coat the plant and ground surfaces.
- Biological impact may be severe if oil concentrations are heavy.
- Oil persistence may be several months if not cleaned.
- During winter, shore-fast ice could prevent or limit oil impact.

RECOMMENDED RESPONSE ACTIVITY

- Cleanup should proceed cautiously.
- Under light coatings, cleanup is probably unnecessary; under heavy accumulations, oil on the sediment surface might be removed to enable new growth.
- Low-pressure spraying (ambient) may aid oil removal.
- Plant cutting should be closely supervised if undertaken.



5. RANK NOT USED IN THIS AREA.

6. RIPRAP STRUCTURES

DESCRIPTION

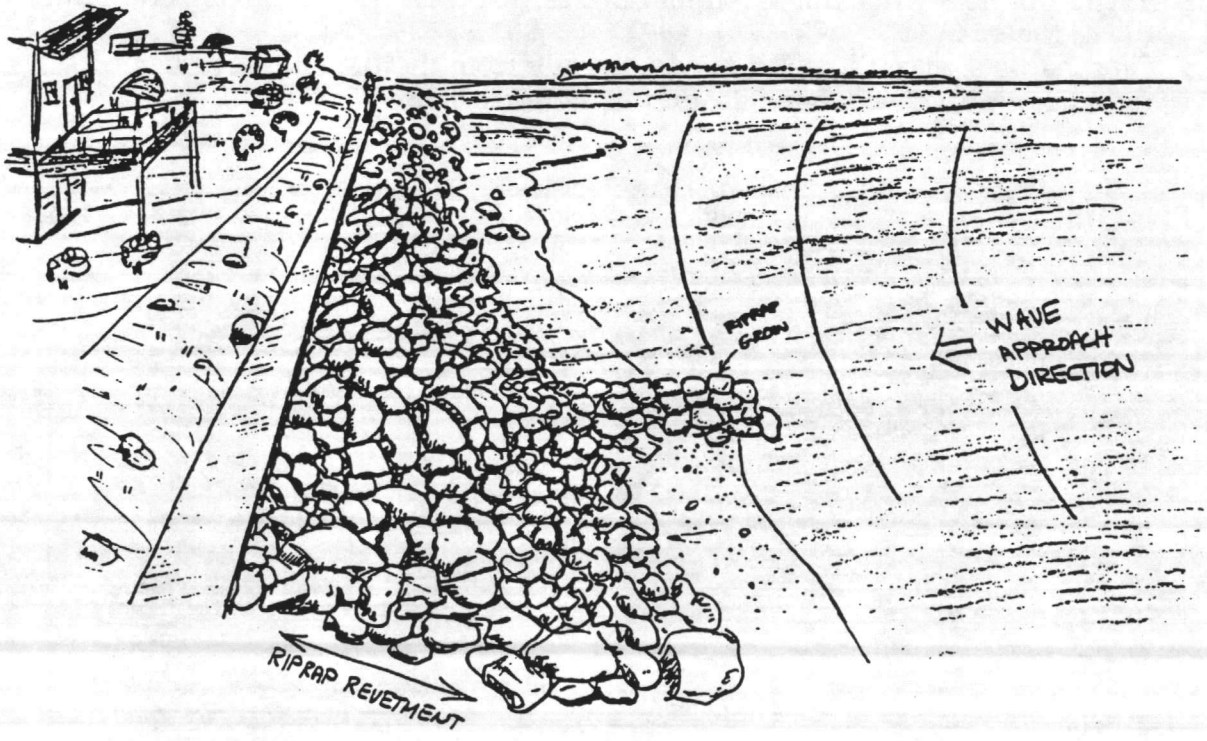
- Riprap structures are composed of cobble to boulder-sized rocks; they are placed for shoreline protection and inlet stabilization.
- Organism and plant life on the riprap may be plentiful and varied.

PREDICTED OIL IMPACT

- On riprap structures, deep penetration of oil between the boulders is likely.
- If oil is left uncleaned, it may become asphaltized.
- Resident fauna and flora may be killed by the oil.

RECOMMENDED RESPONSE ACTIVITY

- All oiled debris should be removed.
- Use sorbents to remove pooled oil in crevices.
- It may be necessary to remove heavily oiled riprap and replace it with clean material to prevent chronic sheening.



7. EXPOSED TIDAL FLATS

DESCRIPTION

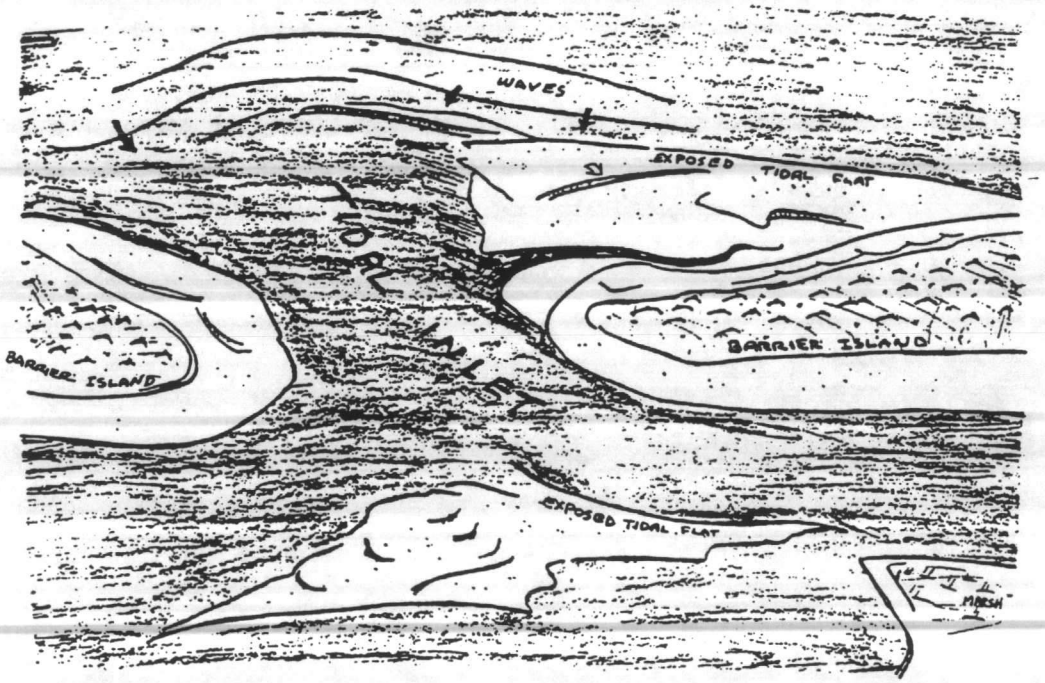
- They are composed primarily of sand and mud.
- The presence of sand indicates that tidal or wind-driven currents and waves are strong enough to mobilize the sediments.
- They are always associated with another shoreline type on the landward side of the flat.
- The sediments are water-saturated, with only the topographically higher ridges drying out during low tide.
- Biological utilization can be very high, with large numbers of infauna and heavy use by birds for roosting and foraging.

PREDICTED OIL IMPACT

- Oil does not usually adhere to the surface of exposed tidal flats, but rather moves across the flat and accumulates at the high-tide line.
- Deposition of oil on the flat may occur on a falling tide if concentrations are heavy.
- Oil does not penetrate the water-saturated sediments.
- Biological damage may be severe, primarily to infauna, thereby reducing food sources for birds and other predators.

RECOMMENDED RESPONSE ACTIVITY

- Currents and waves can be very effective in natural removal of the oil.
- Cleanup is very difficult (and possible only during low tides).
- The use of heavy machinery should be restricted to prevent mixing of oil into the sediments.
- On sand flats, oil will be removed naturally from the flat and deposited on the adjacent beaches where cleanup is more feasible.



8. SHELTERED TIDAL FLATS

DESCRIPTION

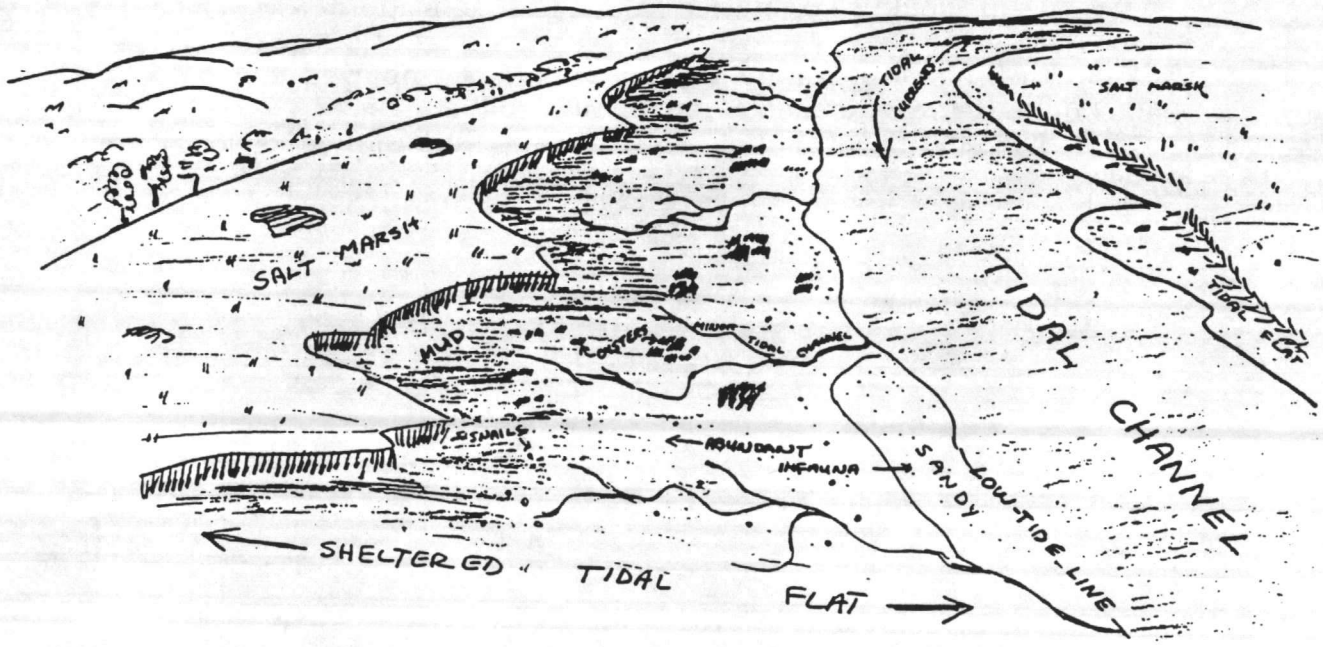
- They are composed primarily of silt and clay.
- Present in calm-water habitats, sheltered from major wave activity, and frequently fronted by marshes.
- Wave energy is very low, although there may be strong tidal currents active on parts of the flat and in channels across the flat.
- The sediments are very soft and cannot support even light foot traffic.
- Usually contains large populations of clams, worms, and snails.
- Bird life is seasonally abundant.

PREDICTED OIL IMPACT

- Oil does not usually adhere to the surface of sheltered tidal flats, but rather moves across the flat and accumulates at the high-tide line.
- Deposition of oil on the flat may occur on a falling tide if concentrations are heavy.
- Oil will not penetrate the water-saturated sediments at all.
- In areas of high suspended sediments, sorption of oil can result in contaminated sediments that can be deposited on the flats.
- Biological damage may be severe.

RECOMMENDED RESPONSE ACTIVITY

- This is a high-priority area necessitating the use of spill protection devices to limit oil spill impact; deflection or sorbent booms and open water skimmers should be used.
- Cleanup of the flat surface is very difficult because of the soft substrate and many methods may be restricted.
- Manual operations and deployment of sorbents from shallow-draft boats may be helpful.



9. FRESHWATER MARSHES/SWAMPS

DESCRIPTION

- Found in the upper reaches of tidal streams, rivers or tributaries in the Delaware and Chesapeake Bays; and in lagoonal bay systems of the outer coast of Delaware and New Jersey.
- Marshes are characterized by typical soft-bodied, non-persistent, herbaceous vegetation such as grasses.
- Swamps have dense stands of water-tolerant shrubs and trees.
- Have an extremely high degree of species diversity and abundance in flora and fauna; may harbor rare, threatened, or endangered species on the local, regional, or national level.
- Extremely valuable as breeding and nursery areas for wetland-dependent amphibians and reptiles, as well as other fish, birds, and mammals.
- Sediment generally consists of organic rather than mineral soils resulting in a rather soupy consistency, making foot travel difficult to impossible.

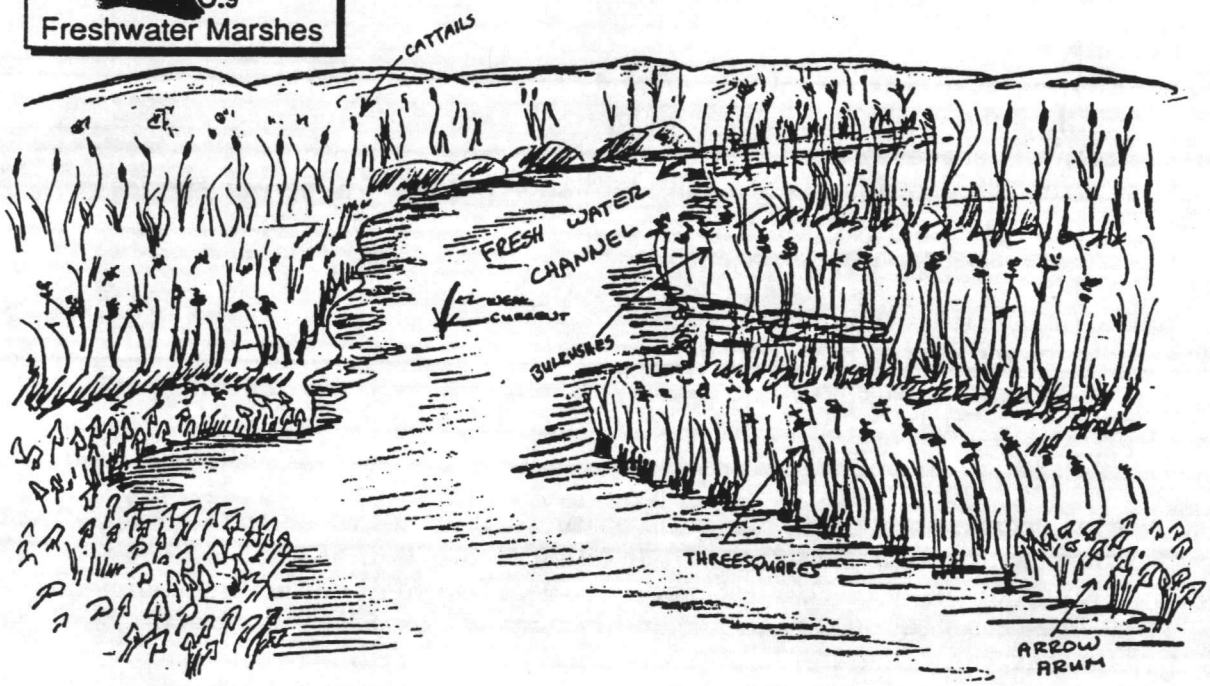
PREDICTED OIL IMPACT

- Oil in any appreciable quantity may be very persistent due to minimal flushing and organic soils.
- Degree of vegetation oiling is a function of tidal range and local topography.
- Season of oiling is important—dormant vegetation is least sensitive to oil; blooming and seeding plants are most sensitive.
- Resident biota are likely to be heavily impacted, particularly reptiles, amphibians, and crustaceans, with high mortality predicted.

RECOMMENDED RESPONSE ACTIVITY

- High-priority area necessitating the use of spill protection devices to limit oil spill impact; deflection or sorbent booms and skimmers.
- Under light oiling, the best practice is to let the area recover naturally.
- Any cleanup activity which would mix the oil into organically rich sediments should be avoided.
- Manual pickup should be conducted from a floating platform (e.g., jonboat or inflatable).
- Only the least-intrusive cleanup methods should be employed to avoid compounding the environmental impact of a spill.
- Quick flushing and removal of oil while it is still fluid can reduce long-term impacts.

[redacted]O.9
Freshwater Marshes



ESI NO.9
Freshwater Swamps

10. FRINGING AND EXTENSIVE SALT MARSHES

DESCRIPTION

- Intertidal wetlands containing emergent, herbaceous vegetation.
- Width of the marsh can vary widely, from a narrow fringe to extensive.
- Relatively sheltered from waves and strong tidal currents.
- Resident flora and fauna are abundant and consist of numerous species.
- Provide a nursery ground for numerous fish species.
- Bird life is seasonally abundant.

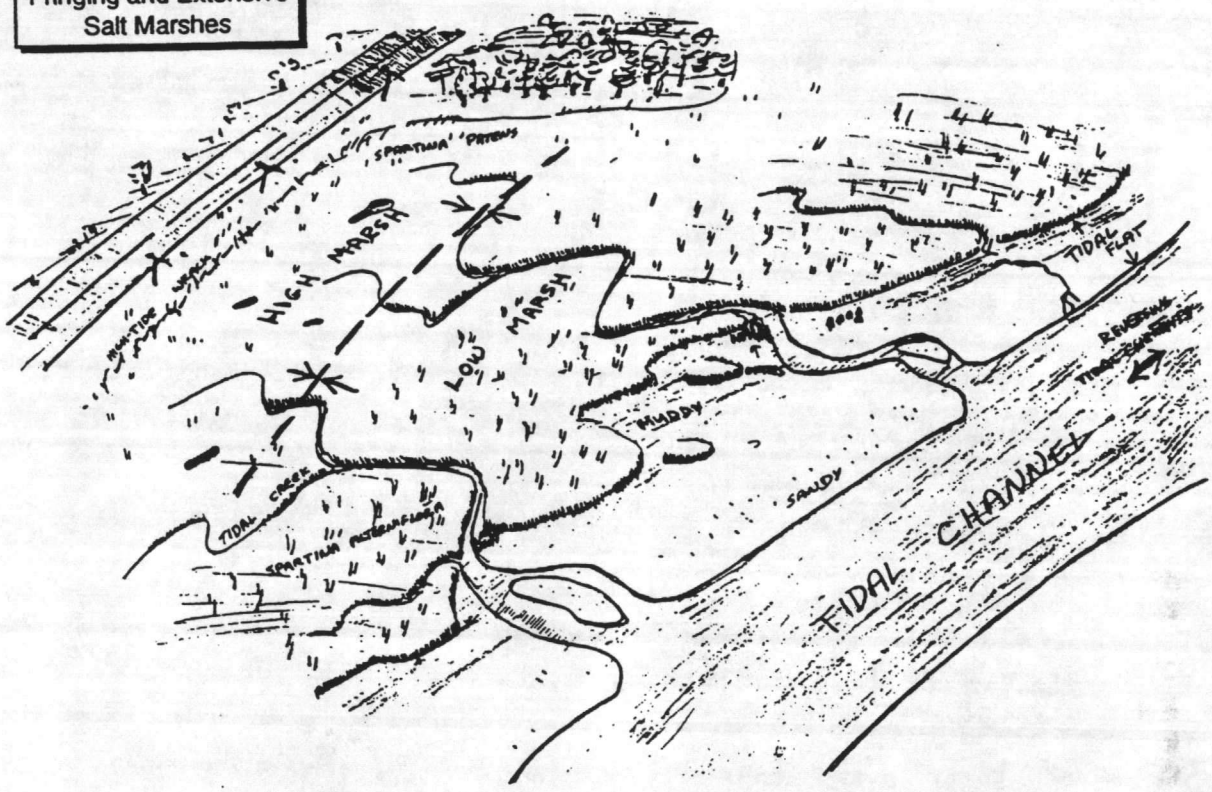
PREDICTED OIL IMPACT

- Oil adheres readily to marsh vegetation.
- The band of coating will vary widely, depending upon the tidal stage at the time oil slicks are in the vegetation. There may be multiple bands.
- Large slicks will persist through multiple tidal cycles and coat the entire stem from the high-tide line to the base.
- If the vegetation is thick, heavy oil coating will be restricted to the outer fringe, with penetration and lighter oiling to the limit of tidal influence.
- Medium to heavy oils do not readily adhere or penetrate the fine sediments, but they can pool on the surface and in burrows.
- Light oils can penetrate the top few centimeters of sediment and deeply into burrows and cracks (up to one meter).

RECOMMENDED RESPONSE ACTIVITY

- Under light oiling, the best practice is to let the area recover naturally.
- Heavy accumulations of pooled oil can be removed by vacuum, sorbents, or low-pressure flushing. During flushing, care must be taken to prevent transport of oil to sensitive areas down slope or along shore.
- Cleanup activities should be carefully supervised to avoid vegetation damage.
- Any cleanup activity must be sure not to mix the oil deeper into the sediments. Trampling of the roots must be minimized.
- Cutting of oiled vegetation should only be considered when other resources present are at great risk from leaving the oiled vegetation in place.

ESI NO.10
Fringing and Extensive Salt Marshes



TAB PLACEMENT HERE

DESCRIPTION:

P

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Hazardous Substance Site
Specific Information

TAB PLACEMENT HERE

DESCRIPTION:

Q

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Tank Inspection Checklist

1. Check tanks for leaks, specifically looking for:
   - A. Drip marks;
   - B. Discoloration of tanks;
   - C. Puddles containing stored material;
   - D. Corrosion;
   - E. Cracks; and
   - F. Localized dead vegetation.

2. Check foundation for:
   - A. Cracks;
   - B. Discoloration;
   - C. Puddles containing stored material;
   - D. Settling;
   - E. Gaps between tank and foundation; and
   - F. Damage caused by vegetation roots.

3. Check piping for:
   - A. Droplets of stored material;
   - B. Discoloration;
   - C. Corrosion;
   - D. Bowing of pipe between supports;
   - E. Evidence of stored material seepage on valves or seals; and
   - F. Localized dead vegetation.

TANK INSPECTION LOG

Inspector	Tank or SI No.	Date	Comments

Secondary Containment Checklist

In conjunction with the tank inspection, inspect the secondary containment, checking the following:

1. Dike or berm system
   - A. Level of precipitation in dike/available capacity
   - B. Operational status of drainage valves
   - C. Dike or berm permeability
   - D. Debris
   - E. Erosion
   - F. Permeability of the earthen floor off diked area
   - G. Location/status of pipes, inlets; drainage beneath tanks, etc.

2. Secondary containment
   - A. Cracks
   - B. Discoloration
   - C. Presence of stored material (standing liquid)
   - D. Corrosion
   - E. Valve conditions

3. Retention and drainage ponds
   - A. Erosion
   - B. Available capacity
   - C. Presence of stored material
   - D. Debris
   - E. Stressed vegetation

During inspection, make note of discrepancies in any of the above mentioned items, and report them immediately to the proper facility personnel.

Response Equipment Checklist

Using the Emergency Response Equipment List provided in Tab _____ of this plan, describe each type of equipment, checking for the following:

1. Inventory (item and quantity)
2. Storage location
3. Accessibility (time to access and respond)
4. Operational status/condition
5. Actual use/testing (last test date and frequency of testing)
6. Shelf life (present age, expected replacement date)

* Please note any discrepancies between the list and the actual equipment available.

RESPONSE EQUIPMENT INSPECTION LOG

Inspector	Date	Comments

TAB PLACEMENT HERE

DESCRIPTION:

R

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Training

All personnel who are involved in oil-handling activities, such as the operation or maintenance of oil storage tanks or the operation of equipment related to storage tanks, are required to receive eight hours of facility-specific training within one year. In each subsequent year, employees are required to undergo four hours of refresher training. Newly hired employees are required to receive eight hours of facility-specific training within one week of starting work and four hours each subsequent year. These requirements are in addition to any health and safety training requirements that Lejeune is subject to under OSHA regulations at 29 CFR 1910.120. Eight hours of facility-specific training is the minimum requirement for Camp Lejeune. EMD personnel will receive additional training as budget constraints permit.

Camp Lejeune personnel are trained in various subject areas depending upon their job description and assignment within the base. As appropriate, personnel are trained in OSHA- and RCRA-required hazard communication, in the use of fire extinguishers, and contingency/evacuation plan implementation. The following sections outline personnel training that includes POL spill control, POL handling, and emergency action and evacuation.

HMDO and HMDC

The purpose of this training is to ensure that HMDO (Hazardous Materials Disposal Officer) and HMDC (Hazardous Materials Disposal Coordinator) personnel are thoroughly familiar with the following as it pertains to their specific sites.

- all aspects of the SPCC plan
- all operations and activities at the base
- spill and emergency response activities
- the locations of POL handled
- the location of all records within the base
- the base layout

The eight-hour training is conducted as an introductory training session with annual refreshers. HMDO and HMDC personnel and contractors are trained.

Hazardous Waste/Material Handling

The purpose of this training is to ensure that Site Managers and Waste Handlers are familiar with the following:

- their responsibilities for handling POL material
- pollution prevention regulations
- inspection procedures
- operation and maintenance of equipment to prevent POL discharges
- appropriate people to contact in the event of a spill or emergency
- safety precautions

- contingency plan implementation
- spill response actions
- responses to fire, explosion, or environmental contamination

The eight-hour training is conducted as an introductory training session with annual refreshers.

POL Spill Prevention

The purpose of this training is to ensure that personnel whose responsibilities include maintenance and use of oil storage areas or spill control equipment are familiar with the following:

- oil pollution prevention
- operations and maintenance of equipment to prevent oil discharges
- spill and emergency response procedures
- appropriate personnel to contact in the event of a spill or emergency
- safety precautions
- contingency plan implementation

The training is conducted as an introductory training session and as needed thereafter. All appropriate personnel are trained. The training is conducted on-the-job by Site Managers and Waste Handlers.

All formal response training received by each employee, emergency response personnel, and facility response personnel will be recorded in a personnel training log.

Training Program Outlines

The following outlines summarize current training programs for HMDO, HMDC, Site Manager, and Waste Handler training.

HMDO and HMDC Training

The classroom training elements are as follows:

- overview of hazardous waste problem
- role of EMD
- base orders and environmental regulations
- EMD's inspection program
- hazard minimization program
- waste oil and recycling program
- 90-day storage and satellite accumulation areas
- disposal and DRMO
- spill contingency
- spill response

- base safety
- personal protective equipment
- spill prevention
- spill reporting procedures
- hurricane contingency
- flood contingency
- industrial hygiene
- landban and landfill disposal

The field trip elements are as follows:

- wash rack operation
- oil/water separator operation
- recycling
- leaking UST information
- monitoring wells
- DRMO
- fire department's burn pit
- Lot 201
- fuel farm emergency contingency issues
- spill response equipment use
- waste oil tanks

<u>Site Managers and Waste Handlers</u>

The classroom training elements are as follows:

- role of EMD and environmental policy
- base orders and environmental regulations
- inspection of containers and tanks
- hazard minimization program
- labeling of containers
- waste oil and recycling program
- 90-day storage and satellite accumulation areas
- disposal and DRMO
- spill contingency
- base safety
- material safety data sheets
- reportable spills
- industrial hygiene
- landban and landfill disposal

PERSONNEL TRAINING LOGS

Name	Response training/ date and number of hours:	Prevention training/ date and number of hours:

PART I

RECORD OF HAZARDOUS WASTE TRAINING

1. Employee Name: _____
2. Job Title: _____
3. Name of Organization: _____
4. Date this Record Established: _____
5. Description of HW Duty: _____

6. Description of HW Training Completed:

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

Appendix A to
ENCLOSURE (3)

ART I - Description of HW Training Completed - (continued)

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

Personnel routinely handling HW will be provided sufficient on-the-job training to insure adequate awareness to the items listed below:

(1) The types and characteristics of HM/HW handled.

(2) Applicable activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.

(3) Organizational procedures and policy for implementation of BO 6240.5.

(4) Procedures to follow in protecting personal safety during HM/HW emergencies.

(5) The HW Standard Operating Procedure for the organization.

(6) The employees specific HW handling responsibilities.

TAB PLACEMENT HERE

DESCRIPTION:

S

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Meeting Logs

Discharge Prevention Meeting Log
Date:
Attendees:

Subject/issue identified	Required action	Implementation date

TAB PLACEMENT HERE

DESCRIPTION:

T

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Mock Alert Drills

The adequacy of this plan will be evaluated through various types of both announced and unannounced drills. All Camp Lejeune personnel are required to participate in unannounced drills, which test the facility response plan on an annual basis. The drills should limit the number of people who know about the exercise. Drills should be carefully planned out and response teams notified in advance of sounding appropriate alarms. The results of the drills may require adjustments in the training program and modifications in the plan. Consequently, the actions taken by the response team during the drill should be noted and addressed in a debriefing session to follow the exercise. The lessons learned from the drills are incorporated into all review of the plan.

Drills will be designed and conducted by EMD. The AC/S EMD will ensure that they are executed in accordance with the guidance provided by the federal OSC for oil spills (U.S. Coast Guard for coastal spills and EPA for inland spills). The current guidance recommends the following frequencies:

1) Facility and qualified individual notification drills will be conducted monthly.
2) Facility equipment deployment drills will be conducted semiannually. The unannounced annual drill will be credited toward one of the semiannual drills.
3) Spill management team (task group under the Spill Control Committee) will conduct tabletop drills as needed but at least one a year.
4) There will be one unannounced drill annually. The oil spill removal organization and spill management team will be activated. Facility equipment deployed during this unannounced drill will be credited towards the semiannual deployment drill described in An unannounced oil spill response drill required by a federal agency or a state agency will also be credited towards the unannounced drill requirement.
5) EMD will participate in OSC/RRT drills held in the Coast Guard Marine Safety Office (MSO) Wilmington zone.
6) The entire plan will be exercised once every three years. The above drills need only exercise the component of the plan described.

During the unannounced drills, actions taken by the response team, both predicted and unpredicted, shall be recorded in the mock alert drill logs in Appendix K. Records of all drills shall be maintained for three years following the completion of the drills.

Mock Alert Drill Log

Date: _____

Company: _____

Response Coordinator: _____

Emergency Scenario: _____

Local Response Team's Response Time: _____

Contracted Personnel Response Time: _____

Facility, Personnel Response Time: _____

Notes: _____

_____

_____

_____

Changes to be Implemented: _____

_____

_____

_____

_____

_____

_____

Time Table for Implementation: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

TAB PLACEMENT HERE

DESCRIPTION:

4

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Spill History

Spill Event No. 1
Date: March 7, 1991
Location: Building FC-100
Spill: 400 gallons mogas
Cause of Spill: Forklift operator broke a fuel control valve off of a fuel pod while transferring fuel to another vehicle.
Action: Contaminated soil was excavated and transferred to a temporary storage area, and eventually disposed of properly.

Spill Event No. 2
Date: April 1, 1991
Location: Compartment 10, 1 mile north of Wallace Creek
Spill: 130 gallons motor oil
Cause of Spill: Two Contractor tanks were vandalized. Oil was drained onto the ground.
Action: Contractor cleaned up the spill and placed contaminated soil in his truck. The material was disposed of properly.

Spill Event No.3
Date: June 24, 1991
Location: Building 1012
Spill: 30 gallons diesel fuel
Cause of Spill: A 55-gallon drum was damaged by a forklift. The drum belonged to a contractor. The spill occurred on an asphalt surface.
Action: The contaminated asphalt was removed and disposed of properly.

Spill Event No.4
Date: July 15, 1991
Location: G-6 Training Range
Spill: 300 gallons diesel
Cause of Spill: The fuel compartment on a M-60 tank had rusted and a hole was created in the seam of the fuel tank.
Action: The contaminated soil was removed an placed on a temporary storage pad, and eventually disposed of properly.

Spill Event No. 5
Date: November 22, 1991
Location: Building FC-100
Spill: 40 gallons motor oil

Cause of Spill: A 55-gallon drum was damaged by a forklift.

Action: Spill was contained by a soil berm. Free liquid was removed by a vacuum truck. Contaminated soil was excavated and transferred to a temporary storage area, and eventually disposed of properly.

Spill Event No. 6

Date: August 17, 1992

Location: Building a-47

Spill: 1200 gallons diesel fuel and rainwater mixture

Cause of Spill: Tank piping and manhole cover were damaged by a backhoe during excavation. Rainwater seeped into the tank causing the tank to overflow.

Action: Rainwater/diesel fuel mixture was pumped out of excavation area. The water and fuel were separated. The fuel was placed in a holding tank and the water was discharged to an oil/water separator. The damaged piping and manhole cover were repaired. A water sump pump was placed into service in the tank excavation area.

Spill Event No. 7

Date: August 27, 1992]

Location: Railroad Crossing at Parkertown Road

Spill: 75 gallons diesel and oil mixture

Cause of Spill: Tractor trailer collided with train at railroad crossing.

Action: Absorbent matting was placed on the spill. The contaminated soil was removed and placed on the storage pad at Washrack S-946, and eventually disposed of properly.

The spills were reported to the MCB Camp Lejeune Fire Department and Environmental Management Division (EMD). Spill report forms were completed. The North Carolina Department of Health, Environmental and Natural Resources and the United States Coast Guard were notified within 24 hours of the spills.

TAB PLACEMENT HERE

DESCRIPTION:

V

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

BOA's:

High Rise Service Co, Inc.
P.O. Box 730 Brunswick City
Leland, NC 28451-0730
(919) 371-2325

Industrial Marine Service, Inc.
301 Marsh St.
P.O. Box 1779
Norfolk, VA 23501
(804) 543-5718

OHM Remediation Services Corp.
1508 Fauver Rd.
Glen Allen, VA 23060
(800) 537-9540

Southeast Response and Remediation
P.O. Box 221
1500 Pt. Harbor Rd.
Wilmington, NC 28402
(919) 763 6274

Specialized Marine Inc.
P.O. Box 813
Wrightsville, NC 28480
(919) 256-5780

Tabor Environmental Services, Inc.
747 Simuel Rd.
Spartanburg, SC 29301
(803) 587-8000

DEPARTMENT OF THE NAVY

[illegible]

024B/93-140
2[illegible]

From: Commander, Naval Facilities Engineering Command
To: Distribution

Subj: UNITED STATES COAST GUARD (USCG) BASIC ORDERING AGREEMENTS

Ref: (a) Commandant, USCG, ltr 4200/FAR-17 dtd 12 March 93

Encl: (1) Navy Ordering Offices
(2) Conditions for Use
(3) Class Justification and Approvals dtd 3 June 93

1. Recent Interim Guidance to the Oil Pollution Act (OPA) of 1990, issued by the U.S. Coast Guard, required that applicable Navy shore facilities be able to prove that they have access to response capabilities/equipment for timely cleanup of "worst case" scenario spills. The OPA exempts Federal vessels, but does not exempt shore facilities. At present, our activities have insufficient equipment and capabilities to respond to such a scenario.

2. The Navy requested approval for Ordering Authority under the USCG Basic Ordering Agreements (BOAs) which retain firms capable of providing emergency on-call services and equipment to contain, cleanup and/or mitigate the harmful effects of spilled petroleum products and hazardous substances. Approval was granted by Reference (a). Enclosure (1) contains the Navy Ordering Offices and Enclosure (2) contains the conditions for use of the BOAs.

3. Ordering Authority under the BOAs should be utilized under the following general policy:

If, in the opinion of the Navy On-Scene Coordinator (NOSC), a release (spill) to the environment represents an imminent threat to human health, property or the environment, AND in the opinion of the Contracting Officer, the urgency of that threat precludes routine contracting procedures, the BOA can be used to evaluate the threat and cleanup (remove) or mitigate (remediate) the release. Conversely, if a release requires investigation but has no immediate urgency and the investigation or cleanup can be handled through routine contracting procedures, the BOA shall not be used. A determination to utilize the BOA shall be documented in writing.

4. The Maintenance Logistics Command (MLC) Atlantic or Pacific, require a copy of any delivery order issued under their respective BOAs to be forwarded within forty-eight hours. In addition, a copy should also be forwarded to NAVFAC Code 024 with the determination to utilize the BOA. Enclosure (3) should be retained in each delivery order file.

5. The BOAs contain most of the required FAR clauses, however, the applicable DFARS, NAPS, and P-68 clauses must be included with the delivery order. The contracting officer is responsible for reviewing the clauses and provisions contained in the BOA and including any applicable clauses to the delivery order he/she determines required. In addition, internal procedures should be developed for each Division/Activity/Center.

The following clauses should be included with the delivery orders issued under MLC Atlantic BOAs:

- FAR 52.203-8, Requirement for Certificate of Procurement Integrity
- FAR 52.203-9, Requirement for Certificate of Procurement Integrity-Modification
- FAR 52.215-23, Price Reduction for Defective Cost or Pricing Data-Modifications
- FAR 52.215-25, Subcontractor Cost or Pricing Data-Modifications
- FAR 52.225-11, Restrictions on Certain Foreign Purchases
- FAR 52.246-25, Limitation of Liability-Services
- FAR 52.249-14, Excusable Delays

The following clauses should be included with delivery orders issued under MLC Pacific BOAs:

- FAR 52.215-27,
- FAR 52.226-1, Utilization of Indian Organizations and Indian-Owned Economic Enterprises
- FAR 52.230-5, Disclosure and Consistency of Cost Accounting Practices
- FAR 52.242-13, Bankruptcy
- FAR 52.245-1, Property Records
- FAR 52.245-5, Government Property (Cost-Reimbursement, Time-and-Material, Or Labor-Hour Contracts)

The following clauses should be included with delivery orders issued under either MLC Atlantic or MLC Pacific BOAs:

- FAR 52.232-20, Limitation of Costs
- DFARS 252.203-7000, Prohibition on Compensation to Former DoD Employees
- DFARS 252.203-7001, Special Prohibition on Employment
- DFARS 252.215-7000, Pricing Adjustments
- DFARS 252.231-7001, Penalties for Unallowable Costs
- DFARS 252.236-7006, Cost Limitation
- DFARS 252.235-7005, After Acquired Property
- NAPS 5252.25-9000, Submission of Cost and Pricing Data

6. The BOAs which apply to your area of coverage will be forwarded to you from Code 181DP, Ms. Deborah Perkins at 703-325-8539. If you have any questions, please contact Ms. Amy Jones, Code 024B, at 703-325-7654.

WILLIAM C. TIMPERLEY
by direction

DISTRIBUTION
All EFDs
ALL PWCs
ALL EFAs
NAVFACCO
Code 18
Code 09E

NAVY ORDERING OFFICES FOR
U. S. COAST GUARD BASIC ORDERING AGREEMENTS

COAST GUARD DISTRICT 1

NAME	PHONE NO.
CO NORTHNAVFACENGCOM Commanding Officer Northern Division Naval Facilities Engineering Command 10 Industrial Hwy Mail Stop 82 Lester, PA 19113-2090	(215) 595-0600 DSN 443-0600 FAX (215) 595-0611

COAST GUARD DISTRICT 2

PWC Great Lakes Commanding Officer Navy Public Works Center Bldg 1A Great Lakes, IL 60088	(708) 688-6895/6 DSN 792-6895/6 FAX (708) 688-4845
ENGFLDACT MW GREAT LAKES Commanding Officer Engineering Field Activity Great Lakes, IL 60088	(708) 688-2600 FAX (708) 688-4845
CO SOUTHNAVFACENGCOM Commanding Officer Southern Division Naval Facilities Engineering Command P. O. Box 10068 Charleston, SC 29411-0068	(803) 743-0700 DSN 563-0703 FAX (803) 743-0883

COAST GUARD DISTRICT 5

COMLANTNAVFACENGCOM Commander Atlantic Division Naval Facilities Engineering Command Norfolk, VA 23511	(804) 444-9500 DSN 564-9503 FAX (804) 444-9550
CO CHESNAVFACENGCOM Commanding Officer Chesapeake Division Naval Facilities Engineering Command Washington Navy Yard Washington, DC 20374	(202) 433-3300 FAX (202) 433-5759

ENCLOSURE(1)

CO NORTHNAVFACENGCOM
Commanding Officer
Northern Division
Naval Facilities Engineering Command
10 Industrial Hwy Mail Stop 82
Lester, PA 19113-2090

(215) 595-0600
DSN 443-0600
FAX (215) 595-0611

PWC Norfolk
Commanding Officer
Navy Public Works Center
Norfolk, VA 23511

(804) 444-7141
DSN 564-7141/6
FAX (804) 444-7989

PWC Washington, DC
Officer in Charge
Public Works Center Detachment
Washington Navy Yard
Washington, DC 20374-2121

(202) 433-7085
DSN 228-7085
FAX (202) 433-2495

CO NAVSUPCEN Norfolk
Commanding Officer
Naval Supply Center Norfolk
Bldg W-143
Norfolk, VA 23511

(804) 444-3401

COAST GUARD DISTRICT 7

CO SOUTHNAVFACENGCOM
Commanding Officer
Southern Division
Naval Facilities Engineering Command
P. O. Box 10068
Charleston, SC 29411-0068

(803) 743-0700
DSN 563-0703
FAX (803) 743-0883

PWC Jacksonville, FL
Commanding Officer
Naval Public Works Center
NAS Jacksonville
Jacksonville, FL 32212-5000

(904) 772-2114
DSN 942-2114
FAX (904) 772-3002

COAST GUARD DISTRICT 8

CO SOUTHNAVFACENGCOM
Commanding Officer
Southern Division
Naval Facilities Engineering Command
P. O. Box 10068
Charleston, SC 29411-0068

(803) 743-0700
DSN 563-0703
FAX (803) 743-0883

PWC Pensacola
Commanding Officer
Navy Public Works Center
Pensacola, FL 32508

(904) 452-4331
DSN 922-4331
FAX (904) 452-2893

COAST GUARD DISTRICT 9

PWC Great Lakes
Commanding Officer
Navy Public Works Center
Bldg 1A
Great Lakes, IL 60088

(708) 688-6895/6
DSN 792-6895/6
FAX (708) 688-4845

ENGFLDACT MW GREAT LAKES
Commanding Officer
Engineering Field Activity
Great Lakes, IL 60088

(708) 688-2600
FAX (708) 688-4845

CO SOUTHNAVFACENGCOM
Commanding Officer
Southern Division
Naval Facilities Engineering Command
P. O. Box 10068
Charleston, SC 29411-0068

(803) 743-0700
DSN 563-0703
FAX (803) 743-0883

COAST GUARD DISTRICT 11

COMWESTNAVFACENGCOM
Commander
Western Division
Naval Facilities Engineering Command
San Bruno, CA 94066

(415) 224-2000
DSN 494-2000
FAX (415) 224-2006

CO SOUTHWESTNAVFACENGCOM
Commanding Officer
Southwest Division
Naval Facilities Engineering Command
San Diego, CA 92132

(619) 532-2317
DSN 522-2317
FAX (619) 532-3830
Mobile (619) 988-9014

COMSC Pacific
Commanding Officer
Military Sealift Command, Pacific
Naval Supply Center (Code N10)
Bldg 310-S
Oakland, CA 94625-5000

Regional Contracting Department
Naval Supply Center (Code 200)
Bldg 311-2E
Oakland, CA 94625-5000

PWC San Diego
Commanding Officer
Navy Public Works Center
Naval Base Bldg 121
San Diego, CA 92136

(619) 556-2199
DSN 526-2199
FAX (619) 556-2184

PWC San Francisco Bay
Commanding Officer
Navy Public Works Center
P. O. Box 24003
Oakland, CA 94623

(510) 466-3848
DSN 859-3848
FAX (510) 466-3486

NAVFACCO
Director
Naval Construction Battallion Center
Contracts Office, Code 27
Building 90
Port Hueneme, CA 93043-5000

COAST GUARD DISTRICT 13

CO ENGFLDACT NW SILVERDALE WA
Commanding Officer
Engineering Field Activity Northwest
3505 NW Anderson Hill Rd.
Silverdale, WA 98383-9130

(206) 476-8666/7
DSN 439-8666/7
FAX (206) 476-5609

COMSC Seattle
Commanding Officer
Military Sealift Command, Seattle
4735 E. Marginal Way South
Seattle, WA 98134-2325

Regional Contracting Department
Naval Supply Center, Puget Sound
Code 200
Bremerton, WA 98134

COAST GUARD DISTRICT 14

PWC Pearl Harbor
Commanding Officer
Navy Public Works Center
Pearl Harbor, HI 96860

(808) 471-3926
FAX (808) 422-8977

PWC Guam (Marianas Island)
Commanding Officer
U. S. Navy Public Works Center
FPO San Francisco, CA 96540

(671) 331-5100/8150
DSN 339-5100/1
FAX 011-671-339-7148

COMPACNAVFACENGCOM
Commander
Pacific Division
Naval Facilities Engineering Command
Pearl Harbor, HI 96860

(808) 474-1141
(808) 474-1126
FAX (808) 422-4721

CONDITIONS FOR USE

a. Only a warranted contracting officer may issue delivery orders under the BOA;

b. Emergency cleanup is required and internal Navy procedures and regulations, in addition to the FAR, authorize contracting under the authority of urgency and compelling;

c. A pre-designated Navy On-Scene Coordinator is in operational control of the cleanup;

d. NAVFACENGCOM will fund all delivery orders;

e. NAVFACENGCOM will cite its office for administration and its payment office for payment on each delivery order;

f. NAVFACENGCOM shall specify on each delivery order that invoices will be submitted to its receiving entity who shall be responsible to certify receipt and acceptance of the services and supplies in accordance with all laws and regulations and in accordance with the terms and conditions of the BOA;

g. All payments shall be made by NAVFACENGCOM's authorized payment office(s) cited on each delivery order and shall be made in accordance with FAR 52.232-25, Prompt Payment;

h. NAVFACENGCOM will resolve all Disputes arising under its delivery orders. All such disputes settled in favor of the contractor shall be paid out of NAVFACENGCOM funds;

i. NAVFACENGCOM may not at any time or in any manner amend, change, or add to the prices, terms and/or conditions of the BOA;

j. A copy of each delivery order issued by NAVFACENGCOM shall be forwarded to the respective MLC Atlantic or Pacific and must be received no later than 48 working hours after issuance; and,

k. In the event a contractor is needed for response to both USCG and Navy spills at the same time, the Federal On-Scene Coordinator shall determine priority.

ENCLOSURE(2)

DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332-2300

NAVAL FACILITIES ENGINEERING COMMAND
CLASS JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

1. This document constitutes justification and approval for other than full and open competition for the acquisitions described herein, under the authority of 10 USC 2304(c)(2). It is executed on behalf of the Department of the Navy, Naval Facilities Engineering Command (NAVFACENGCOM).

2. Nature and description of action being approved.

On 30 December 92, the Department of the Navy, NAVFACENGCOM, requested access to the United States Coast Guard's (USCG) Basic Ordering Agreements (BOAs) for oil and hazardous substances spill containment and cleanup. Approval was granted from the Commandant, U.S. Coast Guard on 12 March 93. The Coast Guard BOAs will be modified to include ordering authority for NAVFACENGCOM contracting activities. It is estimated that these modifications will be completed by the end of June 93. The point of contacts for the BOAs are the following:

Commander (fcp)
Maintenance and Logistics Command Atlantic
Bldg. 333, 2nd Floor
Governors Island, NY 10004-5098

Commander (fcp)
Maintenance and Logistics Command Pacific
Bldg. 54-A, Coast Guard Island
Alameda, CA 94501-5100

3. Description of supplies or services required to meet the Agency's needs.

Recent Interim Guidance to the Oil Pollution Act (OPA) of 1990, issued by the Coast Guard, requires that applicable Navy shore facilities be able to prove that they have access to response capabilities/equipment for timely cleanup of "worst case" scenario spills. The OPA of 1990 exempts Federal vessels, but does not exempt shore facilities. Presently, our Navy activities have insufficient equipment and capabilities to respond to such a scenario. The USCG BOAs retain firms capable of providing emergency on-call services and equipment to contain, cleanup and/or mitigate the harmful effects of spilled petroleum products and hazardous substances.

4. Statutory authority permitting other than full and open competition.

a. 10 USC 2304(c)(2), FAR/DFARS 6.302-2, Unusual and Compelling Urgency

5. Demonstrate that the nature of the acquisition requires use of the authority cited.

If in the opinion of the Navy On-Scene Coordinator, a release (spill) to the environment represents an imminent threat to human health, property, or the environment, AND in the opinion of the contracting officer, the urgency of that threat precludes routine contracting procedures, the BOA may be used to evaluate the threat and cleanup (remove) or mitigate (remediate) the release. Conversely, if a release requires investigation but has no immediate urgency and the investigation or cleanup can be handled through routine contracting procedures, the BOA will not be used.

The USCG approved access to their BOAs with the condition that a Navy class justification pursuant to FAR 6.302-2 be approved with a copy provided to Commandant, Coast Guard Headquarters, prior to the placement of a Navy order under any Coast Guard BOA. Additional requirements are as follows:

a. Only a warranted contracting officer may issue delivery orders under the BOA;

b. Emergency cleanup is required and internal Navy procedures and regulations, in addition to the FAR, authorize contracting under the authority of urgency and compelling;

c. A pre-designated Navy On-Scene Coordinator is in operational control of the cleanup;

d. NAVFACENGCOM will fund all delivery orders;

e. NAVFACENGCOM will cite its office for administration and its payment office for payment on each delivery order;

f. NAVFACENGCOM shall specify on each delivery order that invoices will be submitted to its receiving entity who shall be responsible to certify receipt and acceptance of the services and supplies in accordance with all laws and regulations and in accordance with the terms and conditions of the BOA;

g. All payments shall be made by NAVFACENGCOM's authorized payment office(s) cited on each delivery order and shall be made in accordance with FAR 52.232-25, Prompt Payment;

h. NAVFACENGCOM will resolve all Disputes arising under its delivery orders. All such disputes settled in favor of the contractor shall be paid out of NAVFACENGCOM funds;

i. NAVFACENGCOM may not at any time or in any manner amend, change, or add to the prices, terms and/or conditions of the BOA;

j. A copy of each delivery order issued by NAVFACENGCOM shall be forwarded to the locations listed in Paragraph 2. above and must be received no later than 48 working hours after issuance; and,

k. In the event a contractor is needed for response to both USCG and Navy spills at the same time, the Federal On-Scene Coordinator shall determine priority.

6. Description of efforts made to ensure that offers are solicited from as many potential sources as is practicable.

Each year the BOAs are synopsized with full and open competition in the Commerce Business Daily as required by FAR Subpart 5.2 and annually reviewed by the Procuring Contracting Officer.

7. A determination by the contracting officer that the anticipated cost to the government will be fair and reasonable.

Line item unit prices which include direct and indirect costs, overhead cost, general and administrative cost and profit are stated in the BOAs. Mark-up rates are included by premium or holiday time. For those line items not listed in the BOAs, the contracting officer will negotiate a fair and reasonable price.

8. A description of the market survey conducted.

The Navy On-Scene Commander and Officers in Charge of Construction will research the response capabilities of all BOA contractors in the activity's area to verify their equipment and response capabilities to know which BOA contractor can best respond to various types of spills at their activity.

9. Any other facts:

The scope of the BOA requires the contractor to provide all labor, material equipment, and supervision necessary for analyzing, mitigating, containing, removing, and disposing of oil and/or hazardous substance spills, as defined by the Federal Water Pollution Control Act and The Comprehensive Environmental Response Compensation and Liability Act. The scope is further defined upon issuance of the delivery order. The extent and nature of the spill as well as the equipment, materials, and manpower necessary will further determine the scope of work.

10. A listing of sources, if any that expressed, in writing, an interest in the solicitation.

N/A

11. A statement of the actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.

Prior to utilization of a delivery order under a BOA, the contracting officer will evaluate other options available such as: Use of in-house response forces, use of neighboring Navy activity response forces, use of a local indefinite quantity contract, use of sole-source contract up to local contracting

officer's sole-source authority, and use of agreements with local community response organizations. The most viable and cost effective choice will be determined by the contracting officer. NAVFACENGCOM's historical record for situations which would require the use of a BOA has been limited to a relative few number of extreme requirements. If the number of occurrences justifies the establishment of similar BOAs by NAVFACENGCOM, consideration will be given to their development.

12. In accordance with NAPS 5206.303-2:

(i) N/A
(ii) The total estimated dollar value for the delivery orders under the BOAs cannot be determined due to the unknown number of requirements. Each delivery order will contain a not-to-exceed amount.
(iii) N/A
(iv) N/A

TECHNICAL AND REQUIREMENTS CERTIFICATION

I certify that the facts and representations under my cognizance which are included in this justification and which form a basis for this justification are complete and accurate.

Technical and Requirements Cognizance

Name and Title	Code	Phone	Date
Director Env Programs Division	181	(703) 325 0176	6/2/93

CONTRACTING OFFICER CERTIFICATION

I certify that this justification is accurate and complete to the best of my knowledge and belief.

Name and Title	Code	Phone	Date
	021	703 325-9230	6/2/93

COUNSEL CERTIFICATION

I have reviewed this justification for form and legality.

Name and Title	Code	Phone	Date

APPROVED

Name and Title	Date
	6/2/93

NAVFACENGCOM/ U.S. COAST GUARD

BASIC ORDERING AGREEMENT SPILL RESPONSE

PROCEDURES MANUAL

JULY 1993

ENCLOSURE(2)

TABLE OF CONTENTS

LIST OF ATTACHMENTS

GLOSSARY OF ACRONYMS

BOA = Basic Ordering Agreement

CLIN = Contract Line Item Number

CDO = Command Duty Officer at the EFD level

COTP = United States Coast Guard Captain of the Port

COTR = Contracting Officer's Technical Representative

EFA = Engineering Field Activity

EFD = Engineering Field Division

HM = Hazardous Materials

KTR = Contractor

MSO = United States Coast Guard Marine Safety Office

NAVFAC = Naval Facilities Engineering Command

NOSC = Navy On Scene Coordinator (Typically REC)

NOSCDR = Navy On Scene Commander

OIC = Officer in Charge, NAVFAC Contracts - Warranted Contracting Officer (Activity PWO or ROICC).

PWO = Public Works Officer

ROICC = Resident Officer in Charge of Construction

USCG = United States Coast Guard

2. THE EFD/EFA CONTRACTING OFFICER DESIGNATE IS RESPONSIBLE FOR REVIEWING THE CLAUSES AND PROVISIONS CONTAINED IN THE BOAs. A LISTING OF ANY APPLICABLE CLAUSES TO BE INCLUDED IN THE BOA DELIVERY ORDERS MUST BE PROVIDED TO ALL FIELD OICs

The following clauses should be included with delivery orders issued under either MLCLANT or MLCPAC BOAs:

- FAR 52.232-20, Limitation of Costs
- DFARS 252.203-7000, Prohibition on Compensation to Former DoD Employees
- DFARS 252.203-7001, Special Prohibition on Employment
- DFARS 252.215-7000, Pricing Adjustments
- DFARS 252.231-7001, Penalties for Unallowable Costs
- DFARS 252.236-7006, Cost Limitation
- DFARS 252.235-7005, After Acquired Property
- NAPS 5252.25-9000, Submission of Cost or Pricing Data

The following clauses should be included with the delivery orders issued under MLCLANT BOAs:

- FAR 52.203-8, Requirement for Certificate of Procurement Integrity
- FAR 52.203-9, Requirement for Certificate of Procurement Integrity-Modification
- FAR 52.215-23, Price Reduction for Defective Cost or Pricing Data-Modifications
- FAR 52.215-25, Subcontractor Cost or Pricing Data-Modifications
- FAR 52.225-11, Restrictions on Certain Foreign Purchases
- FAR 52.246-25, Limitation of Liability-Services
- FAR 52.249-14, Excusable Delays

The following clauses should be included with delivery order issued under MLCPAC BOAs;

- FAR 52.226-1, Utilization of Indian Organizations and Indian-Owned Economic Enterprises
- FAR 52.230-5, Disclosure and Consistency of Cost Accounting Practices
- FAR 52.242-13, Bankruptcy
- FAR 52.245-1, Property Records
- FAR 52.245-5, Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)

3. PROVIDE TECHNICAL AND CONTRACTING GUIDANCE WHEN REQUESTED BY ACTIVITIES

4. ISSUE DELIVERY ORDER #'s TO OICs

Delivery orders against BOAs must be issued in sequential order. The only possible way of doing this is by maintaining a

- response time to activity for KTR site superintendent
- response time to activity for KTR personnel
- response time to activity for KTR containment equipment
- response time to activity for KTR cleanup/removal equipment
- amount of containment materials on hand
- condition of containment materials on hand
- amount of cleanup materials on hand
- condition of cleanup materials on hand
- equipment assets on hand (boats, skimmers, trucks, loaders, backhoes, etc.)
- condition of equipment
- whether KTR is capable of responding to any situations that may be unique to the activity
- KTR communications equipment
- Disposal Sites & Treatment, Storage, and Disposal Facility KTR uses
- KTR's manifest records

2. ASSESS SPILL

- substance spilled
- source of spill
- estimated quantity
- location (water or land-based)
- threat of spread (storm sewers, drainage ditches, etc.)
- estimated equipment requirements
- estimated manpower requirements
- estimated dollar amount

3. MAKE DETERMINATION THAT USE OF BOA IS NECESSARY

A written determination to utilize the BOAs must be forwarded to the EFD/EFA Contracting Officer Designate who in turn will forward the determination with a copy of the delivery order to NAVFAC Code 024.

4. NOTIFY OIC OF NEED TO USE BOA

This initial notification to the OIC will allow him/her to determine if the BOA is the proper contracting vehicle and to get things initiated from the contracts end. Most importantly, it will allow the OIC to identify a source of funds for the cleanup (the activity should have this worked out ahead of time with the activity comptroller, public works officer, or major claimant).

5. CHOOSE RESPONSE CONTRACTOR FROM PRE-PRIORITIZED LIST AND NOTIFY OIC SO THAT ORDER CAN BE PLACED

Based on the field research previously conducted, NOSCDRs should know ahead of time which BOA contractor can best respond to which types of spills at their activity. NOSCDRs should keep

3. MAINTAIN A PRIORITIZED LIST OF BOA CONTRACTORS CAPABLE OF RESPONDING TO ACTIVITY SPILLS.

This list should be developed in conjunction with the NOSCDR. OICs are encouraged to assist NOSCDRs in researching contractors' response capabilities. OICs are also encouraged to educate NOSCDRs about how to avoid unauthorized commitments, and about the dangers of promising work to contractors.

4. ISSUE DELIVERY ORDERS TO BOA CONTRACTORS

Delivery orders shall be issued on DD1155s. It is important that the initial delivery order contains the following information:

- DO # (obtain from Command Duty Officer or EFD/EFA Contracting Officer)
- Date
- Not To Exceed Amount
- Basic Ordering Agreement # (DTCG #)
- Contracting Officer address & phone #
- Paying Office
- Name of Navy person on-site who contractor should report to and take direction from (COTR)
- Paying Office
- Location of response action
- Date and time work is to commence
- General description of work to be performed: "Provide all necessary supervision, labor, equipment, and materials for removing and properly disposing of approximately xx gallons of spilled _____ and contaminated soil, at NAVBASE USA, Somewhere, NY. All work shall be in accordance with the requirements of BOA # - DTCGxx-xx-x-xxxxx."

5. ASSIGN COTRs, ENSURE THAT THEY RECEIVE LETTER FROM ACTIVITY COMMANDING OFFICER (SEE SAMPLE LETTER - ATTACHMENT B), AND ENSURE THAT THEY RECEIVE PROPER TRAINING

6. ENSURE THAT COTR COMPLETES DAILY MONITORING SHEETS & REVIEWS THEM WITH KTR ON A DAILY BASIS

7. PROCESS CONTRACTOR INVOICES

8. PASS COPIES OF DELIVERY ORDERS TO EFD/EFA, WHO, IN TURN, WILL FORWARD COPIES TO USCG CONTRACTING OFFICER AND NAVFACENGCOM 024

9. ENSURE THAT CEILING AMOUNT IS NOT EXCEEDED WITHOUT ISSUING MOD(S)

The COTR should ensure that quantities (materials, equipment, manpower) listed in contractor invoices are accurate.

5. NOTIFY OIC WHEN OPERATION IS COMPLETE

.....

F. NOSC - Navy On Scene Coordinator

The Navy On-Scene Coordinator is typically the same as the Regional Environmental Coordinator. In general, NOSCs will be responsible for "big picture" oversight of spill response, and ensuring that the EFD/EFA is kept abreast of all BOA activity. Specific NOSC duties and responsibilities are as follows:

1. BE FAMILIAR WITH THE CAPABILITIES OF ALL BOA CONTRACTORS IN REGION OF COVERAGE

NOSCs should maintain master lists of BOA contractors within their region (see sample USCG contractor matrix - Attachment A), which include equipment, manpower, and materials response capabilities. NOSCs should accompany all NOSCDRs, if possible, when inspecting contractors' plants.

2. SERVE AS LIAISON WITH USCG CAPTAINS OF PORT AND MARINE SAFETY OFFICES IN REGION

NOSCs should coordinate with USCG COTPs and MSOs to provide BOA operations training for Navy activities within their region. Training should include:

- Do's and don'ts of interfacing with BOA contractors before spill occurs, e.g. gathering information about contractors' response capabilities, etc.
- Information contractor will need to get started
- How to work with contractor in identifying scope of response requirements
- Working with contractor once he/she arrives on site (do's and don'ts)
- Communications requirements
- Documenting contractor's resource expenditures (forms to use, what to look for, etc.)
- Reviewing & approving contractor invoices - forms to use, what to look for, etc.
- General lessons learned
- Samples of documents

NOSCs should hold initial training as soon as possible, and refresher training as often as seen fit. In addition to arranging BOA operations training with COTPs & MSOs, NOSCs should attempt to make arrangements to have these entities provide on-scene advice during the first few BOA responses in their region.

.....

8. NOSCDR/OIC VERIFY AVAILABILITY OF FUNDS

Activities should have a standing source of funds set up ahead of time with comptroller or major claimant.

9. OIC PLACES INITIAL ORDER (UP TO $25,000.00) WITH CONTRACTOR

- OIC send fac copy of order to CDO if after hours or forward to EFD/EFA contracting officer

10. CONTRACTOR RESPONDS

11. NOSCDR NOTIFIES NOSC THAT BOA IS BEING UTILIZED

12. COTR MONITORS CONTRACTOR'S PERFORMANCE

13. COTR SIGNS INVOICES INSPECTING & ACCEPTING WORK & FORWARDS TO OIC

14. OIC CERTIFIES INVOICES & FORWARDS TO PAYING OFFICE

15. COTR WORKS JOINTLY WITH NOSCDR TO ANALYZE CONTRACTOR RECOMMENDATIONS FOR ADDITIONAL MANPOWER/EQUIPMENT/MATERIALS, MAKES DECISIONS WHETHER OR NOT TO ORDER ADDITIONAL SERVICES, & PASSES ADDITIONAL REQUIREMENTS TO OIC

16. OIC ISSUES MODIFICATIONS UP TO A CUMULATIVE TOTAL OF $25,000

- OIC send fac copy of order/mod to EFD/EFA contracting officer of CDO if after hours

17. BEFORE ADDITIONAL MANPOWER/EQUIPMENT/MATERIALS EXCEED A CUMULATIVE TOTAL OF $25,000, OIC NOTIFIES EFD/EFA CONTRACTING OFFICER

18. NOSCDR/COTR DETERMINE WHEN CONTRACTOR'S PERFORMANCE IS COMPLETE & NOTIFY OIC

19. OIC NOTIFIES EFD/EFA WHEN CONTRACTOR'S PERFORMANCE IS COMPLETE

Q: Will NAVFAC create their own BOAs if there are areas not covered by USCG?
A: This will be determined after NAVFAC assesses the effectiveness of accessing the USCG BOAs.

Q: In considering Navy Reserve Centers' use of BOAs, what size spill is "too small" for BOA KTRs?
A: Depends on individual contractors. Activities will have to ask this question when they talk to BOA contractors in their area during initial research.

CONTRACTUAL QUESTIONS:

Q: Exactly what is a "day" in the agreement?
A: This has created some confusion for USCG & contractors. All new BOAs will have specific definitions for "day" and "week". USCG typically accepts a day as being the normal day (8, 10, 12 hrs.) the contractor uses for commercial clients.

Q: How is it handled when a KTR lists a DAILY rate when the agreement asks for an Hourly rate?
A: Hourly rate = rate per day/# hrs in normal work day.

Q: What letters of authority will be required to use BOAs?
A: Once agreement with USCG is finalized, EFD/EFA 02 should issue letters to OICs authorizing them to place orders against BOAs. OICs will have to ensure that the COTRs they choose receive letters of assignment from the base Commanding Officer (see Attachment A).

Q: Will CDO's be able to place orders, or will they need to recall a warranted Contracting Officer?
A: Only warranted contracting officers will be able to place orders - EFDs, EFAs, PWCs, OICs in field. When necessary, CDOs will only provide OICs with order # from log.

Q: Exactly who at the EFD/EFA will be authorized to place orders? CO, XO, 02, 02D, 022, CDO?
A: Warranted contracting officers at the EFD/EFA and warranted OICs in field. Must be included on list of ordering officers in BOA.

Q: Sample BOA indicates that Federal Project Number (FPN) must be assigned to each order. How do we generate that #?...USCG?
A: We will not use FPNs. USCG will note this in all BOA modifications.

Q: If KTR sells oil/H.S., how can we ensure that we are credited with the proceeds?
A: BOAs require contractors to provide HW manifests or proof of disposal for non HW. This will show us what was done with waste. Essentially, we need to rely on the integrity of the contractors.

NOTE: Disposal costs are unpriced in the BOAs. It is impossible to price disposal costs before the waste has been tested and characterized. Disposal by BOA contractors will have to be negotiated by the OIC. Activities have the option of disposing of the waste by separate means, but they should consider the fact that the BOA contractor will already be mobilized and familiar with the situation.

Q: How detailed must the initial order be? Just describe spill, or specify manpower & equipment?
A: Very little detail - see sample order, Attachment C. COTR/NOSCDR need to discuss situation with contractor and agree on initial requirements based on their on-site assessment. It should be remembered that any equipment, material, or personnel that are ordered, but not used, will be charged at the "standby" rate. OICs must also be firm about not paying for anything the contractor brings to the site that we did not order. The most important part of the initial order is to specify a "not to exceed" amount.

Q: When placing an order we must specify a "not to exceed" amount.
- does USCG have historical data for different spill types & KTRs that we can use as guidelines?
- what are the dollar limits that affect contractual procedures, warrant levels, etc?

A: (Note: 50-75% of USCG BOA responses are in the $5-$10k range)
-USCG Marine Safety Offices and Captains of Ports should have this type of info. NOSCs must ensure that this is addressed in operational training sessions.
-OICs can order up to $25,000 worth of work. Orders/mods beyond that amount are issued by the EFD/EFA.

Q: Who the EFD/EFA will take the lead in interfacing with OIC ?
- Geographic team leader? Deputy? Environmental coordinator?
- Code 18?
- Code 02?

A: 1 designee each from codes 02 & 18 are recommended.

Q: Do NOSCDRs have communication equipment to provide to KTRs?

A: NOSCs must ensure that communication requirements are covered by USCG COTPs/MSOs during operational training sessions. NOSCDRs need to ensure that at a minimum, they have adequate communications equipment to maintain constant contact with contractor superintendent & COTR.

Q: Will NOSCDRs be operating out of a command post where KTR superintendent can sit with them to orchestrate operation?

A: This may be the ideal situation, but it will vary from activity to activity.

Q: Do BOA's cover inland spills, i.e. an EFD/EFA's entire multiple state region?

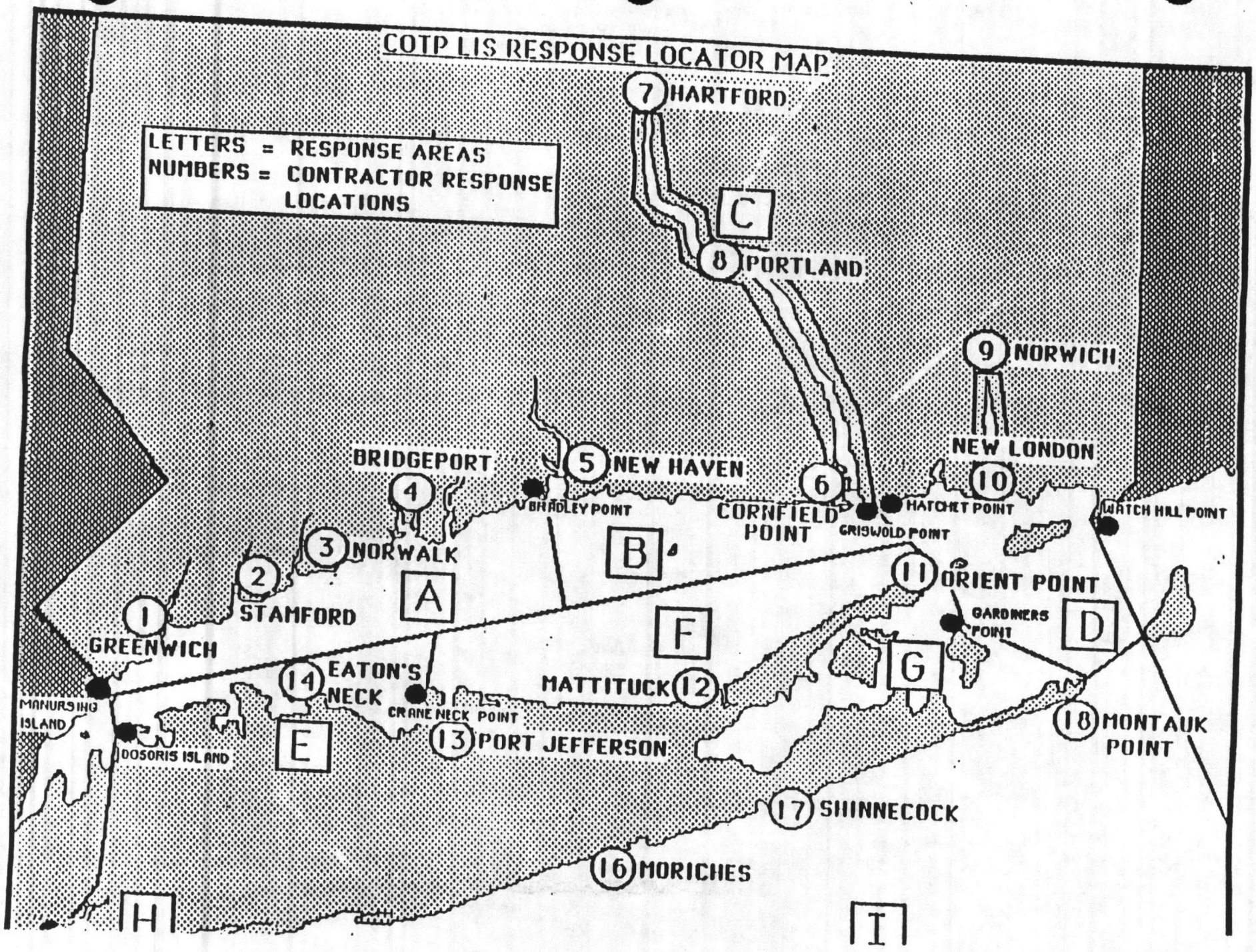
A: Yes. BOA contractors must, "provide all labor, material equipment, and supervision necessary for analyzing, mitigating, containing, removing, and disposing of oil and hazardous substance spills, as defined by the Federal Water Pollution Control Act and the Comprehensive Environmental Response Compensation and Liability Act. The MLCLANT BOA scope covers spills "on or in waters subject to the jurisdiction of the United States, **as well as** the bottom and adjoining shorelines of such waters, **and inland areas.**" The MLCPAC BOA scope of work includes "ground water, surface waters, **soils, and releases to the air.**"

Q: Should the EFD/EFA send support personnel when a scenario is in progress?
-contracts person(code 02)?
-code 18 person?
-team representative?

A: Not necessary unless activity specifically requests assistance, or spill is of disastrous proportions.

Q: Will $25,000 be enough authority for OICs to respond to large spills?

A: USCG officials have stated that $25,000 will easily get an activity through an entire weekend on a large spill.


COTP LIS RESPONSE LOCATOR MAP
LETTERS = RESPONSE AREAS
NUMBERS = CONTRACTOR RESPONSE LOCATIONS
7 HARTFORD
C
8 PORTLAND
9 NORWICH
NEW LONDON
10
BRIDGEPORT
4
5 NEW HAVEN
6
BRADLEY POINT
CORNFIELD POINT
GRISWOLD POINT
HATCHET POINT
WATCH HILL POINT
3 NORWALK
B
2
STAMFORD
A
1
GREENWICH
11 ORIENT POINT
GARDINERS POINT
D
F
G
14 EATON'S NECK
CRANE NECK POINT
MATTITUCK 12
MANURSING ISLAND
DOSORIS ISLAND
E
13 PORT JEFFERSON
18 MONTAUK POINT
17 SHINNECOCK
16 MORICHES
H
I

CONTRACTOR: TRI-S ENVIRONMENTAL SERVICES — NO. OF EMPLOYEES 45
ADRESS: 25 PINNEY DR., ELLINGTON, CT — NO. OF TRAINED RESPONSE PERSONNEL 35-45
PHONE: (203)-875-2110 — NO. OF PERSONNEL ABLE TO MOBILIZE FOR MAJOR SPILL 35-45
CONTACT: FRANK PAPPALARDO

RESPONSE TIMES FOR LOCATIONS IN COTP LONG ISLAND AOR

LOCATIONS IN LIS COTP AREA OF RESPONSIBILITY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
AVERAGE RESPONSE TIMES		2.5H	2HR	2HR	1.5H	1HR	1HR	1.5H	.75H	1HR	1.25	6HR	4HR	4HR	4HR	4HR	5HR	5HR	6HR	
EQUIPMENT	QUANITY																			
VAC TRUCK/TRAILERS	10					Times are approximately the same for all equipment.														
BOX VANS/TRUCKS	3																			
ROLL-OFF/DUMP TRKS	4																			
DUMP TRUCKS	2																			
BACK HOE/EXCAVATRS	3																			
LOADER	2																			
BOBCAT LOADER	3																			
18' BOAT W/MOTOR	1																			
CONTAINMENT BOOM	700'																			
SORBENT BOOM	3000'																			
SORBENT PADS	100+-BLS																			
LEVEL B PPE	9																			
LEVEL A PPE	4																			
DRUMS/PLASTIC/SUPPLIES																				
ADDITIONAL EQUIP:	SEE BOA LISTING																			

1. DO YOU HAVE A SALVAGE CAPABILITY? NO — IF NO, WOULD YOU CONTRACT FOR IT? YES
IF YES, PROVIDE CONTRACTOR'S NAME AND PHONE #.

2. DO YOU HAVE A DIVING CAPABILITY? YES — IF YES, WHAT IS IT? 2 DIVERS ADVANVED SALVAGE CERTIFICATION
1-14 IN TRAINING

IF NO, WOULD YOU CONTRACT FOR IT?
IF YES, PROVIDE CONTRACTOR'S NAME AND PHONE #.

3. RESPOND TO A HAZ-MAT INCIDENT? YES — IF YES, # OF PEOPLE TRAINED AND EQUIP. FOR LEVEL A RESPONSE. 4
25 PEOPLE TRAINED IN LEVEL A, 4 SUITS
35-45 TECHNICIANS TOTAL AVAILABLE FOR HAZ-MAT RESPONSE

(ACTIVITY LETTERHEAD)

From: (Commanding Officer, requiring activity)
To: (Name, Organization, and Code of Appointee)

Subj: APPOINTMENT AS CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Ref: (a) P-68 Subpart 42.2
(b) SECNAVINST 4205.5, Contracting Officer's Technical Representative (COTR)
(c) SECNAVINST 4200.27A, Proper Use of Contractor Personnel

1. You are appointed as a Contracting Officer's Technical Representative. As a COTR, you serve in a critical and important function as the government's technical representative in the administration of specific contracts; providing technical direction and discussion with respect to the specification or statement of work and monitoring the performance of work. You will perform your duties in accordance with references (a) and (b) and any amplifying instructions provided by the contracting officer. You are appointed as the COTR under the following United States Coast Guard Basic Ordering Agreements (BOAs):

(list BOA #'s)

2. You should carefully review and comply with reference (c) to ensure the contract does not become a personal services contract. In addition, you must bring to the attention of the contracting officer any significant deficiencies in contractor performance or other action which might jeopardize contract performance.

3. You may <u>not</u> take any action, either directly or indirectly, that could result in a change in the pricing, quantity, place of performance, delivery schedule, or any other terms and conditions of the delivery order, or to direct the accomplishment of effort which would exceed the scope of the basic delivery order. Whenever there is the potential that discussions may impact areas such as described above, contact the PCO or ordering officer to agree on action to be taken. Be especially cautious when providing an interpretation of specifications and document the interpretation when appropriate.

4. Specific duties which you are expected to perform include, but are not limited to:

(a) Serving as the technical contact through whom the contractor can relay his questions and problems of a technical nature to the Contracting Officer. The COTR shall be responsible for all technical interface concerning the order.

(b) Monitoring contractor performance to see that inefficient or wasteful methods are not being utilized and taking reasonable and

early enough to permit timely selection and designation of a new COTR.

6. If I can assist you in any way as you execute your duties as a member of the acquisition team, please do not hesitate to contact me.

_____
(COMMANDING OFFICER)
(Requiring Activity)

COTR Acknowledgement

I have reviewed and understand my assigned duties and responsibilities in connection with the BOAs specified above.

_____ _____
(Signature of COTR) (Date)

_____
(Title)

_____
(Address)

ORDER FOR SUPPLIES OR SERVICES

(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

1. CONTRACT / PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION / PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
DTCG84-xx-x-xxxx	JPOX	xx xx xx	N00151934C01702	DO C9

6. ISSUED BY	7. ADMINISTERED BY (If other than 6)	8. DELIVERY FOR
CODE Commander Address	CODE N6xxxx See Block 6	☐ DEST ☐ OTHER (See Schedule if other)

9. CONTRACTOR	10. DELIVER TO FOB POINT BY (Date)	11. MARK IF BUSINESS IS
CODE FACILITY CODE NAME AND ADDRESS BOA Contractor	xx xx xx 12. DISCOUNT TERMS 13. MAIL INVOICES TO See Block 15	☐ SMALL ☐ SMALL DISADVANTAGED ☐ WOMEN-OWNED

14. SHIP TO	15. PAYMENT WILL BE MADE BY	MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
CODE See Block 6	CODE Paying Office of Local Activity	

16. TYPE OF ORDER — DELIVERY: X — This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

PURCHASE: ☐ — Reference your ____ furnish the following on terms specified herein.

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA / LOCAL USE

Obtain accounting data from activity comptroller or major claimant $8000.00

18. ITEM NO	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	Furnish all labor, material, equipment supervision, and overhead required to assist NAVSTA Somewhere in the containment and cleanup of an oil spill in the vicinity of NAVSTA Somewhere. All work shall be performed in accordance with the requirements of DTCG84-xx-x-xxxx. POC at site: COTR Name and Number Statutory Authority: 10USC 2304(c)(2)	1		Not to Exceed	$8000.00

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA	25. TOTAL	$8000.00
BY: NAVFAC Contracts CONTRACTING / ORDERING OFFICER	26. DIFFERENCES	

26. QUANTITY IN COLUMN 20 HAS BEEN	27. SHIP. NO.	28. D.O. VOUCHER NO.	30. INITIALS
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	☐ PARTIAL ☐ FINAL		
DATE / SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE / SIGNATURE AND TITLE OF CERTIFYING OFFICER			34. CHECK NUMBER 35. BILL OF LADING NO

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO

DD Form 1155, MAY 90 — Previous editions are obsolete. — 459-122

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
		1 | 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applica
01	XX XX XX	N0015193RC01702	

6. ISSUED BY CODE
Commander
Address

7. ADMINISTERED BY (If other than Item 6) CODE
See Block 6

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
BOA Contractor

CODE FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
DTCG84-XX-X-XXXX

10B. DATED (SEE ITEM 13)
XX XX XX

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
NO CHANGE

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X BOA Section H.14 SUBCONTRACTS

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ONE copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The above numbered contract is hereby modified as shown on page 2 of 2 of this modification.

POC:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

ATTACHMENT E
BLANK DAILY MONITORING SHEETS

DEPARTMENT OF TRANSPORTATION U.S COAST GUARD CG-5136A (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	GOVERNMENT SUMMARY SHEET

REPORT TYPE

INTERIM___ FINAL___

ACTIVITY

OPA_____ CERCLA_____ NRDA_____

INCIDENT DATA

FPN/CERCLA #_____ DATE_____

PERIOD COVERED_____ TO_____

AGENCY REPORTING_____ UNIT REPORTING_____

DESCRIPTION OF ACTIVITIES

(Attach additional pages, if needed)

REPORTS ATTACHED

SHORT FORMS _____ DAILY PERSONNEL FORMS _____

DAILY EQUIPMENT FORMS _____ DAILY PURCHASE FORMS _____

KEY PARTIES

DOCUMENTATION (COTR)

Name_____

Agency_____

Telephone_____

CONTRACTOR

Name_____

Agency_____

Telephone_____

REMARKS:

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5136E-1 (01-93)

POLLUTION INCIDENT DAILY RESOURCE REPORT

CONTRACTOR PERSONNEL
Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO. _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR PERSONNEL

CLIN	NAME (LAST, FIRST)	JOB DESCRIPTION	HOURS FRM	HOURS TO	TOT HRS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL PERSONNEL COSTS FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION:

I certify that the [illegible] of the materials, equipment, and subcontractor services provided by me or under my supervision on the date listed above, for the purpose of [illegible].

_____
Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision except as noted herein or on supporting documents.

_____
COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-2
CONTRACTOR EQUIPMENT.

This form should be completed for contractor equipment costs incurred for each day of removal activity.

How to complete form:

1. **FPN/CERCLA Number:** N/A FOR NAVY ORDERS
2. **Date:** Report the date costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor Equipment

Provide the following information for each piece of equipment used in removal activities.

4. **CLIN:** The applicable contract line item number.
5. **Item Description:** Description of the equipment used for removal activities.
6. **Rate Basis:** The basis used for charging equipment costs (i.e., hourly, daily, weekly).
7. **Employed From/To:** The period of time equipment was used.
8. **Units:** The number of units the equipment was used for expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
9. **Rate/Unit:** The rate charged per unit.
10. **Rate Charges:** The rate per unit multiplied by the number of units.
11. **Non Rate Charges:** Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
12. **Total Cost:** The sum of the Rate Charge and the Non-Rate Charges.
13. **Total Equipment Costs For This Date:** The sum of the amounts entered in the Total Costs column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. COTR **Signature:** Certification by COTR. The COTR certifies the equipment listed was authorized for the date reported. The COTR does not certify contract rates or costs.

ORIGINAL

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5136E-2 (01-93)

POLLUTION INCIDENT DAILY RESOURCE REPORT

CONTRACTOR EQUIPMENT
Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO. _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR EQUIPMENT

CLIN	ITEM DESCRIPTION	RATE BASIS	EMPLOYED FRM	EMPLOYED TO	# UNITS	RATE/ UNIT	RATE CHARGES	NON-RATE CHARGES	TOTAL COST

TOTAL EQUIPMENT COSTS FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION

I certify that this report is a true and complete record of the materials, labor, equipment and subcontracts provided by the contractor or its subcontractors for the pollution incident cited above.

Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

COTR SIGNATURE

POLLUTION INCIDENT DAILY RE URCE REPORT -- CG-5136E-1
CONTRACTOR PERSONNEL

This form should be completed for contractor sonnel costs incurred for each day of removal activity.

How to complete form:

1. **FPN/CERCLA Number:** N/A FOR NAVY ORDERS
2. **Date:** Report the date costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor P sonnel

Provide the following information for each indi..du..i.

4. **CLIN:** The applicable contract line item mber.
5. **Name:** First and last names of contract p. nnel involved in removal activity.
6. **Job Description:** What was the employe ob (i.e., supervisor, equipment operator, laborer). This may require an at iation to be entered.
7. **Hours Employed:** The starting and endin nes during which the personnel were performing removal activities.
8. **Total Hours:** Hours spent performing removal duty.
9. **Hourly Rate:** The hourly rate of pay for personnel.
10. **Rate Charge:** The number of hours multiplied by the hourly rate of pay.
11. **Per Diem:** Per diem costs incurred by the personnel. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem costs should be documented as other expenses on the CG-5136E-3 form.
12. **Total Cost:** The sum of the Rate Charge and the Per Diem costs.
13. **Total Personnel Costs For This Date:** The sum of the amount entered in the Total column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. COTR **Signature:** Certification by the COTR . The COTR certifies that personnel listed were authorized for the date reported. The COTR **does not certify contract rates or costs.**

ORIGINAL

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136E-3 (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	CONTRACTOR SUBCONTRACTOR MATERIALS/OTHER EXPENSES Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR: _____ PO/CONTRACT NO _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed

SUBCONTRACTORS

Were any subcontractors hired? YES ☐ NO ☐ If yes, list them below and attach subcontractor Daily Reports

CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST

TOTAL COST OF SUBCONTRACTORS FOR THIS DATE: _____

MATERIALS USED/OTHER EXPENSES

CLIN	DESCRIPTION	UNITS	UNITS USED	UNIT COST	TOTAL COST

TOTAL COST OF MATERIALS USED/OTHER EXPENSES FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION

I certify that this report is a true and complete record of the material, labor, equipment and subcontractors provided by the contractor on the date listed above. For time period mentioned above.

_____

Contractor's Authorized Representative

COTR REVIEW

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

_____

COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT — CG-5136E-4 CONTRACTOR SHORT FORM. If the applicable resource information can fit on this short form, it can be used as a Daily Resource Report in lieu of long forms CG-5136E-(1-3).

How to complete form:

1. FPN/CERCLA Number: N/A FOR NAVY ORDERS
2. Date: Report the date costs were incurred.
3. Contractor: Name of contractor; indicate if supporting documentation is attached.

Contractor Personnel Provide the following information for each individual.

4. CLIN: The applicable contract line item number.
5. Name: First and last names of contractor personnel involved in removal activity.
6. Job: What was the employees job (i.e., supervisor, equipment operator, laborer); this may require an abbreviation to be entered.
7. Hours Employed: The starting and ending times during which personnel were performing removal activities.
8. Total Hours: Hours spent performing removal duty.
9. Hourly Rate: The hourly rate of pay for the personnel.
10. Rate Charge: The number of hours multiplied by the hourly rate of pay.
11. Per Diem: Per diem costs incurred by the personnel. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem type costs should be documented as other expenses on the CG-5136E-3 form.
12. Total Cost: The sum of the Rate Charge and the Per Diem costs.
13. Total Personnel Costs For This Date: The sum of the amount entered in the Total column.

Contractor Equipment Provide the following information for each piece of equipment used in removal activities.

14. CLIN: The applicable contract line item number.
15. Item Description: Description of the equipment used for removal activities.
16. Rate Basis: The basis used for charging equipment costs (i.e., hourly, daily, weekly).
17. Employed From/To: The period of time the equipment was used.
18. Units: The number of units for which the equipment was utilized expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
19. Rate/Unit: The rate charged per unit.
20. Rate Charges: The rate per unit multiplied by the number of units.
21. Non Rate Charges: Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
22. Total Cost: The sum of the Rate Charge and the Non-Rate Charges.
23. Total Equipment Costs For This Date: The sum of the amounts entered in the Total Costs column.

Subcontractors Indicate whether subcontractors were hired. If marked Yes, complete the remainder of the subcontractors section and attach copies of the subcontractor's Daily Resource Reports. Subcontractors should complete CG-5136E (1-4) forms as applicable.

24. CLIN: The applicable contract line item number.
25. Subcontractor's Name: Name of the subcontractor.
26. Cost: Costs incurred by the subcontractor for this date.
27. Admin. Fee: Fee charged for the subcontractors administration.
28. Total Cost: The sum of subcontractor costs and administration costs.
29. Total Cost Of Subcontractors For This Date: The sum of the amount entered in the Total Cost column.

Materials Used/Other Expenses

30. CLIN: The applicable contract line item number.
31. Description: Description of material or items used or purchased.
32. Units Used: Units of material or items used or purchased.
33. Unit Cost: Cost per unit.
34. Total Cost: Units used multiplied by the Unit Cost.
35. Total Cost Of Materials Used/Other Expenses For This Date: The sum of the amount entered in the Total Cost column.
36. Subcontractor's Name: Name of the subcontractor.
37. Contractor's Certification: Contractor's certification of the validity of the information presented.
38. COTR Signature: Certification by COTR ; the COTR certifies that the items listed were authorized for the date reported. The COTR does not certify contract rates or costs.

ORIGINAL

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136E-4 (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	CONTRACTOR SHORT FORM

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed

PERSONNEL

CLIN	NAME (LAST, FIRST)	HOURS FROM	HOURS TO	TOTAL HOURS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL COST FOR THIS DATE: _____

EQUIPMENT

CLIN	ITEM DESCRIPTION	RATE BASIS	EMPLOYED FROM	EMPLOYED TO	# UNITS	RATE/ UNIT	RATE CHARGES	NON-RATE CHARGES	TOTAL COST

TOTAL COST FOR THIS DATE: _____

SUBCONTRACTORS

Were any subcontractors hired? YES ☐ NO ☐ If yes, list them below and attach subcontractor Daily Reports

CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST

TOTAL COST OF SUBCONTRACTORS FOR THIS DATE: _____

MATERIALS USED/OTHER EXPENSES

CLIN	DESCRIPTION	UNIT DESC.	UNITS USED	UNIT COST	TOTAL COST

TOTAL COST OF MATERIALS USED/OTHER EXPENSES FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION:

I certify that this report is a true and complete record of the material, labor, equipment and services furnished/provided by the contractor on the date listed above for the project number indicated.

_____

Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision except as noted hereon or on supporting documents.

_____

COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT — CG-5136E-4 CONTRACTOR SHORT FORM. If the applicable resource information can fit on this short form, it can be used as a Daily Resource Report in lieu of long forms CG-5136E-(1-3).

How to complete form:

1. FPN/CERCLA Number: N/A FOR NAVY ORDERS
2. Date: Report the date costs were incurred.
3. Contractor: Name of contractor; indicate if supporting documentation is attached.

Contractor Personnel Provide the following information for each individual.

4. CLIN: The applicable contract line item number.
5. Name: First and last names of contractor personnel involved in removal activity.
6. Job: What was the employees job (i.e., supervisor, equipment operator, laborer); this may require an abbreviation to be entered.
7. Hours Employed: The starting and ending times during which personnel were performing removal activities.
8. Total Hours: Hours spent performing removal duty.
9. Hourly Rate: The hourly rate of pay for the personnel.
10. Rate Charge: The number of hours multiplied by the hourly rate of pay.
11. Per Diem: Per diem costs incurred by the personnel. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem type costs should be documented as other expenses on the CG-5136E-3 form.
12. Total Cost: The sum of the Rate Charge and the Per Diem costs.
13. Total Personnel Costs For This Date: The sum of the amount entered in the Total column.

Contractor Equipment Provide the following information for each piece of equipment used in removal activities.

14. CLIN: The applicable contract line item number.
15. Item Description: Description of the equipment used for removal activities.
16. Rate Basis: The basis used for charging equipment costs (i.e., hourly, daily, weekly).
17. Employed From/To: The period of time the equipment was used.
18. Units: The number of units for which the equipment was utilized expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
19. Rate/Unit: The rate charged per unit.
20. Rate Charges: The rate per unit multiplied by the number of units.
21. Non Rate Charges: Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
22. Total Cost: The sum of the Rate Charge and the Non-Rate Charges.
23. Total Equipment Costs For This Date: The sum of the amounts entered in the Total Costs column.

Subcontractors Indicate whether subcontractors were hired. If marked Yes, complete the remainder of the subcontractors section and attach copies of the subcontractor's Daily Resource Reports. Subcontractors should complete CG-5136E (1-4) forms as applicable.

24. CLIN: The applicable contract line item number.
25. Subcontractor's Name: Name of the subcontractor.
26. Cost: Costs incurred by the subcontractor for this date.
27. Admin. Fee: Fee charged for the subcontractors administration.
28. Total Cost: The sum of subcontractor costs and administration costs.
29. Total Cost Of Subcontractors For This Date: The sum of the amount entered in the Total Cost column.

Materials Used/Other Expenses

30. CLIN: The applicable contract line item number.
31. Description: Description of material or items used or purchased.
32. Units Used: Units of material or items used or purchased.
33. Unit Cost: Cost per unit.
34. Total Cost: Units used multiplied by the Unit Cost.
35. Total Cost Of Materials Used/Other Expenses For This Date: The sum of the amount entered in the Total Cost column.
36. Subcontractor's Name: Name of the subcontractor.
37. Contractor's Certification: Contractor's certification of the validity of the information presented.
38. COTR Signature: Certification by COTR ; the COTR certifies that the items listed were authorized for the date reported. The COTR does not certify contract rates or costs.

ORIGINAL

TABLE OF CONTENTS

LIST OF ATTACHMENTS

PREFACE

Naval Facilities Engineering Command (NAVFAC) and the United States Coast Guard (USCG) have reached an agreement whereby NAVFAC Activities can access USCG Basic Ordering Agreements (BOAs) for emergency response to U.S. Navy oil and hazardous materials spills. This Procedures Manual outlines the procedures to be followed by NAVFAC Activities. Please direct all questions, comments, and suggestions for improving this manual to Ms. Amy Jones at 703-325-7654 or DSN 221-7654.

The BOAs provide activities with just one of many possible spill response options. Other options available to NAVFAC Activities and which should be considered prior to accessing the USCG BOAs are:

- use of in-house response forces
- use of neighboring Navy activity response forces
- use of local indefinite quantity contract
- use of sole-source contract up to local contracting officer's (PWO or ROICC) sole source authority
- agreements with local community response organizations

The choice of which option to use is left to the discretion of the activity Commanding Officer in consultation with the contracting officer and the Navy On-Scene Commander.

Special thanks go to Northern Division for their input into this manual.

GLOSSARY OF ACRONYMS

BOA = Basic Ordering Agreement

CLIN = Contract Line Item Number

CDO = Command Duty Officer at the EFD level

COTP = United States Coast Guard Captain of the Port

COTR = Contracting Officer's Technical Representative

EFA = Engineering Field Activity

EFD = Engineering Field Division

HM = Hazardous Materials

KTR = Contractor

MSO = United States Coast Guard Marine Safety Office

NAVFAC = Naval Facilities Engineering Command

NOSC = Navy On Scene Coordinator (Typically REC)

NOSCDR = Navy On Scene Commander

OIC = Officer in Charge, NAVFAC Contracts - Warranted Contracting Officer (Activity PWO or ROICC).

PWO = Public Works Officer

ROICC = Resident Officer in Charge of Construction

USCG = United States Coast Guard

ROLES & RESPONSIBILITIES OF KEY PLAYERS

[The procedures in this manual allow field contracting officers to place orders against BOAs. However, this authority can be retained by the EFD/EFA. If the EFD/EFA should choose to allow field contracting officers to place orders, the USCG contracting officer for the respective region (either MLCLANT or MLCPAC) must be given the titles, addresses, and telephone #'s of ordering offices.]

.....

Note: The roles and responsibilities of the key players listed here pertain solely to the use of USCG BOAs. Other responsibilities of these players, such as notifications to states and federal organizations are not included.

.....

A. USCG Contracting Officers

The two USCG Commands for the BOAs are as follows:

i. Commander (fcp)
Maintenance and Logistics Command Atlantic (MLCLANT)
Bldg. 333, 2nd Floor
Govenors Island, NY 10004-5098

Contracting Officer - Mr. L. E. Mellor
212-668-7102
FAX - 212-668-7215

ii. Commander (fcp)
Maintenance and Logistics Command Pacific (MLCPAC)
Bldg. 54-A, Coast Guard Island
Alameda, CA 94501-5100

Contracting Officer - Mr. E. Ferrari
510-437-3732
FAX - 510-437-3014

.....

B. EFD/EFA - Engineering Field Division/Activity

Each EFD/EFA may choose to define BOA response roles and responsibilities differently. The roles and responsibilities in this Procedures Manual reflect NAVFAC's desire to make USCG BOAs a spill response tool geared toward quick, efficient field office use, and therefore, the duties and responsibilities of the EFD/EFA are minimal:

1. DESIGNATE AN EFD 02 (CONTRACTING OFFICER) POINT OF CONTACT (POC) AND AN EFD/EFA CODE 18 POC

2. THE EFD/EFA CONTRACTING OFFICER DESIGNATE IS RESPONSIBLE FOR REVIEWING THE CLAUSES AND PROVISIONS CONTAINED IN THE BOAs. A LISTING OF ANY APPLICABLE CLAUSES TO BE INCLUDED IN THE BOA DELIVERY ORDERS MUST BE PROVIDED TO ALL FIELD OICs

The following clauses should be included with delivery orders issued under either MLCLANT or MLCPAC BOAs:

- FAR 52.232-20, Limitation of Costs
- DFARS 252.203-7000, Prohibition on Compensation to Former DoD Employees
- DFARS 252.203-7001, Special Prohibition on Employment
- DFARS 252.215-7000, Pricing Adjustments
- DFARS 252.231-7001, Penalties for Unallowable Costs
- DFARS 252.236-7006, Cost Limitation
- DFARS 252.235-7005, After Acquired Property
- NAPS 5252.25-9000, Submission of Cost or Pricing Data

The following clauses should be included with the delivery orders issued under MLCLANT BOAs:

- FAR 52.203-8, Requirement for Certificate of Procurement Integrity
- FAR 52.203-9, Requirement for Certificate of Procurement Integrity-Modification
- FAR 52.215-23, Price Reduction for Defective Cost or Pricing Data-Modifications
- FAR 52.215-25, Subcontractor Cost or Pricing Data-Modifications
- FAR 52.225-11, Restrictions on Certain Foreign Purchases
- FAR 52.246-25, Limitation of Liability-Services
- FAR 52.249-14, Excusable Delays

The following clauses should be included with delivery order issued under MLCPAC BOAs;

- FAR 52.226-1, Utilization of Indian Organizations and Indian-Owned Economic Enterprises
- FAR 52.230-5, Disclosure and Consistency of Cost Accounting Practices
- FAR 52.242-13, Bankruptcy
- FAR 52.245-1, Property Records
- FAR 52.245-5, Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)

3. PROVIDE TECHNICAL AND CONTRACTING GUIDANCE WHEN REQUESTED BY ACTIVITIES

4. ISSUE DELIVERY ORDER #'s TO OICs

Delivery orders against BOAs must be issued in sequential order. The only possible way of doing this is by maintaining a

- response time to activity for KTR site superintendent
- response time to activity for KTR personnel
- response time to activity for KTR containment equipment
- response time to activity for KTR cleanup/removal equipment
- amount of containment materials on hand
- condition of containment materials on hand
- amount of cleanup materials on hand
- condition of cleanup materials on hand
- equipment assets on hand (boats, skimmers, trucks, loaders, backhoes, etc.)
- condition of equipment
- whether KTR is capable of responding to any situations that may be unique to the activity
- KTR communications equipment
- Disposal Sites & Treatment, Storage, and Disposal Facility KTR uses
- KTR's manifest records

2. ASSESS SPILL

- substance spilled
- source of spill
- estimated quantity
- location (water or land-based)
- threat of spread (storm sewers, drainage ditches, etc.)
- estimated equipment requirements
- estimated manpower requirements
- estimated dollar amount

3. MAKE DETERMINATION THAT USE OF BOA IS NECESSARY

A written determination to utilize the BOAs must be forwarded to the EFD/EFA Contracting Officer Designate who in turn will forward the determination with a copy of the delivery order to NAVFAC Code 024.

4. NOTIFY OIC OF NEED TO USE BOA

This initial notification to the OIC will allow him/her to determine if the BOA is the proper contracting vehicle and to get things initiated from the contracts end. Most importantly, it will allow the OIC to identify a source of funds for the cleanup (the activity should have this worked out ahead of time with the activity comptroller, public works officer, or major claimant).

5. CHOOSE RESPONSE CONTRACTOR FROM PRE-PRIORITIZED LIST AND NOTIFY OIC SO THAT ORDER CAN BE PLACED

Based on the field research previously conducted, NOSCDRs should know ahead of time which BOA contractor can best respond to which types of spills at their activity. NOSCDRs should keep

in mind, however, that BOA contractors may not always be available (responding to another spill, equipment being overhauled, etc.), and should therefore be prepared to contact more than one contractor at the time of a spill. Once the response contractor has been selected, the NOSCDR can solicit recommendations from the contractor regarding what types of equipment, materials, and manpower will be necessary. This will aid in determining the scope of the initial order. The USCG typically does this, but NOSCDRs & OICs are warned to take a cautious approach to this practice. Remember, whatever you order, you pay for! NOSCDRs should also keep in mind that the initial focus may be to contain the spill until a further assessment can be made about how to approach the cleanup. The initial order placed by the OIC must identify a "not to exceed" amount, which can be up to $25,000.00.

6. MONITOR CONTRACTOR OPERATIONS/INTERFACE WITH CONTRACTOR'S SITE SUPERVISOR

The NOSCDR should stay with the contractor's site supervisor during the entire time that contractor personnel are on site. The NOSCDR will continually work with the contractor's site supervisor and the COTR in determining how to conduct operations, when to use additional equipment, materials & manpower, and when to stop operations.

.....

D. OIC - Officer in Charge, NAVFAC Contracts

The OIC will either be the Public Works Officer or the Resident Officer in Charge of Construction at an activity. In either case, the OIC must be a warranted NAVFAC Contracting Officer. The duties and responsibilities of the OIC are as follows:

1. BEFORE A SPILL OCCURS, MAKE SURE THAT THERE IS A FUNDING SOURCE IDENTIFIED AND SET ASIDE FOR BOA ORDERS

The activity must provide the funding for BOA orders. The OIC should work with the activity comptroller or PWO to establish a standing funding document which can be cited on BOA delivery orders. It should be noted that to date there is no centrally managed pot of money for funding spill response operations, therefore, some activities may find it necessary to contact major claimants for funding support.

2. ENSURE THAT ALL WARRANTED PERSONNEL IN THE OIC ORGANIZATION ARE FAMILIAR WITH AND UNDERSTAND BOA PROCEDURES. IT IS IMPORTANT TO HAVE MORE THAN ONE WARRANTED INDIVIDUAL CAPABLE OF HANDLING A BOA RESPONSE, IN ORDER TO ENSURE COVERAGE AFTER HOURS AND DURING LEAVE PERIODS

3. MAINTAIN A PRIORITIZED LIST OF BOA CONTRACTORS CAPABLE OF RESPONDING TO ACTIVITY SPILLS.

This list should be developed in conjunction with the NOSCDR. OICs are encouraged to assist NOSCDRs in researching contractors' response capabilities. OICs are also encouraged to educate NOSCDRs about how to avoid unauthorized commitments, and about the dangers of promising work to contractors.

4. ISSUE DELIVERY ORDERS TO BOA CONTRACTORS

Delivery orders shall be issued on DD1155s. It is important that the initial delivery order contains the following information:

- DO # (obtain from Command Duty Officer or EFD/EFA Contracting Officer)
- Date
- Not To Exceed Amount
- Basic Ordering Agreement # (DTCG #)
- Contracting Officer address & phone #
- Paying Office
- Name of Navy person on-site who contractor should report to and take direction from (COTR)
- Paying Office
- Location of response action
- Date and time work is to commence
- General description of work to be performed:
  "Provide all necessary supervision, labor, equipment, and materials for removing and properly disposing of approximately xx gallons of spilled _____ and contaminated soil, at NAVBASE USA, Somewhere, NY. All work shall be in accordance with the requirements of BOA # - DTCGxx-xx-x-xxxxx."

5. ASSIGN COTRs, ENSURE THAT THEY RECEIVE LETTER FROM ACTIVITY COMMANDING OFFICER (SEE SAMPLE LETTER - ATTACHMENT B), AND ENSURE THAT THEY RECEIVE PROPER TRAINING

6. ENSURE THAT COTR COMPLETES DAILY MONITORING SHEETS & REVIEWS THEM WITH KTR ON A DAILY BASIS

7. PROCESS CONTRACTOR INVOICES

8. PASS COPIES OF DELIVERY ORDERS TO EFD/EFA, WHO, IN TURN, WILL FORWARD COPIES TO USCG CONTRACTING OFFICER AND NAVFACENGCOM 024

9. ENSURE THAT CEILING AMOUNT IS NOT EXCEEDED WITHOUT ISSUING MOD(S)

10. ISSUE MODS, NOT TO EXCEED A TOTAL EXPENDITURE OF $25,000; COORDINATE WITH EFD/EFA FOR EXPENDITURES BEYOND $25,000

.....

E. COTR - Contracting Officer's Technical Representative

The COTR is essentially the "eyes and ears" of the OIC at the spill scene. Delivery Orders will also direct BOA contractors to report to the COTR when they arrive on-scene. COTRs will be assigned by OICs. The ideal COTR would be an individual with both a contracts background and spill response background. COTRs who have not received previous warrant type training must take the NAVFAC COTR course taught by the Naval Facilities Contracts Training Center. It is recommended that COTRs also receive spill response technical training, in order to develop an understanding of response procedures. Although there will not be many individuals who fit this bill, some possibilities to consider are CEC officers, public works personnel, P & E's, AROICCs, conreps, environmental personnel, or activity spill response personnel. Whoever the OIC decides to assign as a COTR, his/her duties and responsibilities will be as follows:

1. MONITOR AND DOCUMENT CONTRACTOR OPERATIONS

The COTR will be responsible for completing daily equipment, manpower, and materials monitoring sheets. This is the government's way of documenting the contractor's daily expenditures. In order to perform this function effectively, the COTR should remain with the NOSCDR at all times, since the NOSCDR will be working with the contractor's site supervisor in determining equipment, manpower, and materials requirements.

2. NOTIFY OIC WHEN ADDITIONAL EQUIPMENT, MANPOWER, AND MATERIALS MUST BE ORDERED

After the NOSCDR/COTR have made the determination that contractor resources beyond the ceiling amount are required, the COTR must notify the OIC so that the mod can be issued **BEFORE THE SERVICES ARE ORDERED**.

3. REVIEW DAILY RESOURCE REPORTS FOR ACCURACY

The COTR must complete manpower, equipment, and material expenditure reports each day with the contractor's site supervisor. This is the COTRs only means of tracking daily expenditures.

4. REVIEW CONTRACTOR INVOICES FOR ACCURACY

The COTR should ensure that quantities (materials, equipment, manpower) listed in contractor invoices are accurate.

5. NOTIFY OIC WHEN OPERATION IS COMPLETE

.....

F. NOSC - Navy On Scene Coordinator

The Navy On-Scene Coordinator is typically the same as the Regional Environmental Coordinator. In general, NOSCs will be responsible for "big picture" oversight of spill response, and ensuring that the EFD/EFA is kept abreast of all BOA activity. Specific NOSC duties and responsibilities are as follows:

1. BE FAMILIAR WITH THE CAPABILITIES OF ALL BOA CONTRACTORS IN REGION OF COVERAGE

NOSCs should maintain master lists of BOA contractors within their region (see sample USCG contractor matrix - Attachment A), which include equipment, manpower, and materials response capabilities. NOSCs should accompany all NOSCDRs, if possible, when inspecting contractors' plants.

2. SERVE AS LIAISON WITH USCG CAPTAINS OF PORT AND MARINE SAFETY OFFICES IN REGION

NOSCs should coordinate with USCG COTPs and MSOs to provide BOA operations training for Navy activities within their region. Training should include:

- Do's and don'ts of interfacing with BOA contractors before spill occurs, e.g. gathering information about contractors' response capabilities, etc.
- Information contractor will need to get started
- How to work with contractor in identifying scope of response requirements
- Working with contractor once he/she arrives on site (do's and don'ts)
- Communications requirements
- Documenting contractor's resource expenditures (forms to use, what to look for, etc.)
- Reviewing & approving contractor invoices - forms to use, what to look for, etc.
- General lessons learned
- Samples of documents

NOSCs should hold initial training as soon as possible, and refresher training as often as seen fit. In addition to arranging BOA operations training with COTPs & MSOs, NOSCs should attempt to make arrangements to have these entities provide on-scene advice during the first few BOA responses in their region.

.....

BOA USE SCENARIO

(Scenario does not include notification responsibilities of Navy activities to other agencies --> only addresses BOA use procedures)

.....

SCENARIO GUIDELINES

1. SPILL OCCURS

2. NOSCDR ASSESSES SPILL

3. NOSCDR DETERMINES THAT SPILL IS BEYOND IN-HOUSE CONTAINMENT/CLEANUP CAPABILITIES. A WRITTEN DETERMINATION IS PREPARED. (PROVIDES A COPY OF WRITTEN DETERMINATION TO EFD/EFA CONTRACTING OFFICER DESIGNATE)

4. NOSCDR NOTIFIES OIC OF NEED FOR USE OF BOA

5. OIC OBTAINS DELIVERY ORDER # FROM COMMAND DUTY OFFICER OR EFD/EFA 02 DESIGNATE

6. NOSCDR DETERMINES SCOPE OF NEEDED CONTRACTOR SUPPORT (This step should been substantially completed during assessment of spill)

- Substance spilled
- Quantity
- Location (Water or Inland)
- Threat of spread (storm sewers, drainage, creeks, etc.)
- Estimated Manpower requirements
- Estimated equipment requirements
- Estimated dollar amount

7. OIC & NOSCDR CHOOSE RESPONSE CONTRACTOR FROM PRIORITIZED LIST

It is important to note that OICS/NOSCDRs can discuss resource requirements with BOA contractor while scoping out the order. OICS/NOSCDRs should solicit contractor <u>RECOMMENDATIONS</u> about equipment, materials, and manpower.

Remember that OIC & NOSCDR should have contractors prioritized ahead of time regarding response capabilities for substances at the activity. At this point in time, OIC & NOSCDR should only need to cross check the list to see which contractor is the "best fit".

8. NOSCDR/OIC VERIFY AVAILABILITY OF FUNDS

Activities should have a standing source of funds set up ahead of time with comptroller or major claimant.

9. OIC PLACES INITIAL ORDER (UP TO $25,000.00) WITH CONTRACTOR

- OIC send fac copy of order to CDO if after hours or forward to EFD/EFA contracting officer

10. CONTRACTOR RESPONDS

11. NOSCDR NOTIFIES NOSC THAT BOA IS BEING UTILIZED

12. COTR MONITORS CONTRACTOR'S PERFORMANCE

13. COTR SIGNS INVOICES INSPECTING & ACCEPTING WORK & FORWARDS TO OIC

14. OIC CERTIFIES INVOICES & FORWARDS TO PAYING OFFICE

15. COTR WORKS JOINTLY WITH NOSCDR TO ANALYZE CONTRACTOR RECOMMENDATIONS FOR ADDITIONAL MANPOWER/EQUIPMENT/MATERIALS, MAKES DECISIONS WHETHER OR NOT TO ORDER ADDITIONAL SERVICES, & PASSES ADDITIONAL REQUIREMENTS TO OIC

16. OIC ISSUES MODIFICATIONS UP TO A CUMULATIVE TOTAL OF $25,000

- OIC send fac copy of order/mod to EFD/EFA contracting officer of CDO if after hours

17. BEFORE ADDITIONAL MANPOWER/EQUIPMENT/MATERIALS EXCEED A CUMULATIVE TOTAL OF $25,000, OIC NOTIFIES EFD/EFA CONTRACTING OFFICER

18. NOSCDR/COTR DETERMINE WHEN CONTRACTOR'S PERFORMANCE IS COMPLETE & NOTIFY OIC

19. OIC NOTIFIES EFD/EFA WHEN CONTRACTOR'S PERFORMANCE IS COMPLETE

U.S. COAST GUARD / NAVFAC SPILL RESPONSE BOA'S

COMMON QUESTIONS & ANSWERS

.....

GENERAL QUESTIONS:

Q: How do we know that KTRs are familiar with all current state & federal requirements & procedures? How do we know that KTRs have met all state & federal certification/permit/licensing requirements?

A: KTRs must certify in BOA that they are familiar with and will comply with all applicable state & federal requirements. We basically have to "trust" their certification. USCG has not run into any problems with this.

Q: How/where do we get resumes/references for KTRs' past performance?

A: Best source is USCG Marine Safety Offices & Captains of Ports.

Q: How do we determine specific scope/area capabilities of KTRs? By calling them?

A: Yes. However, be very careful about making it clear to KTRs that activities are only gathering information and making no promises about future orders. Must also be very careful about UNAUTHORIZED COMMITMENTS. USCG response organizations actually visit BOA contractors' plants to become familiar with their response capabilities. Navy activities (NOSCDRs & OICs) should plan on doing same, and should be accompanied by the NOSC when making such visits.

Q: What "screening" criteria does USCG use for KTRs before creating BOAs?

A: Pre-award surveys. USCG does not have a standard survey format - each survey is based on the particulars of the BOA. Surveys rely heavily on input from MSOs & COTPs.

Q: How frequently does USCG add new KTRs to their list of BOAs?

A: Annually (May, June, July timeframe) - 2 or 3 months after existing BOAs are renewed each year.

Q: Will USCG create new BOAs at NAVFAC's request?

A: It depends. USCG would like NORTHDIV/NAVFAC to make them aware of any coverage "holes" we discover. Any such "holes" will probably be "holes" for USCG as well, and if so, will be addressed by USCG.

Q: Will NAVFAC create their own BOAs if there are areas not covered by USCG?
A: This will be determined after NAVFAC assesses the effectiveness of accessing the USCG BOAs.

Q: In considering Navy Reserve Centers' use of BOAs, what size spill is "too small" for BOA KTRs?
A: Depends on individual contractors. Activities will have to ask this question when they talk to BOA contractors in their area during initial research.

CONTRACTUAL QUESTIONS:

Q: Exactly what is a "day" in the agreement?
A: This has created some confusion for USCG & contractors. All new BOAs will have specific definitions for "day" and "week". USCG typically accepts a day as being the normal day (8, 10, 12 hrs.) the contractor uses for commercial clients.

Q: How is it handled when a KTR lists a DAILY rate when the agreement asks for an Hourly rate?
A: Hourly rate = rate per day/# hrs in normal work day.

Q: What letters of authority will be required to use BOAs?
A: Once agreement with USCG is finalized, EFD/EFA 02 should issue letters to OICs authorizing them to place orders against BOAs. OICs will have to ensure that the COTRs they choose receive letters of assignment from the base Commanding Officer (see Attachment A).

Q: Will CDO's be able to place orders, or will they need to recall a warranted Contracting Officer?
A: Only warranted contracting officers will be able to place orders - EFDs, EFAs, PWCs, OICs in field. When necessary, CDOs will only provide OICs with order # from log.

Q: Exactly who at the EFD/EFA will be authorized to place orders? CO, XO, 02, 02D, 022, CDO?
A: Warranted contracting officers at the EFD/EFA and warranted OICs in field. Must be included on list of ordering officers in BOA.

Q: No assurance of KTR performance?
A: That's correct. USCG, however, has not experienced many problems with contractors. Contractors are generally very eager to do work. Furthermore, failure to perform could cause loss of BOA.

Q: Only means of recourse is termination?
A: Yes. USCG, however, has not experienced many problems with contractors.

Q: Exactly what contract & funding documents are required to use BOAs?
A: - DD 1155 for placing order.
- Daily monitor sheets (equipment, manpower, materials) to be completed by COTR. These documents record daily expenditures (see samples - Attachment E).
- SF 30 for modifications
- Activity to work out funding with activity comptroller/major claimant (**there are no central funds for spill response**).

Q: Exactly how will the $ flow?
A: Activities will provide all funding for BOAs. OICs & NOSCDRs should have fund sources & funding documents worked out ahead of time with comptroller and/or major claimant (standing source of $ to cite in emergency). **There is no centrally managed fund available for spill response**.

Q: What type(s) of $ can be used for BOAs?
A: Activity funds.

Q: Payment office must be indicated on each delivery order. What will be the payment office?
A: Activity payment office.

Q: Every order placed under the BOAs will be an urgent & compelling requirement. What types of justifications will be required when using BOAs - price, competition, etc.?
A: For all BOA orders, OIC writes & signs a memo to file explaining why chosen BOA contractor was selected. A class J&A was approved and signed by NAVFAC on 3 June 93. A copy of the J&A should be included in each delivery order file.

Q: Sample BOA indicates that Federal Project Number (FPN) must be assigned to each order. How do we generate that #?...USCG?
A: We will not use FPNs. USCG will note this in all BOA modifications.

Q: If KTR sells oil/H.S., how can we ensure that we are credited with the proceeds?
A: BOAs require contractors to provide HW manifests or proof of disposal for non HW. This will show us what was done with waste. Essentially, we need to rely on the integrity of the contractors.

NOTE: Disposal costs are unpriced in the BOAs. It is impossible to price disposal costs before the waste has been tested and characterized. Disposal by BOA contractors will have to be negotiated by the OIC. Activities have the option of disposing of the waste by separate means, but they should consider the fact that the BOA contractor will already be mobilized and familiar with the situation.

Q: How detailed must the initial order be? Just describe spill, or specify manpower & equipment?
A: Very little detail - see sample order, Attachment C. COTR/NOSCDR need to discuss situation with contractor and agree on initial requirements based on their on-site assessment. It should be remembered that any equipment, material, or personnel that are ordered, but not used, will be charged at the "standby" rate. OICs must also be firm about not paying for anything the contractor brings to the site that we did not order. The most important part of the initial order is to specify a "not to exceed" amount.

Q: When placing an order we must specify a "not to exceed" amount.
- does USCG have historical data for different spill types & KTRs that we can use as guidelines?
- what are the dollar limits that affect contractual procedures, warrant levels, etc?

A: (Note: 50-75% of USCG BOA responses are in the $5-$10k range)
-USCG Marine Safety Offices and Captains of Ports should have this type of info. NOSCs must ensure that this is addressed in operational training sessions.
-OICs can order up to $25,000 worth of work. Orders/mods beyond that amount are issued by the EFD/EFA.

OPERATIONAL/TECHNICAL QUESTIONS:

Q: What will be the exact role of NOSCs? NOSCDRs?
A: NOSCs will be responsible for "big picture" oversight of spill response, and ensuring that the EFD/EFA is kept abreast of all BOA activity. NOSCDRs will be working "hand-in-hand" with BOA contractor, coordinating on-site activities. At the same time, NOSCDRs will also be working "hand-in-hand" with COTR, providing recommendations for additional equipment, manpower, and materials.

Q: Should records be maintained at the EFD/EFA, NOSCDR, OIC, or all three?
A: All three. OIC must keep contracting records. NOSCDR/Activity Environmental Office must keep cleanup records & disposal manifests. EFD/EFA must maintain contracting records & pass info to USCG Contracting Officer and NAVFAC Code 024.

Q: How will hazardous waste manifests flow?
A: The way they normally do for wastes generated by the activity.

Q: Exactly who will keep daily logs of personnel & equipment used by KTR?
A: Contracting Officer's Technical Representative (COTR).

Q: Is it a good idea to videotape operations to the extent that is feasible?
A: Yes, if capability is available.

Q: Exactly who will inspect KTR's work?
A: COTR/NOSCDR

Q: Based on USCG experience, what are the manpower requirements (operational, administrative, & contracting) to run a typical response scenario?
A: Obviously, manpower requirements will vary on a case-by-case basis. NOSCs should ensure that operational & administrative manpower requirements at the scene are addressed by USCG COTP/MSO in operational training sessions. At a minimum, the contracting effort will include a COTR, a contract specialist, and the OIC throughout the cleanup effort, until all orders & mods are finalized.

Q: Who the EFD/EFA will take the lead in interfacing with OIC ?
- Geographic team leader? Deputy? Environmental coordinator?
- Code 18?
- Code 02?

A: 1 designee each from codes 02 & 18 are recommended.

Q: Do NOSCDRs have communication equipment to provide to KTRs?

A: NOSCs must ensure that communication requirements are covered by USCG COTPs/MSOs during operational training sessions. NOSCDRs need to ensure that at a minimum, they have adequate communications equipment to maintain constant contact with contractor superintendent & COTR.

Q: Will NOSCDRs be operating out of a command post where KTR superintendent can sit with them to orchestrate operation?

A: This may be the ideal situation, but it will vary from activity to activity.

Q: Do BOA's cover inland spills, i.e. an EFD/EFA's entire multiple state region?

A: Yes. BOA contractors must, "provide all labor, material equipment, and supervision necessary for analyzing, mitigating, containing, removing, and disposing of oil and hazardous substance spills, as defined by the Federal Water Pollution Control Act and the Comprehensive Environmental Response Compensation and Liability Act. The MLCLANT BOA scope covers spills "on or in waters subject to the jurisdiction of the United States, **as well as** the bottom and adjoining shorelines of such waters, **and inland areas.**" The MLCPAC BOA scope of work includes "ground water, surface waters, **soils, and releases to the air.**"

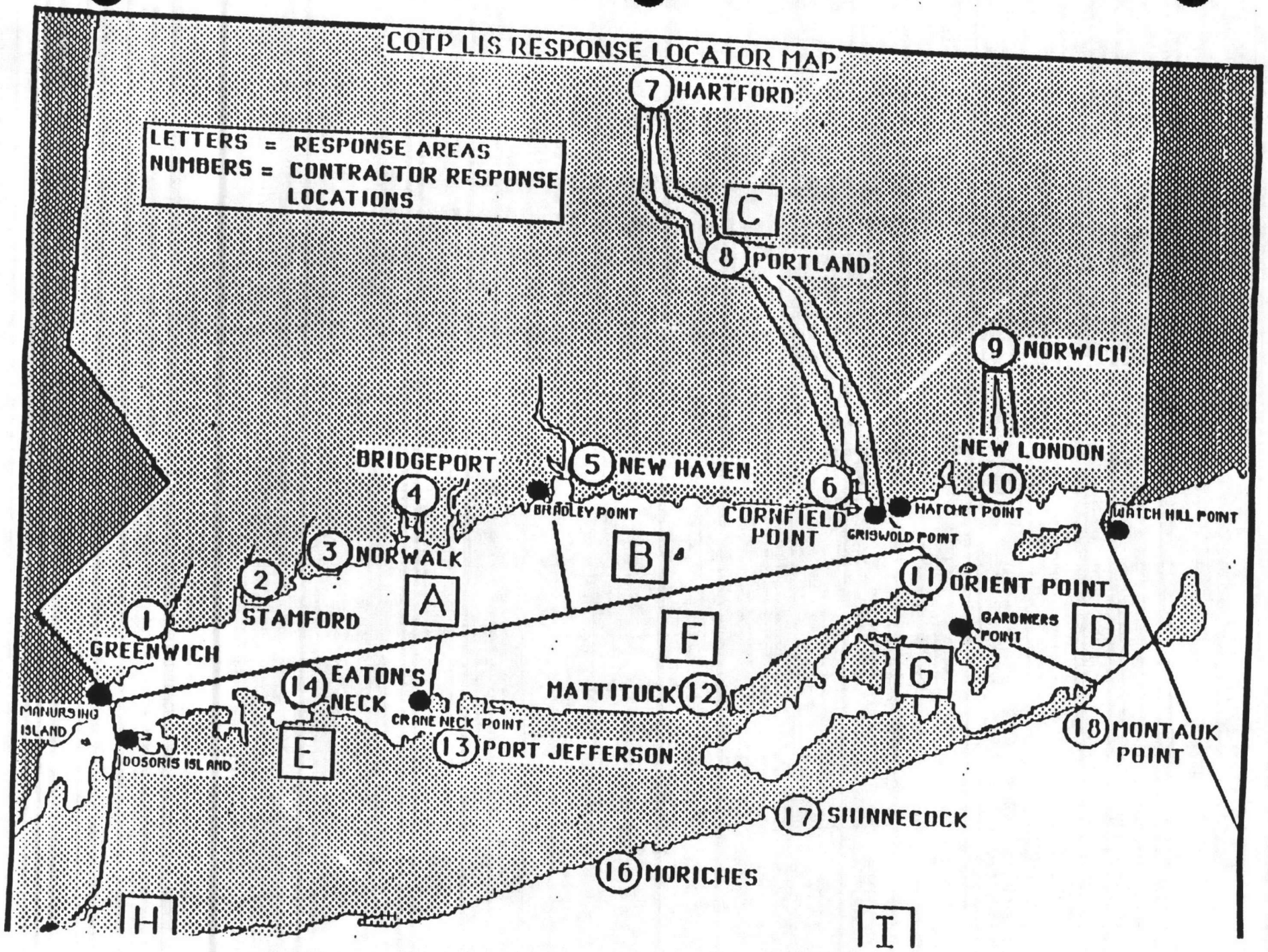
Q: Should the EFD/EFA send support personnel when a scenario is in progress?
-contracts person(code 02)?
-code 18 person?
-team representative?

A: Not necessary unless activity specifically requests assistance, or spill is of disastrous proportions.

Q: Will $25,000 be enough authority for OICs to respond to large spills?

A: USCG officials have stated that $25,000 will easily get an activity through an entire weekend on a large spill.

ATTACHMENT A
SAMPLE CONTRACTOR RESPONSE MATRICES


COTP LIS RESPONSE LOCATOR MAP
LETTERS = RESPONSE AREAS
NUMBERS = CONTRACTOR RESPONSE LOCATIONS
7 HARTFORD
C
8 PORTLAND
9 NORWICH
NEW LONDON
10
BRIDGEPORT
4
5 NEW HAVEN
6
BRADLEY POINT
CORNFIELD POINT
GRISWOLD POINT
HATCHET POINT
WATCH HILL POINT
3 NORWALK
B
2
STAMFORD
A
1
GREENWICH
11 ORIENT POINT
GARDINERS POINT
D
F
G
14 EATON'S NECK
CRANE NECK POINT
MATTITUCK 12
MANURSING ISLAND
DOSORIS ISLAND
E
13 PORT JEFFERSON
18 MONTAUK POINT
17 SHINNECOCK
16 MORICHES
H
I

PHONE: 60 PETER COURT, NEW BRITAIN, CT
(203) 224-7600/FAX (203) 225-0018
CONTACT: DIEF RAYMOND

NO. OF EMPLOYEES 37
NO. OF TRAINED RESPONSE PERSONNEL: 20-30
NO. OF PERSONNEL ABLE TO MOBILIZE FOR MAJOR SPILL 31-200

RESPONSE TIMES FOR LOCATIONS IN COTP LONG ISLAND AOR

LOCATIONS IN LIS COTP AREA OF RESPONSIBILITY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
AVERAGE RESPONSE TIMES																				
EQUIPMENT	QUANITY																			
18" CONT. BOOM	100'	3HR	3HR	3HR	1.5H	1.5H	1.5H	1HR	1.5H	2HR	2HR	5HR	4.5H	4.5H	4HR	6HR	6.5H	7HR	7.5H	
42FT WORK BOAT	1	3HR	3HR	3HR	1.5H	1.5H	1.5H	3HR	1.5H	2HR	2HR	5HR	4.5H	4.5H	4HR	6HR	6.5H	7HR	7.5H	
ABSORBANT BOOM	40 BAGS	3HR	3HR	3HR	1.5H	1.5H	1.5H	1HR	1.5H	2HR	2HR	5HR	4.5H	4.5H	4HR	6HR	6.5H	7HR	7.5H	
ABSORBANT PADS	40 BAGS	3HR	3HR	3HR	2HR	2HR	2HR	1HR	1.5H	2HR	2HR	5HR	4.5H	4.5H	4HR	6HR	6.5H	7HR	7.5H	
VAC TRUCK	3	3HR	3HR	3HR	2HR	2HR	2HR	2HR	2HR	2HR	2HR	6HR	5.5H	5.5H	5HR	7HR	7.5H	8HR	8.5H	
Supervisor	2-3	2.5H	2HR	2HR	1HR	1HR	1HR	.5HR	1HR	1.5H	1.5H	4HR	3.5H	3.5H	3HR	5HR	5.5H	6HR	6.5H	
Secondary Wave Below:																				
ADAPTS	1-2	2.5H	2HR	2HR	1HR	1HR	1HR	.5HR	1HR	1.5H	1.5H	4HR	3.5H	3.5H	3HR	5HR	5.5H	6HR	6.5H	
21' Work boat	1	6HR	6HR	6HR	5HR	5HR	5HR	4HR	4HR	4HR	4HR	9HR	8.5H	6.5H	7HR	9HR	9.5H	10HR	10.5	
18' Work boat	2-5	6HR	6HR	6HR	5HR	5HR	5HR	4HR	4HR	4HR	4HR	9HR	8.5H	6.5H	7HR	9HR	9.5H	10HR	10.5	
18" boom	2-10,000	6HR	6HR	6HR	5HR	4HR	4HR	3HR	3HR	3HR	3HR	8HR	7.5H	5.5H	6HR	8HR	8.5H	9HR	9.5H	
Absorbent boom	41-100	6HR	5HR	5HR	4HR	3HR	3HR	3HR	4HR	3HR	3HR	8HR	7.5H	5.5H	6HR	8HR	8.5H	9HR	9.5H	
Absorbent pads	41-100	6HR	5HR	5HR	4HR	3HR	3HR	3HR	3HR	3HR	3HR	8HR	7.5H	5.5H	6HR	8HR	8.5H	9HR	9.5H	
Vacum trucks	3-10	8HR	7HR	6HR	5HR	4HR	4HR	4HR	4HR	4HR	4HR	11HR	10.5	8.5H	7HR	9HR	9.5H	10HR	10.5	
Misc Sup. Equip.	VAR.	6HR	6HR	5HR	4HR	3HR	3HR	3HR	3HR	3HR	3HR	8HR	7.5H	5.5H	6HR	9HR	8.5H	9HR	9.5H	

DO YOU HAVE A SALVAGE CAPABILITY? NO IF NO, WOULD YOU CONTRACT FOR IT? YES
IF YES, PROVIDE CONTRACTOR'S NAME AND PHONE 0. VARIOUS

DO YOU HAVE A DIVING CAPABILITY? YES IF YES, WHAT IS IT? 15 CERTIFIED OPEN WATER DIVERS

CONTRACTOR: TRI-S ENVIRONMENTAL SERVICES
ADRESS: 25 PINNEY DR., ELLINGTON, CT
PHONE: (203)-875-2110
CONTACT: FRANK PAPPALARDO

NO. OF EMPLOYEES 45
NO. OF TRAINED RESPONSE PERSONNEL 35-45
NO. OF PERSONNEL ABLE TO MOBILIZE FOR MAJOR SPILL 35-45

RESPONSE TIMES FOR LOCATIONS IN COTP LONG ISLAND AOR

LOCATIONS IN LIS COTP AREA OF RESPONSIBILITY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
AVERAGE RESPONSE TIMES		2.5H	2HR	2HR	1.5H	1HR	1HR	1.5H	.75H	1HR	1.25	6HR	4HR	4HR	4HR	4HR	5HR	5HR	6HR	
EQUIPMENT	QUANITY																			
VAC TRUCK/TRAILERS	10																			
BOX VANS/TRUCKS	3																			
ROLL-OFF/DUMP TRKS	4																			
DUMP TRUCKS	2																			
BACK HOE/EXCAVATRS	3																			
LOADER	2																			
BOBCAT LOADER	1																			
18' BOAT W/MOTOR	1																			
CONTAINMENT BOOM	700'																			
SORBENT BOOM	3000'																			
SORBENT PADS	100+-BLS																			
LEVEL B PPE	9																			
LEVEL A PPE	4																			
DRUMS/PLASTIC/SUPPLIES																				
ADDITIONAL EQUIP:	SEE BOA LISTING																			

Times are approximately the same for all equipment.

1. DO YOU HAVE A SALVAGE CAPABILITY? NO
IF NO, WOULD YOU CONTRACT FOR IT? YES
IF YES, PROVIDE CONTRACTOR'S NAME AND PHONE #.

2. DO YOU HAVE A DIVING CAPABILITY? YES
IF YES, WHAT IS IT? 2 DIVERS ADVANVED SALVAGE CERTIFICATION
1-14 IN TRAINING

IF NO, WOULD YOU CONTRACT FOR IT?
IF YES, PROVIDE CONTRACTOR'S NAME AND PHONE #.

3. RESPOND TO A HAZ-MAT INCIDENT? YES
IF YES, # OF PEOPLE TRAINED AND EQUIP. FOR LEVEL A RESPONSE. 4
25 PEOPLE TRAINED IN LEVEL A, 4 SUITS
35-45 TECHNICIANS TOTAL AVAILABLE FOR HAZ-MAT RESPONSE

ATTACHMENT B
SAMPLE COTR ASSIGNMENT LETTER

(ACTIVITY LETTERHEAD)

From: (Commanding Officer, requiring activity)
To: (Name, Organization, and Code of Appointee)

Subj: APPOINTMENT AS CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Ref: (a) P-68 Subpart 42.2
(b) SECNAVINST 4205.5, Contracting Officer's Technical Representative (COTR)
(c) SECNAVINST 4200.27A, Proper Use of Contractor Personnel

1. You are appointed as a Contracting Officer's Technical Representative. As a COTR, you serve in a critical and important function as the government's technical representative in the administration of specific contracts; providing technical direction and discussion with respect to the specification or statement of work and monitoring the performance of work. You will perform your duties in accordance with references (a) and (b) and any amplifying instructions provided by the contracting officer. You are appointed as the COTR under the following United States Coast Guard Basic Ordering Agreements (BOAs):

(list BOA #'s)

2. You should carefully review and comply with reference (c) to ensure the contract does not become a personal services contract. In addition, you must bring to the attention of the contracting officer any significant deficiencies in contractor performance or other action which might jeopardize contract performance.

3. You may <u>not</u> take any action, either directly or indirectly, that could result in a change in the pricing, quantity, place of performance, delivery schedule, or any other terms and conditions of the delivery order, or to direct the accomplishment of effort which would exceed the scope of the basic delivery order. Whenever there is the potential that discussions may impact areas such as described above, contact the PCO or ordering officer to agree on action to be taken. Be especially cautious when providing an interpretation of specifications and document the interpretation when appropriate.

4. Specific duties which you are expected to perform include, but are not limited to:

(a) Serving as the technical contact through whom the contractor can relay his questions and problems of a technical nature to the Contracting Officer. The COTR shall be responsible for all technical interface concerning the order.

(b) Monitoring contractor performance to see that inefficient or wasteful methods are not being utilized and taking reasonable and

timely action to alert the contractor and the Contracting Officer to the situation.

(c) Identifying which Contract Line Item Numbers (CLINs) the contractor is to provide.

(d) Completing daily equipment, manpower, and materials monitoring sheets. This is the Government's way of documenting the contractor's daily expenditures. You must review these documents each day with the contractor's site superintendent in order to ensure that there are no disagreements about what CLINs have been ordered, and to ensure that the ceiling amount specified in the order is not exceeded.

(e) Notifying (OIC, NAVFAC contracts) when additional resources beyond the specified ceiling amount are necessary.

(f) Ensuring that (OIC, NAVFAC contracts) issues a written modification (SF30) prior to exceeding the ceiling amount specified in the order.

(g) Reviewing contractor's invoices to ensure that all CLINs on the invoice were actually provided. You should, ideally, reach agreement with the contractor on which CLINs to include in the invoice prior to invoice submittal. You should review and sign invoices and forward them to (OIC, NAVFAC contracts) within 1 day of receipt.

(h) Alerting (OIC, NAVFAC contracts) of any performance problems. Determining causative factors and reporting them to (OIC, NAVFAC contracts) with proposed actions required to eliminate or overcome the causes.

(i) Promptly furnishing (OIC, NAVFAC contracts) with any contractor requests for change, deviation, or waiver, including timely submission of supporting documentation.

(j) Providing (OIC, NAVFAC contracts) with a written statement of completion of the order when processing the Final Invoice.

(k) Notwithstanding the duties listed above, you do not possess the authority of a Contracting Officer and, therefore, shall not alter the terms and conditions of the basic contract in any way.

The duties and responsibilities set forth herein are not intended to be all inclusive. As specific individual situations arise that have not been covered or that have created a question bring these to the attention of (OIC, NAVFAC contracts) and obtain advice on how to proceed in the best interest of the Government.

5. This appointment shall remain in effect until cancelled. If you are separated or reassigned or must terminate your appointment, you should request relief from your duties as COTR

early enough to permit timely selection and designation of a new COTR.

6. If I can assist you in any way as you execute your duties as a member of the acquisition team, please do not hesitate to contact me.

_____
(COMMANDING OFFICER)
(Requiring Activity)

COTR Acknowledgement

I have reviewed and understand my assigned duties and responsibilities in connection with the BOAs specified above.

_____ _____
(Signature of COTR) (Date)

_____
(Title)

_____
(Address)

ATTACHMENT C
SAMPLE BOA DELIVERY ORDER

ORDER FOR SUPPLIES OR SERVICES

(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in Item 6

1. CONTRACT/PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION/PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
DTCG84-xx-x-xxxx	JPOX	xx xx xx	N00151934C01702	DO C9

6. ISSUED BY CODE
Commander
Address

7. ADMINISTERED BY (If other than 6) CODE N6xxxx
See Block 6

8. DELIVERY FOR
☐ DEST
☐ OTHER
(See Schedule if other)

9. CONTRACTOR CODE FACILITY CODE
NAME AND ADDRESS
BOA Contractor

10. DELIVER TO FOB POINT BY (Date)
xx xx xx

11. MARK IF BUSINESS IS
☐ SMALL
☐ SMALL DISADVANTAGED
☐ WOMEN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO
See Block 15

14. SHIP TO CODE
See Block 6

15. PAYMENT WILL BE MADE BY CODE
Paying Office of Local Activity

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY: X — This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE: ☐ — Reference your ____ furnish the following on terms specified herein.

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
Obtain accounting data from activity comptroller or major claimant $8000.00

18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	Furnish all labor, material, equipment supervision, and overhead required to assist NAVSTA Somewhere in the containment and cleanup of an oil spill in the vicinity of NAVSTA Somewhere. All work shall be performed in accordance with the requirements of DTCG84-xx-x-xxxx. POC at site: COTR Name and Number Statutory Authority: 10USC 2304(c)(2)	1		Not to Exceed	$8000.00

* If quantity accepted by the Government is same as quantity ordered indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY: NAVFAC Contracts
CONTRACTING/ORDERING OFFICER

25. TOTAL $8000.00
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED, ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO.
☐ PARTIAL ☐ FINAL

28. D.O VOUCHER NO.

31. PAYMENT
☐ COMPLETE ☐ PARTIAL ☐ FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO

36. I certify this account is correct and proper for payment.
DATE | SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO

DD Form 1155, MAY 90 — Previous editions are obsolete. — 459-122

ATTACHMENT D
SAMPLE BOA MODIFICATION

ATTACHMENT E
BLANK DAILY MONITORING SHEETS

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 | 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
01	XX XX XX	N0015193RC01702	

6. ISSUED BY — CODE
Commander
Address

7. ADMINISTERED BY (If other than Item 6) — CODE
See Block 6

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
BOA Contractor

CODE — FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
DTCG84-XX-X-XXXX

10B. DATED (SEE ITEM 13)
XX XX XX

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
NO CHANGE

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: BOA Section H.14 SUBCONTRACTS
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ONE copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The above numbered contract is hereby modified as shown on page 2 of 2 of this modification.

POC:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

2. Above-numbered order is hereby modified to approve the following subcontractors:

SERVICE	SUBCONTRACTOR	PRICE
Analysis -TCLP	Southern Petroleum Laboratory	$1,475.00
Transportation -Transport drum of contaminated waste to landfill	St. Gabriel Contractors	$ 365.00
Disposal	Woodside Landfill/Waste Mgmt	$ 55.00/drum

Handling fee (including G&A fee and Profit) of 15% is allowable for the above subcontracts.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136A (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	GOVERNMENT SUMMARY SHEET

REPORT TYPE

INTERIM___ FINAL___

ACTIVITY

OPA____ CERCLA____ NRDA____

INCIDENT DATA

FPN/CERCLA #_____ DATE_____

PERIOD COVERED_____ TO_____

AGENCY REPORTING_____ UNIT REPORTING_____

DESCRIPTION OF ACTIVITIES

(Attach additional pages, if needed)

REPORTS ATTACHED

SHORT FORMS _____ DAILY PERSONNEL FORMS _____

DAILY EQUIPMENT FORMS _____ DAILY PURCHASE FORMS _____

KEY PARTIES

DOCUMENTATION (COTR)

Name_____

Agency_____

Telephone_____

CONTRACTOR

Name_____

Agency_____

Telephone_____

REMARKS:

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5136E-2 (01-93)

POLLUTION INCIDENT DAILY RESOURCE REPORT

CONTRACTOR EQUIPMENT
Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO. _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR EQUIPMENT

CLIN	ITEM DESCRIPTION	RATE BASIS	EMPLOYED FRM	EMPLOYED TO	# UNITS	RATE UNIT	RATE CHARGES	NON-RATE CHARGES	TOTAL COST

TOTAL EQUIPMENT COSTS FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION

I certify that this report is a true and complete record of the materials, labor, equipment and subcontract services provided by the contractor or its duly authorized agents for the period indicated above.

Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-2 CONTRACTOR EQUIPMENT.

This form should be completed for contractor equipment costs incurred for each day of removal activity.

How to complete form:

1. **FPN/CERCLA Number:** N/A FOR NAVY ORDERS
2. **Date:** Report the date costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor Equipment

Provide the following information for each piece of equipment used in removal activities.

4. **CLIN:** The applicable contract line item number.
5. **Item Description:** Description of the equipment used for removal activities.
6. **Rate Basis:** The basis used for charging equipment costs (i.e., hourly, daily, weekly).
7. **Employed From/To:** The period of time equipment was used.
8. **Units:** The number of units the equipment was used for expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
9. **Rate/Unit:** The rate charged per unit.
10. **Rate Charges:** The rate per unit multiplied by the number of units.
11. **Non Rate Charges:** Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
12. **Total Cost:** The sum of the Rate Charge and the Non-Rate Charges.
13. **Total Equipment Costs For This Date:** The sum of the amounts entered in the Total Costs column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. COTR **Signature:** Certification by COTR. The COTR certifies the equipment listed was authorized for the date reported. The COTR does not certify contract rates or costs.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136E-1 (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	CONTRACTOR PERSONNEL Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO. _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR PERSONNEL

CLIN	NAME (LAST, FIRST)	JOB DESCRIPTION	HOURS FRM	HOURS TO	TOT HRS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL PERSONNEL COSTS FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION:

I certify that the reported data are a complete record of the materials, equipment, and supplies provided by the contractor to the date listed above for the project identified above.

_____

Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

_____

COTR SIGNATURE

POLLUTION INCIDENT DAILY RE URCE REPORT -- CG-5136E-1
CONTRACTOR PERSONNEL

This form should be completed for contractor sonnel costs incurred for each day of removal activity.

How to complete form:

1. **FPN/CERCLA Number:** N/A FOR NAVY ORDERS
2. **Date:** Report the date costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor P sonnel

Provide the following information for each indi..du..l.

4. **CLIN:** The applicable contract line item mber.
5. **Name:** First and last names of contract p. nnel involved in removal activity.
6. **Job Description:** What was the employe ob (i.e., supervisor, equipment operator, laborer). This may require an ab iation to be entered.
7. **Hours Employed:** The starting and endin_ nes during which the personnel were performing removal activities.
8. **Total Hours:** Hours spent performing removal duty.
9. **Hourly Rate:** The hourly rate of pay for personnel.
10. **Rate Charge:** The number of hours multiplied by the hourly rate of pay.
11. **Per Diem:** Per diem costs incurred by the personnel. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem costs should be documented as other expenses on the CG-5136E-3 form.
12. **Total Cost:** The sum of the Rate Charge and the Per Diem costs.
13. **Total Personnel Costs For This Date:** The sum of the amount entered in the Total column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. COTR **Signature:** Certification by the COTR . The COTR certifies that personnel listed were authorized for the date reported. The COTR **does not certify contract rates or costs.**

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5136E-4 (01-93)

POLLUTION INCIDENT DAILY RESOURCE REPORT

CONTRACTOR SHORT FORM

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR _____ PO/CONTRACT NO _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed

PERSONNEL

CLIN	NAME (LAST, FIRST)	HOURS FROM	HOURS TO	TOTAL HOURS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL COST FOR THIS DATE _____

EQUIPMENT

CLIN	ITEM DESCRIPTION	RATE BASIS	EMPLOYED FROM	EMPLOYED TO	# UNITS	RATE/ UNIT	RATE CHARGES	NON-RATE CHARGES	TOTAL COST

TOTAL COST FOR THIS DATE _____

SUBCONTRACTORS

Were any subcontractors hired? YES ☐ NO ☐ If yes, list them below and attach subcontractor Daily Reports

CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST

TOTAL COST OF SUBCONTRACTORS FOR THIS DATE _____

MATERIALS USED/OTHER EXPENSES

CLIN	DESCRIPTION	UNIT DESC.	UNITS USED	UNIT COST	TOTAL COST

TOTAL COST OF MATERIALS USED/OTHER EXPENSES FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION:

I certify that this report is a true and complete record of the material, labor, equipment and subcontractor services provided by the contractor on the date listed above and for the project number indicated.

Contractor's Authorized Representative

COTR REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision except as noted herein or on supporting documents.

COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT — CG-5136E-4 CONTRACTOR SHORT FORM. If the applicable resource information can fit on this short form, it can be used as a Daily Resource Report in lieu of long forms CG-5136E-(1-3).

How to complete form:

1. FPN/CERCLA Number: N/A FOR NAVY ORDERS
2. Date: Report the date costs were incurred.
3. Contractor: Name of contractor; indicate if supporting documentation is attached.

Contractor Personnel Provide the following information for each individual.

4. CLIN: The applicable contract line item number.
5. Name: First and last names of contractor personnel involved in removal activity.
6. Job: What was the employees job (i.e., supervisor, equipment operator, laborer); this may require an abbreviation to be entered.
7. Hours Employed: The starting and ending times during which personnel were performing removal activities.
8. Total Hours: Hours spent performing removal duty.
9. Hourly Rate: The hourly rate of pay for the personnel.
10. Rate Charge: The number of hours multiplied by the hourly rate of pay.
11. Per Diem: Per diem costs incurred by the personnel. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem type costs should be documented as other expenses on the CG-5136E-3 form.
12. Total Cost: The sum of the Rate Charge and the Per Diem costs.
13. Total Personnel Costs For This Date: The sum of the amount entered in the Total column.

Contractor Equipment Provide the following information for each piece of equipment used in removal activities.

14. CLIN: The applicable contract line item number.
15. Item Description: Description of the equipment used for removal activities.
16. Rate Basis: The basis used for charging equipment costs (i.e., hourly, daily, weekly).
17. Employed From/To: The period of time the equipment was used.
18. Units: The number of units for which the equipment was utilized expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
19. Rate/Unit: The rate charged per unit.
20. Rate Charges: The rate per unit multiplied by the number of units.
21. Non Rate Charges: Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
22. Total Cost: The sum of the Rate Charge and the Non-Rate Charges.
23. Total Equipment Costs For This Date: The sum of the amounts entered in the Total Costs column.

Subcontractors Indicate whether subcontractors were hired. If marked Yes, complete the remainder of the subcontractors section and attach copies of the subcontractor's Daily Resource Reports. Subcontractors should complete CG-5136E (1-4) forms as applicable.

24. CLIN: The applicable contract line item number.
25. Subcontractor's Name: Name of the subcontractor.
26. Cost: Costs incurred by the subcontractor for this date.
27. Admin. Fee: Fee charged for the subcontractors administration.
28. Total Cost: The sum of subcontractor costs and administration costs.
29. Total Cost Of Subcontractors For This Date: The sum of the amount entered in the Total Cost column.

Materials Used/Other Expenses

30. CLIN: The applicable contract line item number.
31. Description: Description of material or items used or purchased.
32. Units Used: Units of material or items used or purchased.
33. Unit Cost: Cost per unit.
34. Total Cost: Units used multiplied by the Unit Cost.
35. Total Cost Of Materials Used/Other Expenses For This Date: The sum of the amount entered in the Total Cost column.
36. Subcontractor's Name: Name of the subcontractor.
37. Contractor's Certification: Contractor's certification of the validity of the information presented.
38. COTR Signature: Certification by COTR ; the COTR certifies that the items listed were authorized for the date reported. The COTR does not certify contract rates or costs.

ORIGINAL

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5136E-3 (01-93)

POLLUTION INCIDENT DAILY RESOURCE REPORT

CONTRACTOR
SUBCONTRACTOR
MATERIALS/OTHER EXPENSES
Page ___ of ___

FPN/CERCLA NUMBER N/A DATE _____

CONTRACTOR: _____ PO/CONTRACT NO. _____

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed

SUBCONTRACTORS

Were any subcontractors hired? YES ☐ NO ☐ If yes, list them below and attach subcontractor Daily Reports

CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST

TOTAL COST OF SUBCONTRACTORS FOR THIS DATE: _____

MATERIALS USED/OTHER EXPENSES

CLIN	DESCRIPTION	UNITS	UNITS USED	UNIT COST	TOTAL COST

TOTAL COST OF MATERIALS USED/OTHER EXPENSES FOR THIS DATE _____

CONTRACTOR'S CERTIFICATION

I certify that this form is a true and complete record of the material, labor, equipment and subcontractor services provided by the contractor on the date listed above for the project number listed above.

_____
Contractor's Authorized Representative

COTR REVIEW

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supplemental documents.

_____
COTR SIGNATURE

POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-3
CONTRACTOR/SUBCONTRACTOR/MATERIALS/OTHER EXPENSES

This form should be completed by the contractor for costs incurred by subcontractors, and for materials and other expenses for each day of removal activities.

How to complete form:

1. **FPN/CERCLA Number:** N/A FOR NAVY ORDERS
2. **Date:** Report the date costs were incurred.
3. **Contractor:** Name of contractor. Indicate if supporting documentation is attached.

Subcontractors

Indicate whether subcontractors were hired. If marked Yes, complete the remainder of the subcontractors section and attach copies of the subcontractor's Daily Resource Reports. Subcontractors should complete CG-5136E (1-3) or CG-5136E-EZ forms as applicable.

4. **CLIN:** The applicable contract line item number.
5. **Subcontractor's Name:** Name of the subcontractor.
6. **Cost:** Costs incurred by the subcontractor for this date.
7. **Admin. Fee:** Fee charged for administering the subcontractor.
8. **Total Cost:** The sum of subcontractor costs and administration costs.
9. **Total Cost Of Subcontractors For This Date:** The sum of the amount entered in the Total Cost column.

Materials Used/Other Expenses

10. **CLIN:** The applicable contract line item number.
11. **Description:** Description of material or item used or purchased.
12. **Units Used:** Units of material or items used or purchased.
13. **Unit Cost:** Cost per unit.
14. **Total Cost:** Units used multiplied by the Unit Cost.
15. **Total Cost Of Materials Used/Other Expenses For This Date:** The sum of the amount entered in the Total Cost column.
16. **Subcontractor's Name:** Name of the subcontractor.
17. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
18. **Signature:** Certification by COTR. The COTR certifies that the items listed were authorized for the date reported. The COTR does not certify contract rates or costs.

TAB PLACEMENT HERE

DESCRIPTION:

w

_____

_____

_____

☑ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Response Plan Amendment and Update Requirements

The facility shall review relevant portions of the NCP and applicable Area Contingency Plans annually and revise the facility response plan to ensure consistency with these plans.

The AC/S EMD will:

- ensure this plan is tested, reviewed and amended at least annually.
- review relevant portions of the NCP and applicable Area Contingency Plans annually and revise the facility response plan to ensure consistency.
- amend promptly after any of the following occurs:
    * The plan fails or is ineffective during response to a spill or spill exercise.
    * A federal or state enforcement agency requires a change.
    * Pertinent federal, state, Department of Defense, or Marine Corps policy or regulations change. (Hazardous substance designations, reportable spill quantities, notification procedures, response procedures, and reporting requirements often change.)
    * Changes in personnel, telephone numbers, or responsibilities in the spill response organization.
    * Changes in the location or inventory or spill response equipment or materials.
    * Changes in facility design, construction, operation, storage areas, processes or other circumstances in such a way as to affect spill response requirements or procedures.
    * Applicable federal, regional, or state contingency plans are promulgated or modified.
    * New spill response technologies or procedures are developed.
    * Changes in adjacent land or water use that would affect spill response considerations.

- instruct all facility supervisors to review the site-

specific contingency plans and provide a written response, with changes attached annually; sooner if there are major changes.

- incorporate changes in the site-specific contingency plans into this contingency plan.

- ensure that the Emergency Response Guides, under Facility's Response Activities, are updated annually as changes are made in the list of hazardous substances and as response information on existing response guides changes.

- provide all changes in this base plan to the MCOSC, so that they may be incorporated into the area contingency plan.

Facility Supervisors will:

- review the site-specific contingency plans annually.

- provide written changes to the plans annually; sooner if there are major changes. If no changes are made to the plans, it will be reported, in writing, on the same annual basis.

- amend promptly after any one of the following occurs:
  * Changes in personnel or telephone numbers.
  * New locations, types, or amounts of hazardous substances.
  * Changes in hazardous substance process that would affect the potential for or location of a spill.
  * Changes in probable spill routes, especially in relation to construction or other structure modifications.

TAB PLACEMENT HERE

DESCRIPTION:

X

_____

_____

_____

☒ Tab page did not contain hand written information

☐ Tab page contained hand written information
*Scanned as next image

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Facility Diagrams

- **Site Plan**
- **Site Drainage Plan**
- **Site Evacuation Plan**