**Spills Prevention, Preparedness, and Response Program**

Mobile Facility Response Plan

Review Checklist

**Plan Name:** Click here to enter text.

**Name & Address:**

**Plan Received:**

**Oil Spill Preparedness Planner:** Click here to enter text.

**Date Review Completed:** Click here to enter text.

The purpose of the Mobile Facility Response Plan Review Checklist is to guide Ecology in reviewing mobile facilities’ 5-year response plan updates. The checklist is used to ensure the plan meets the requirements established under Chapter 173-180 Washington Administrative Code (WAC).

In order to complete this review, Ecology will consider requirements established in State law, State regulation, Federal regulations, and the Northwest Area Contingency Plan.

To be considered for approval, the Mobile Facility Response Plan must describe how a rapid, aggressive, and well-coordinated oil spill response would be implemented. In addition, the plan must demonstrate the facility’s ability to protect the environment from damage resulting from an oil spill.

**Note: Several items on this checklist are comprehensive. For these items, the larger checkbox is not checked unless all of the smaller items are checked.**

# Facility Response Plan Maintenance and use: WAC 173-180-721

# YES NO Plan includes commitment to keep a copy of the response plan at each transfer location and at the primary place of business for easy access and use during spills.

**Comment:** Enter section comment or type N/A

# Facility Response Plan Format Requirements: WAC 173-180-725

YES  NO  Plan includes a cross reference table reflecting the locations in the plan for each component required by WAC 173-180-730.

YES  NO  Plan is organized in a format which provides easy access and use during a spill. Plan is divided into easily identified sections and appendices.

YES  NO  Plan allows for the replacement of pages with revisions, without requiring replacement of the entire plan.

YES  NO  Plan includes a log sheet to record amendments to the plan:

Log sheet provides space to record each section amended, date of amendment, verification of notification to ecology, and name of individual making the change.

Log sheet provides space to record a description of the amendment and its purpose.

**Comment:** Enter section comment or type N/A

# Binding agreement and Qualified individuals: WAC 173-180-730(1), (2) and (3)

YES  NO  Plan contains a binding agreement signed by person(s) with the authority to bind the owner and operators to the plan, which includes:

Name, address, phone number and email address of the submitting party.

Commitment to the implementation and use of the plan.

Verification of the authority of signatory to make necessary and appropriate expenditures in order to implement the requirements of the plan.

Includes the name and location for the base of operations for the mobile fleet.

Includes the name and location of the maintenance yard for rolling stock.

Includes the starting date of operations.

**OR**

Plan includes Ecology Form XXX <link>.

YES  NO  The Qualified Individuals (QI) identified in the plan meet the federal requirements in 33 C.F.R. Part 154.1026. The plan includes the following qualifications for identified Qualified individual:

QIs are available on a 24-hour basis and can arrive to the facility in a reasonable time.

QIs are located in the United States.

QIs speak fluent English.

QIs are familiar with the implementation of the facility response plan.

QIs are trained in the responsibilities of the QI under the response plan.

YES  NO  The plan identifies at least two qualified individuals and specifies the QIs’ full authority to:

Activate and engage in contracting with PRCs.

Act as a liaison with the Federal and State on-scene coordinators.

Obligate funds required to carry out response activities.

Establish a Unified Command.

**Comment:** Enter section comment or type N/A

Facility information WAC 173-180-730(5)(a)

YES  NO  Plan contains the following information

Street address of the facility’s office and mailing address if different than street address.

The name, address, and process for contracting the facility’s owner or operator 24 hours/day.

Federal and state requirements intended to be met by the plan.

**Comment:** Enter section comment or type N/A

# Transfer Operations WAC 173-180-730(5)(d)

YES  NO  Plan provides a description of the oil transfer operations covered by the plan that includes the following:

Volume and types(s) of oil for the facility’s worst-case spill.

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

Transfer rates used by the facility described as greater than 500 gallons per minute (Rate A) or less than 500 gallons per minute (Rate B).

YES  NO  Plan contains a list of all locations where the facility conducts oil transfers as a street address or GPS coordinates.

Plan provides a commitment to notify ecology 24 hours prior to transfers at locations not listed in the approved plan.

For each location, describe how response requirements are met in WAC 173-180-217 and 173-180-220 through 173-180-222, as applicable.

The plan holder commits to submitting an update to their plan with within 30 days with new transfer location(s) and how response equipment requirements are met.

**Comment:** Enter section comment or type N/A

Response equipment WAC 173-180-730 (4), (5)(d) and WAC 173-180-217, WAC 173-180-220 - 173-180-222

YES  NO  Response equipment resources required in WAC 173-180-217 and WAC 173-180-220 through 173-180-222 are available through written agreement with a state approved PRC, letter of intent, mutual aid agreement, contract, or other approvable means or facility owned equipment.

Contract information is included in the plan, or the plan includes a commitment to make the contract available to ecology upon request.

YES  NO  Plans describes how the facility will meet prebooming requirements.

N/A  OR- Facility does not plan to preboom transfers.

Plan describes how boom will be deployed prior to the transfer so that it completely surrounds the vessel and facility/terminal dock directly involved in the oil transfer operation.

Plan describes how, within one hour of being made aware of a spill, the deliverer will completely deploy an additional 500 feet of boom for containment, protection, or recovery.

Prebooming description is applicable to each transfer location.

YES  NO  Plan describes how the facility will meet Rate B alternative measures requirements.

N/A  OR- Plan holder does not plan on meeting alternative measure requirements and plan describes how all transfers will be preboomed or plan holder has an Equivalent Compliance Plan.

Process describes how, prior to the start of the transfer, the deliverer will have access to boom sufficient to completely surround the vessel and facility/terminal dock area directly involved in the oil transfer operation.

Plan describes how, within one hour of being made aware of a spill, the deliverer will completely deploy an additional 500 feet of boom for containment, protection, or recovery.

Plan describes how, within two hours of being made aware of a spill, the deliverer will have an additional 500 feet of boom available on-scene for containment, protection, or recovery.

Alternative measures description is applicable to each transfer location.

YES  NO  Plan commits to have the following equipment available on-site at the transfer location:

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.

Response equipment description is applicable to each transfer location.

YES  NO  If applicable, the plan lists facility owned response equipment and describes preventative maintenance procedures

**Comment:** Enter section comment or type N/A

Emergency Response Actions - Notifications WAC 173-180-730(5)(f)

YES  NO  Plan describes emergency response actions that includes the following information:

Plan identifies central reporting office, company personnel, or qualified individual(s) responsible for implementing the notification procedures.

Notification procedures include a prioritized list of names and phone numbers that are to be immediately notified if a spill occurs. The notification list shall include:

Facility response personnel

Qualified individuals

National Response Center

Washington Department of Emergency Management

Other Federal, State, and local agencies, as required

The name of a state approved PRC to call if the magnitude of a spill exceeds the initial response equipment.

Plan includes a form to document all initial and follow-up spill notifications.

**Comment:** Enter section comment or type N/A

# Emergency Response Actions – Spill Procedures WAC 173-180-730(5)(f)

YES  NO  Plan describes the equipment and responsibilities of facility personnel to mitigate a spill for each transfer location, using the required initial containment and recovery equipment described in WAC 173-180-271 and 73-180-220 through 173-180-222, as applicable. The description includes:

A description or list of equipment, responsibilities, and procedures of facility personnel to follow in the event of a spill.

A description of procedures to ensure recovered oil and oil contaminated debris is disposed of according to federal, state, or local requirements. A reference to the Northwest Regional Contingency Plan (NWRCP) may be included.

A description of the safety and health plan to implement for any response location(s). May reference the NWACP.

**Comment:** Enter section comment or type N/A

Drills – WAC 173-180-730(5)(i), 173-180-810, 173-180-815

YES  NO  Plan describes the facility’s drill program which meets the requirements of WAC 173-180-810 and 173-180-815

Acknowledgement that the plan holder’s drill program is over a triennial cycle.

The drill program includes the following drill types:

Qualified individual notifications (quarterly each year of the cycle).

Tabletop Drills (one in each year of the cycle)

One of the three must involve a worst-case scenario.

Deployment Drills (two per year).

Ecology initiated unannounced drills (as necessary).

Plan includes a statement that drill records will be kept for three years and made available to Ecology upon request.

**Comment:** Enter section comment or type N/A

# Area OIl Spill Planning - WAC 173-180-730

YES  NO  Plan includes references to the regional and area oil and hazardous material contingency plans that are applicable to each transfer location.

YES  NO  Plan describes and references the geographic response plan for each transfer location, if applicable.

**Comment:** Enter section comment or type N/A

**Oil Spill Preparedness Planner:** Click here to enter text. **Date:** Click here to enter text.