Instruction Pages Oil Spill Response Plan Boilerplate for Mobile Facilities – Washington Administrative Code 173-180-730

**Purpose and Use of these Instructions**

These instructions are intended to assist mobile facility plan holders to write approvable plans that meet the standards in Washington Administrative Code (WAC) 173-180. This boilerplate document can be used in two ways:

1. As an outline to compare and update your existing plan.
2. As a template/fillable form to develop a new plan to send to the state.

**How to Use this Document**

This template/boilerplate is organized to walk you through putting together an oil spill response plan that meets state and federal standards. The guide is intended to be a reference document for meeting the rule requirements. It is not intended as a substitute for reading the regulations.

We have formatted the pages in an order that maximizes the usefulness of the plan during spills – this is important. Your plan is a tool that should be useful to you. We encourage the use of forms, tables, diagrams and checklists in your plan. Organizing the response plan in a binder with index tabs increases its usefulness. In addition, the pages and sections need to be replaceable when updates occur.

The following is a color-coded key of additional instruction:

|  |
| --- |
| **Non-highlighted text:** The intent of non-highlighted text is to provide you with general language suggestions for your response plan. It is presented as an example of the type of information that should be included in your response plan. You can use this text as written or make changes to the text so that it accurately describes your business practices. |
| **Provide us your company-specific information**: Filler text is highlighted in yellow, where you will need to replace the text with language specific to your facility. |
| **Use this language**: When you see blue highlights, this means we are providing specific language that would meet the requirement. You can modify it, but this is the type of language we are looking for. Your businesses practices should reflect the language highlighted in blue. |
| **Reference in an appendix to the plan**: When you see pink highlights, this is information that is best placed at the end of you plan as an appendix. Pink highlights are a reminder that this text needs to be updated with the proper appendix location. Please ensure that both a reference statement such as “see Appendix XX” and the Table of Contents point to the proper appendix. If the information is not included in an appendix, remove the pink highlighted language. |
| **Explanatory text:** Green highlighted sections are instructional text that explains the intent of the section. This text should be removed from the plan before your plan is submitted. |

Other Things to Know and Consider

**Terms Used in this Boilerplate**

There is some suggested terminology in this boilerplate that may differ from the company specific terminology that you use. When you encounter language not typically used by your company in this template/boilerplate, please substitute it with the terms you use. We are not trying to prescribe terminology in the template/boilerplate. For example, in section 3.0 we use the term *facility personnel* to mean the mobile facility operator. You may call this position something different, such as driver, fuel deliverer, or Person-In-Charge (PIC). We recommend you use the terms that are familiar to you and your team.

**How to Submit Proposal for an Equivalent Compliance Plan**

You may have an idea for another way to meet the alternative measures required in WAC 173-180-222. Because of the unique nature of your business, there may be a better way for reaching compliance with the rule. You may submit a proposal describing alternatives methods for reaching equivalent compliance with the regulation. Ecology will consider the alternative and decide whether it can be approved or not. Your proposed alternative must offer an equal or higher level of protection than the regulation.

WAC 173-180-217 describes the process and requirements for submitting an Equivalent Compliance Plan proposal. The proposal should include a detailed description of the equipment, personnel, operating procedures, maintenance systems, and any alternative measures being proposed. The proposal should include a detailed analysis of how an equivalent or greater level of protection will be reached as compared to the state standard. It is best for you to work with your assigned Oil Spill Preparedness Planner as soon as you start thinking of an alternative.

**Federal and State Standards**

In 2023, Ecology updated WAC 173-180 which describes the requirements for Class 2 facility oil transfer response plans. This update brings class 2 facility response plan requirements directly into state rule, rather than citing the federal rule, 33 C.F.R. Part 154. The state standards for mobile facilities were written to complement the federal requirements. The major difference between the federal and state rule is that the state standard is more specific about the containment and recovery equipment that must be on-site and accessible, prior to any transfer. The state standard asks you to describe in your plan how you will meet the containment and recovery equipment requirements described in WAC 173-180-217 and WAC 173-180-220 through 173-180-222, as applicable. The state rule also asks that all transfer locations be listed in the response plan using a street address or GIS coordinates. Your plan needs to describe how you will implement your planned response for each transfer location.

**If Using This Boilerplate:**

* Remember to delete color coded text and highlights.
* Delete the instructional pages.
* Check footnotes in the document and ensure accuracy of the date and version of the plan you are submitting.
* Number your pages – the plan must have page numbers in it.
* Check the table of contents carefully to ensure all pages are correctly identified.
* Complete the cross-reference table and make sure the referenced sections agree with the information location in your plan.
* Insert page breaks so that when printed you can organize the plan in a binder, separated into tabbed sections. This will also make page replacement easier when the plan is updated.
  + Using Microsoft Word, at the end of a section, select the “Layout” tab on the top toolbar ribbon. Click on “Breaks,” then click “Next Page.” This will move the proceeding section to the top of the next page.

Send us an electronic version. The electronic version can be sent via email to your company’s Oil Spill Preparedness Planner at Ecology.

**This ends the instruction pages. The next page is the start of the boilerplate plan.**

**Insert Company Name**

**Oil Spill Response Plan**

**Month, Year**

The title page of your plan should meet your business needs and be labeled so that your employees and others know what version of the plan they are referencing. Best practice is to date your plan with the month and year that your plan is submitted. This identifies the version of the plan based on your 5-year planning cycle. Although your plan will probably be updated in the subsequent 5-year life of the plan, this is a good reference to the approval period your plan is currently under.

# Certificate of Approval

In place of this page, you should insert your plan approval certificate once you receive it from Ecology.

# Cross-Reference Table

This is a cross reference that identifies where regulatory requirements can be found in the plan. Please indicate the section or appendix where required information (per [173-180-730 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=173-180)) is located. In some cases, the information will be found in more than one location. Each location where required information occurs within the plan should be listed. If a specific rule or section of the rule does not apply to your company, note that it is “not applicable” or “(N/A).”

|  |  |  |
| --- | --- | --- |
| **Cross Reference Table for Oil Transfer Response Plans for Class 2 Facilities** | | |
| **WAC 173-180-725 Class 2 Facility – Oil transfer response plan format requirements** | | |
| 173-180-725(1) | Cross-reference table | Pg. x |
| 173-180-725(4) | Amendments log | Pg. x |
| **WAC 173-180-730 Class 2 facility – Oil transfer response plan content requirements** | | |
| 173-180-730(1) | Binding Agreement | Pg. x |
| 173-180-730(3) | Qualified individual requirements | Pg. x |
| 173-180-730(4) | Response equipment ownership documentation | Pg. x |
| 173-180-730(5)(a) | Street and mailing address of facility office | Pg. x |
| 173-180-730(5)(b) | 24-hour contact information for facility owner/operator | Pg. x |
| 173-180-730(5)(c) | Federal and state requirements intended to be met by the plan | Pg. x |
| 173-180-730(5)(d) | Description of oil transfer operations covered by the plan | Pg. x |
| 173-180-730(5)(d)(i) | Volume and type(s) of oil for the facility’s worst-case spill | Pg. x |
| 173-180-730(5)(d)(ii) | Number of tanks and tank capacities on the largest truck or container | Pg. x |
| 173-180-730(5)(d)(iii) | List of all locations where oil transfer operations occur | Pg. x |
| 173-180-730(5)(d)(iii) | Commitment to notify Ecology of new transfer locations | Pg. x |
| 173-180-730(5)(d)(iv) | Transfer rate used by the facility | Pg. x |
| 173-180-730(5)(d)(v) | Description of how equipment requirements are met | Pg. x |
| 173-180-730(e) | List of facility owned response equipment | Pg. x |
| 173-180-730(e) | Equipment preventative maintenance procedures | Pg. x |
| 173-180-730(f) | Description of emergency response actions | Pg. x |
| 173-180-730(f)(i) & (ii) | Description of notification procedures and identification of who implements the notification procedures | Pg. x |
| 173-180-730(f)(iii) | Prioritized list of required notifications | Pg. x |
| 173-180-730(f)(iv) | Form to document notifications | Pg. x |
| 173-180-730(f)(v) | Name of PRC to call if spill exceeds capability of initial response equipment | Pg. x |
| 173-180-730(f)(vi) | Description of equipment and responsibilities of facility personnel to mitigate a spill for each transfer location | Pg. x |
| 173-180-730(f)(vi)(A) | Description or list of procedures to follow in the event of a spill | Pg. x |
| 173-180-730(f)(vi)(B) | List of facility’s qualified individuals | Pg. x |
| 173-180-730(g) | Disposal plan | Pg. x |
| 173-180-730(h) | Safety and health plan | Pg. x |
| 173-180-730(i); 173-180-810; 173-180-815 | Description of drill program and drill scheduling requirements | Pg. x |
| 173-180-730(j) | Commitment to participate in unannounced drills | Pg. x |
| 173-180-730(k) | Commitment to keep drill records for three years | Pg. x |
| 173-180-730(l) | Reference to regional and area oil spill contingency plan | Pg. x |
| 173-180-730(m) | Description of and reference to Geographic Response Plan(s) | Pg. x |

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# Record of Revisions

Anytime a change is made to the plan note the section that was changed and a description of the change. Annual reviews of the plan should also be recorded here even if no changes were made as required by 33 CFR 154.1065 (a)(2)(ii). Remember to report all plan updates to Ecology.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Section Amended** | **Description of Amendment and Purpose** | **Person Who Made the Change and Notified Ecology** |
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# Binding Agreement

Insert a signed copy of your [Binding Agreement](https://apps.ecology.wa.gov/publications/SummaryPages/ECY070734.html) form (use form ECY 070-734 available here: <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070734.html>).

# 1.0 Introduction

The purpose of this oil spill response plan is to provide guidelines to respond safely, rapidly, and aggressively to oil spills. This plan provides tools and procedures that (Insert Company Name) will use to respond to oil spills in Washington State. This response plan will be stored on each truck. It will be available at each transfer location for easy access and use during spills. It will also be available at our office.

## 1.2 Regulatory Requirements

This plan is developed to meet the following regulatory requirements. Delete any that do not apply.

### 1.2.1 Federal

This response plan meets the requirements of Title 33, Section 154, Subpart F of the Code of Federal Regulations (CFR) regarding Response Plans for Oil Facilities. Describe any other federal regulatory requirements your plan meets, if any.

### 1.2.2 State

This plan meets the requirements of Revised Code of Washington (RCW) 90.56.210 and Chapter 173-180 of the Washington Administrative Code (WAC) for the State of Washington. Describe any other state regulatory requirements your plan meets, if any.

### 1.2.3 Other

Describe any other regulatory requirements your plan meets, if any (or delete this sub-section).

# 2.0 Qualified Individual and Alternates

The Qualified Individuals listed in the plan meet the qualifications describe under 33 C.F.R Part 154.1026:

* They are available on a 24-hour basis and can arrive at the facility in a reasonable time.
* They are located in the United States
* They speak fluent English
* They are familiar with the implementation of the facility response plan
* They are trained in the responsibilities of the qualified Individual under the response plan.

Qualified individuals and alternates have the authority to:

* Activate the Primary Response Contractor.
* Act as a liaison with state and federal on-scene coordinators.
* Obligate funds necessary to carry out response operations.
* Establish a Unified Command
* List other responsibilities and authority granted by your company to respond to a spill.

|  |  |  |
| --- | --- | --- |
| **Qualified Individuals** | **Title** | **Contact Information** |
| Name | Job title or role in response | 24 hour phone number |
| Name | Job title or role in response | 24 hour phone number |
|  |  |  |

# 3.0 Facility Contact Information

|  |
| --- |
| **Insert Company Name** |
| **Street Address:** The complete physical address of your company’s primary headquarters. |
| **Mailing Address:** Include the mailing address if it is different than your company’s street address. |
| **Business Phone Number:** Include your company’s primary phone number that you use to conduct business. |
|  |

|  |
| --- |
| **Procedure for Contacting Owner/Operator of (Insert Company Name) on a 24-Hour Basis** |
| **Owner/Operator Name:** |
| **Business/Office Phone:** |
| **Cell Phone:** |
| **Email:** |
| **Other Contact Methods:** |

|  |
| --- |
| **(Insert Company Name) Response Plan Liaison** |
| **Name:** List the person(s) who is responsible for your company’s response plan with contact information. This person would be Ecology’s primary point of contact for your response plan. Include this information if someone other than the owner/operator is responsible for communicating with Ecology about your response plan. |
| **Business/Office Phone:** |
| **Cell Phone:** |
| **Email:** |

# 4.0 Facility Oil Transfer Operations

Provide a general description of your business and operations that would be covered under the plan.

## 4.1 Oil Groups and Volumes

The worst-case discharge is defined as the entire contents of the container(s) in which the oil is stored or transported. This would be the entire contents of your company’s largest truck and trailer combined volume.

|  |  |  |
| --- | --- | --- |
|  | **(Insert Company Name) Oil Types and Volumes** | |
| **Oil Types** |  | **Volume** |
| Describe the types of oil stored or transported. It is ok to use common names for products here. |  | Worst case discharge: entire loss of container(s) in which oil is stored or transported. |

## 4.2 Tank Capacities

Describe the number of tanks and tank capacities on the largest truck or container

|  |  |
| --- | --- |
| **Truck Description** | **Tank Volumes** |
| Truck 1 Make, model, etc. | Truck mounted tank capacity and trailer mounted tank capacity |
| Truck 2 Make, model, etc. | Truck mounted tank capacity and trailer mounted tank capacity |

## 4.3 Mobile Facility Transfer Locations

|  |  |
| --- | --- |
| **Transfer Locations** | **Street Address or GPS Coordinates** |
| List each pier, dock, facility, etc. where your company conducts transfer operation. | The street address or coordinates for the specific location where transfers occur. If unknown, list the closest cross street. |
|  |  |
|  |  |

\* For transfer locations not listed in the approved plan, the facility must notify ecology 24 hours prior to the transfer and update their plan within 30 calendar days. The notification and plan update must include the new transfer location(s) and describe how response requirements are met in WAC 173-180-217 and 173-180-220 through 173-180-222, as applicable, for each transfer location.

## 4.4 Transfer Rate

(Insert Company Name) will only conduct Rate B transfers. Rate B transfers occur at a rate of five hundred gallons per minute or less.

# 5.0 Response Equipment

See Appendix A for a description of how response requirements in WAC 173-180-217 and 173-180-220 through 173-180-222 are met for each transfer location.

See Appendix B for a list of facility owned equipment. This is only needed if you intend to use facility owned equipment to meet the requirements of WAC 173-180-220 through 222.

Contracts, Letters, and Mutual Aid Agreement for the initial containment and response resources required by WAC 173-180-217 and 173-180-220 through 173-180-222 are in Appendix C.

## 5.1 Prebooming

When a transfer is preboomed, facility personnel will deploy boom and inspect and confirm that the boom completely surrounds the vessel and facility/terminal dock area directly involved in the oil transfer operation prior to the transfer. The preboom may also be positioned around the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

Boom will be deployed with a minimum stand-off of five feet away from the sides of the vessel, measured at the waterline. This stand-off may be modified for short durations needed to meet the facility or ship’s operational needs.

Facility personnel will periodically check boom positioning and adjust the boom as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.

In the event of an incident, facility personnel must be able to deploy an additional five hundred feet of boom for containment, recovery, or protection within one hour of being made aware of a spill.

Equipment staging locations, access, and deployment actions will vary by transfer location, see Appendix A.

## 5.2 Alternative measures

Prior to starting the transfer, facility personnel will ensure there is access to boom sufficient to completely surround the vessel and facility/terminal dock area directly involved in the oil transfer operation. In the event of a discharge, the response plan will be activated, and boom will be immediately deployed following training guidelines and safety procedures.

Within one hour of being made aware of the spill, an additional five hundred feet of boom will be deployed following training guidelines and safety procedures.

Within two hours of being made aware of a spill, (Insert Company Name) will have available on-scene an additional five hundred feet of boom for containment, protection, or recovery.

Equipment staging locations, access, and deployment actions will vary by transfer location. See Appendix A.

## 5.3 Additional Equipment

(Insert Company Name) commits to having additional equipment available on-site at transfer locations, including:

* Containers suitable for holding the recovered oil and oily water
* Nonsparking hand scoops, shovels, and buckets
* Enough sorbent material and storage capacity for a two barrel oil spill appropriate for use on water or land

Equipment staging locations, access, and deployment actions will vary by transfer location. See Appendix A.

# 6.0 Emergency Response Actions

## 6.1 Notification Procedures

In the event of a discharge or substantial threat of a discharge, the parties listed in the notification procedures table are to be notified in the order specified. Notifications are to be documented on the Information on Discharge Form located in Appendix D.

### 6.1.1 Notifications Procedures Table

|  |  |  |  |
| --- | --- | --- | --- |
| **(Insert Company Name)** **Notification Procedures** | | | |
|  | **Name or Organization** | **Telephone Number** | **Role in Plan** |
| **Required Notifications** | | | |
|  | **Upon observing or receiving notification of an incident facility personnel are to call:** | | |
| 1 | Your facility’s QI |  | Qualified Individual |
| 2 | If no answer call:  Your facilities alt. QI |  | Alternate Qualified Individual |
|  | If no answer call: |  | Dispatch Office |
| 3 | National Response Center | 1-800-424-8802 | Required Federal Notification |
| 4 | Washington Emergency Management Division | 1-800-258-5990 | Required State Notification |
| **Notify as Appropriate** | |  |  |
| Fire/Police/Emergency Response | | 911 | Local First Responders |
| List others as appropriate (ex: dock/marina/port personnel, dispatch, etc.) | |  |  |
|  | |  |  |
|  | **Qualified Individual or Alternate to Call** | | |
| 1 | Primary Response Contractor |  | OSRO/PRC |
| 2 | (Insert Company Name) spill response personnel |  |  |
| 3 | (Insert Company Name) Spill Management Team |  |  |
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This notification procedures table is only presented as an example. Notification procedures for your company should be based on your business needs. The following graphic is also presented as an example of a spill response notification tree.

### 6.1.2 Spill Response Notification Tree

This notification tree is provided as an example. Please create your own tree/flowchart that visualizes a notification process that meets your business needs.

### 6.1.3 Information on Discharge Form

The Information on Discharge Form is included in Appendix D.

# 7.0 Facility Spill Mitigation Procedures

This section describes the equipment and responsibilities of facility personnel to mitigate a spill for each transfer location. See Appendix A for specific direction for each transfer location using the required initial containment and recovery equipment described in WAC 173-180-217 and 173-180-220 through 173-180-222, as applicable.

## 7.1 Procedures for Facility Personnel to Follow in the Event of a Spill

Responsibilities of Facility Personnel to Respond to an Average Most Probable Spill\*

* Assess site safety. If necessary, evacuate and warn others. Move upwind to a safe location.
* Stop spill source if safe to do so.
* Call 911 if there are any injuries, fires, explosions, or other emergency situations.
* Make notifications as described in this response plan and document response actions.
* Isolate the spill area.
* Put on personnel protection equipment (PPE).
* Communicate with the Qualified Individual, providing periodic updates on all response activities.
* Supervise response contractors and other on-scene response personnel.
* Deploy containment equipment as appropriate following training guidelines and safety procedures, see Appendix A.
* Assess spill threat including spill volume, areas impacted, environmental conditions, and direction of oil movement.
* Apply recovery equipment to recoverable product.

\*The order of these actions will depend on the situation.

## 7.2 Procedures if the Magnitude of a Spill Exceeds Response Resources

A contract with a state approved Primary Response Contractor (PRC) is only required if a PRC is to be used to supply the initial response equipment described in WAC 173-180-217 and 173-180-220 through 173-180-222, as applicable. If you plan to meet the requirements of WAC 173-180-217 and 173-180-220 through 173-180-222 through some other means (for example facility owned equipment or agreement with the vessel owner) you do not need to contract with a PRC. However, your plan should describe how you will call out response resources through a state approved PRC if the magnitude of the spill exceeds the capability of your initial response resources. State approved PRCs are listed online at <https://ecology.wa.gov/Regulations-Permits/Plans-policies/Contingency-planning-for-oil-industry/Primary-response-contractors>. Your plan should list contact information for a PRC(s) that could respond to each transfer location.

If a spill exceeds the capacity of the initial response resources call the following state approved Primary Response Contractors for assistance.

|  |  |
| --- | --- |
| **PRC** | **Phone Number** |
| Name of PRC | Phone number |
| Name of PRC | Phone number |

# 8.0 Disposal Plan

The following text will meet the requirements for the disposal plan section.

A large volume of waste can be generated during an oil spill cleanup. The collection, storage, transport, treatment, and disposal can require significant logistical efforts and must be managed in compliance with local, state, and federal regulations. Types of waste include recovered oil, oily debris, oiled material such as sorbent and boom, contaminated PPE, contaminated soil, and oil/water mixes. Non-oiled waste from staff support and logistics must also be considered.

At the onset of a response a waste management plan must be prepared to describe the details of how waste will be managed and how the entire volume of recovered oil and oiled wastes will be tracked and accounted for over the course of the response effort. The plan covers all aspects of waste management including regulatory compliance, quantities and types of waste, waste minimization and segregation, temporary and interim storage, transport, and disposal arrangements.

(Insert Company Name) commits to using the waste management plan format contained in the NWACP. The NWACP contains a detailed response tool for incident-specific waste management. This guidance, including the template incident disposal plan and waste management tracking forms, will be used during a response. Waste disposal records will be provided to Ecology, if requested.

* Response Tool 9405, Disposal Guidance for Washington State <https://www.rrt10nwac.com/NWACP/Default.aspx>

# 9.0 Safety and Health Plan

This section should describe the safety and health plans to be implemented at all transfer location. It must provide as much detailed information as is practicable in advance of an actual discharge. Existing company health and safety plans can be used. The NWACP Section 9203 includes guidance on Health and Safety plans <https://www.rrt10nwac.com/NWACP/Default.aspx>. Possible topics include:

* Safety and health risk or hazard analysis for each site task and operation.
* Employee training assignments.
* Personal protective equipment (PPE) to be used by employees for each of the site tasks and operations being conducted.
* Medical surveillance requirements.
* Frequency and types of air monitoring, personnel monitoring, and environmental sampling techniques and instrumentation to be used.
* Site control measures.
* Decontamination procedures.
* Confined space entry procedures.
* Location of nearest medical facilities.
* Procedure for contacting emergency services (911).

# 10.0 Drills

(Insert Company Name) commits to participating in drills and exercises over a triennial cycle to ensure improvements to our response plan and incident responses. (Insert Company Name) will participate in unannounced drills described in WAC 173-180-810. (Insert Company Name) commits to design drills with Ecology and to schedule drills in advance using the [Northwest Area Committee’s exercise schedule](https://apps.ecology.wa.gov/naces/) as described in WAC 173-180-815. Drill records will be kept for three years and will be available to ecology upon request.

|  |  |  |
| --- | --- | --- |
| Drill Program | | |
| **Type of Drill** | **Frequency Within the Triennial Cycle** | **Scope and Scale** |
| Qualified individual (QI) notification | 12 – Quarterly each year of the cycle | Notify QI and alternate QI(s). |
| Tabletop drills | 3 – One in each year of the cycle | This is a tabletop drill. One of the three must involve a worst-case scenario. |
| Deployment drills | 6 – Done two per year | Over the triennial cycle, this drill may include deployment of PRC and facility owned equipment. Drill credit may be given for prebooming an oil transfer. |
| Ecology initiated unannounced drills | As necessary | This drill may include notifications described in the oil transfer response plan or deployment of equipment. |

# 11.0 Regional and Area Oil and Hazardous Material Contingency Plans

This plan, and all responses will be conducted in accordance with the Northwest Area Contingency Plan <https://www.rrt10nwac.com/nwacp/>.

# 12.0 Geographic Response Plans (GRPs)

As appropriate, (Insert Company Name) will implement GRP strategies based upon the specific location of the spill. GRPs will be used to protect sensitive resources in the geographical area of the spill or used to make notifications to nearby *resource managers*. GRPs list fish, wildlife, and sensitive environments which are potentially impacted by a worst-case discharge of oil and the response actions (Insert Company Name) anticipates taking to protect those resources. GRPs contain maps and charts showing the location of fish, wildlife, and sensitive environments and the necessary response actions to protect those resources. The appropriate equipment and personnel required to protect fish, wildlife, and sensitive environments is also described in each of the strategies designed to protect these resources.

These response plans can be found online at the NWACP RRT website at: <http://www.rrt10nwac.com/GRP/Default.aspx>

Or on the Washington Ecology GRP website at:   
[https://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/list-of-geographic-response-plans/](https://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/list-of-geographic-response-plans/%20)

The following GRPs are developed for the areas in which (Insert Company Name) operates:

Provide a list of GRPs that would be applicable at your transfer locations with a link. Use Ecology’s Spills Map to determine what GRP(s) areas your transfer locations are located in. <https://fortress.wa.gov/ecy/coastalatlas/storymaps/spills/spills_sm.html>

|  |  |
| --- | --- |
| **Geographic Response Plans** | |
| North Central Puget Sound | https://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/north-central-puget-sound-grp/ |
| Lower Columbia River | https://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/lower-columbia-river-grp/ |

# 13.0 Plan Review and Updates

(Insert Company Name) will resubmit this oil transfer response plan to Ecology at least 90 days prior to the plan’s expiration date for approval. If the plan is not submitted within the timeframe required for reapproval before the expiration date, the lapse is considered noncompliance and may result in the loss of plan approval.

At least once annually, (Insert Company Name) will review the entire oil transfer response plan for accuracy. Whenever changes are make to the plan, the changes will be submitted to Ecology.

# Appendix A

Use this table to describe how your company will meet booming requirements for each transfer location. This should include the responsibilities of facility personnel to mitigate a spill for each transfer location using the required initial containment and recovery equipment described in WAC 173-180-217 and 173-180-220 through 173-180-222, as applicable.

| **Recovery and Containment Equipment**  **Access and Deployment Instructions** | | | | |
| --- | --- | --- | --- | --- |
| **Transfer Location** | **Transfer Location Contacts** | **Recovery Equipment**  **Type and Kind** | **Equipment Location and Access Instructions** | **Deployment Instructions**  **For Facility Personnel** |
| Example 1:  Transfer Location | Marina/dock/ facility/etc. contact information | Boom 300’  Anchors  Workboat | Located in container next to dock. Combination: 1234 | Use workboat to deploy on-site boom around the vessel. Notify PRC for deployment of 500 additional feet within one hour and another 500 feet within two hours. |
| Example 2:  Transfer Location | Marina/dock/ facility/etc. contact information |  |  | PRC will be onsite with appropriate boom to deploy using alternative measures protocol. |
| Transfer Location | Marina/dock/ facility/etc. contact information |  |  | Transfers will be preboomed at this location |

# Appendix B

**(Insert Company Name) Owned/Operated Equipment (if any)**

| **Response Equipment** | **Quantity** | **Staging Location** | **Preventative Maintenance Procedures** |
| --- | --- | --- | --- |
| B2- contractor boom | 2,000 feet | 123 Main Street Bellingham | Annual inspections |
| B3 – River boom | 200 feet | 123 Main Street Seattle |  |
| Workboat | 1 | 123 Main Street |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix C – Contractual Arrangement for Response Resources

Include contracts or letters summarizing coverage for your Primary Response Contracts in this appendix. If any equipment not facility owned will be used for the required initial containment and recovery equipment, that agreement must be documented in the response plan. Include copies of letters of intent, mutual aid agreements, contracts, or other approvable means for equipment access.

# Appendix D – Information on Discharge Form

|  |  |
| --- | --- |
| **Information on Discharge Form** | |
| **Reporting Party** | **Suspected Responsible Party** |
| Name: | Name: |
| Phone: | Phone: |
| Company: | Company: |
| Position: | Organization Type (i.e. private citizen, private enterprise, government, etc.) |
| Address: | Address: |
|  | |
| **Incident Description** | |
| **Initial notifications must not be delayed pending collection of all information.** | |
| Were materials discharged?  Yes  No | |
| Calling for responsible party?  Yes  No | |
|  | |
| Source and/or Cause of Incident: | |
| Date and Time of Incident: | |
| Incident Address/Location | |
| Nearest City:  Distance from City: | |
| Storage Tank Container Type:  Above Ground  Below Ground  Unknown | |
| Tank Capacity: | |
| Amount of product discharged: | |
| Type of product discharged: | |
| Actions taken to correct or mitigate discharge: | |
| Were there injuries?  Yes  No Number of Injuries: | |
| Were there evacuations?  Yes  No Number evacuated: | |
| Were there damages?  Yes  No Damages in dollars: | |
| Is there any other information about the incident? | |

Format your plan so that the two pages of Appendix D prints on a single sheet of paper. Include multiple copies of Appendix D so that facility personnel will have it during drills, exercises, and responses.

|  |  |  |  |
| --- | --- | --- | --- |
| **(Insert Company Name)** **Notification Call Log** | | | |
|  | **Name or Organization** | **Telephone Number** | **Date and Time of Call** |
| **Required Notifications** | | | |
|  | **Upon observing or receiving notification of an incident facility personnel is to call:** | | |
| 1 | Your facility’s QI |  |  |
| 2 | If no answer call:  Your facilities alt. QI |  |  |
|  | If no answer call: |  |  |
| 3 | National Response Center | 1-800-424-8802 |  |
| 4 | Washington Emergency Management Division | 1-800-258-5990 |  |
| **Notify as Appropriate** | |  |  |
| Fire/Police/Emergency Response | | 911 |  |
| List others as appropriate (ex: dock/marina/port personnel, dispatch, etc.) | |  |  |
|  | |  |  |
|  | **Qualified Individual or Alternate to Call** | | |
| 1 | Primary Response Contractor |  |  |
| 2 | (Insert Company Name) spill response personnel |  |  |
| 3 | (Insert Company Name) Spill Management Team |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

This notification call log is only presented as an example. Notification procedures for your company should be based on your business needs and should match the notification procedures table in section 2.1.1.