

# GRP Staging Area & Boat Launch Development Form

1. Site Name/Number: \_\_\_\_\_ 2. River Right or Left? \_\_\_\_\_

3. Date/Time of Visit: \_\_\_\_\_ 4. Lat/Long: \_\_\_\_\_  
Decimal Degrees

5. City/Town: \_\_\_\_\_ 6. County: \_\_\_\_\_ 7. State \_\_\_\_\_

8. Data Recorder: \_\_\_\_\_  
Your Name, Company/Agency, Phone Number & Email

9. On Scene Conditions: \_\_\_\_\_  
Environmental Conditions during site visit: Weather, Winds, Tides (High, Low, Mid, Slack, etc.)

10. Access Info/Concerns: \_\_\_\_\_  
Limited Access, Gated, Dirt Road, Access Hours, Muddy, Poor Road Condition, etc.

<b>11. Location Features</b>		
<u>Feature/Asset</u>	<u>Type /Status</u>	<u>Amount</u>
A. Boat Ramp Available? How Many?	Y/N	How Many?
B. Boat Ramp Type (e.g. dirt, concrete)	Surface Type	Ramp Angle (degrees)
C. Boat Dock?	Y/N	How Many Docks?
D. Restrooms Available? How Many?	Y/N	How Many? Type?
E. Power Available?	Y/N	Amperage Available?
F. Potable Water Available?	Y/N	
G. Parking for Cars Available?	Y/N	How Many Spaces?
H. Parking for Trailers Available?	Y/N	How Many Spaces?
I. Waste Disposal Available?	Y/N	Type (garbage, sewage)
J. Cell Phone Coverage (carrier, bars, data)	Carrier	# Bars & Data (3G, 4G?)
K. Estimated Lot Size	SqFt	
L. Lot Cover – Primary (e.g. dirt, gravel)	Surface Type	% Coverage
M. Covered Spaces Available?	Y/N	How Many? SqFt Area?
N. User Fee Required?	Y/N	How Much?

12. Property Contacts: \_\_\_\_\_  
Property owner or person that needs to be contacted in order to access the site

13. Photographs & Video: \_\_\_\_\_  
File Name, Date/Time, Lat/Long, Bearing, Description. Use back of form or separate sheet.

14. Potential: (Check one of the items below)

- Staging Area   
  Boat Launch   
  Both a Staging Area & Boat Launch   
  Neither   
  Unknown

# Guide to Using the GRP Staging Area & Boat Launch Development Form

**A. Purpose and Use:** The Geographic Response Plan (GRP) Staging Area and Boat Launch Development Form is used to record information on existing or potential staging areas and boat launch locations; sites that would or could be used to support the deployment of one or more GRP response strategies. Since staging areas and boat launch locations often have similar facilities, this combined form was created to document site information. Occasionally, a staging area and boat launch can be collocated. In this instance only one GRP Staging Area and Boat Launch Development Form would be required to document information. Follow the guidance provided in “Section C” of this document to complete the form.

You may or may not be able to complete all blocks on the form depending on circumstances unique to each location visited. It’s acceptable to leave blocks blank if you are unsure of an answer or don’t have adequate information needed to populate a field. The form has limited space for recording information, so the (blank) backside of the form or additional pages may be used (if needed). Notes recorded on additional pages should be attached to each specific GRP Staging Area and Boat Launch Development Form before submission.

**B. Submission of Completed Forms:** For GRPs in Washington State, please email all completed forms (with attachments) to [GRPs@ecy.wa.gov](mailto:GRPs@ecy.wa.gov) or mail them to Ecology at the address provided below. Completed forms for sites in Washington, Oregon, and Idaho may also be uploaded to the RRT10/NWAC Comment Page at <http://www.rrt10nwac.com/Comment/Default.aspx>, comment category “GRP.”

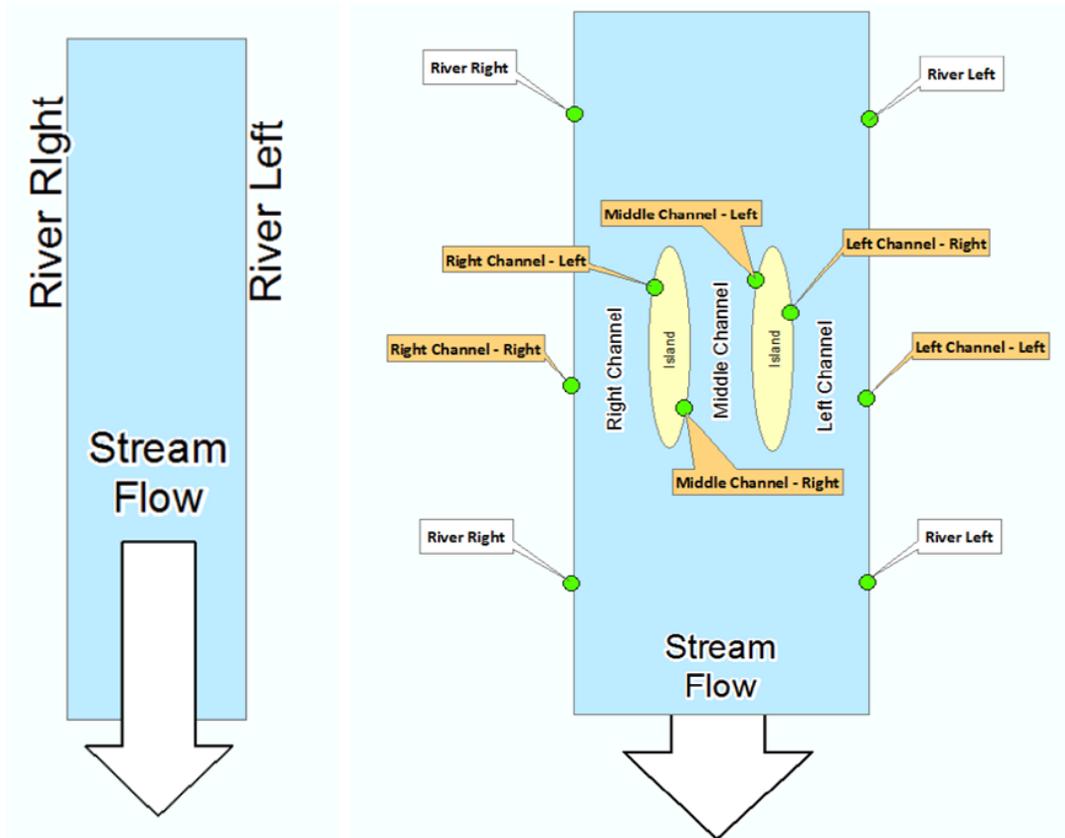
Washington Department of Ecology  
Spills Program – GRPs  
P.O. Box 47600  
Olympia, WA 98504-7600

## **C. Instructions for Completing the Form:**

**Block 1: Site Name/Number:** Enter the name or comment/reference number for the site location being evaluated. The name for a site is the existing Staging Area Number or Boat Launch Location Number provided in the published GRP. If the site isn’t found in a published GRP enter the common or locally known name for the site, or a name given to it by a group or agency. Comment/reference numbers are generated by Ecology before GRP field work is initiated; typically derived from public comments received on an existing plan or new GRP area, associated with a particular location to be visited.

**Block 2: River Right or Left?** Enter the side of the creek or river where the site is located. Facing downstream, river right is on your right hand side and river left is on your left. Islands in rivers and streams create channels. If present, it's important to note the channel and side of that channel where the site is located (See: Figure 1). Enter "N/A" if site is not on a creek or river.

**Figure 1**



**Block 3: Date/Time of Visit:** Enter the Date and Time you arrived at the site location.

**Block 4: Lat/Long:** Enter the Latitude and Longitude for the site location in Decimal Degrees (e.g. 47.26197, -122.43543 or N47.26197, W122.43543). If a decimal degree format is not available on your GPS, just enter the position in whatever format you can. This will help us find the site in aerial photographs later on.

**Block 5: City/Town:** Provide the city or town for the site location (e.g. Seattle, Bremerton, Vancouver, etc.). If the site doesn't fall within any city limits enter the name of the nearest city/town or enter "N/A."

**Block 6: County:** Provide the county for the site location (e.g. King, Kitsap, Clark, etc.)

**Block 7: State:** Provide the state for the site location (e.g. Washington, Oregon, or Idaho)

**Block 8: Data Recorder:** Provide your name, company/agency, phone number, and email address. This will allow us to contact you if we have questions or need help clarifying information provided on the form.

**Block 9: On Scene Conditions:** Enter the conditions of the site during your visit (e.g. muddy/dry, rain/precipitation, temperature, wind speed and direction, etc). Enter the tidal conditions during your visit (e.g. High, Mid, or Low; Slack, Incoming/Flood, or Receding/Ebb).

**Block 10: Access Info/Concerns:** Enter anything that might limit access to the site, including but not limited to gates (including locked gates), private property, fenced areas, gated communities, dirt roads requiring 4x4 vehicles, remote location with no roads to the site, washed out roads, etc. Consider and record any alternatives that might be used to overcome limitations to site access. Information about where to park or directions to a remote site off an unmarked road has value and should be recorded too.

**Block 11: Location Features**

A: Boat Ramp Available?

*Type/Status:* If a boat ramp is available at this location enter “Yes” - if not enter “No.”

*Amount:* If a boat ramp is available enter how many boat ramps (lanes) are at the site. Some locations will have more than one boat ramp or lane, side-by-side. If there are no boat ramps at the location enter “N/A” in this block.

B: Boat Ramp Type

*Type/Status:* Enter the type of pavement material for the boat ramp. Type may include: concrete, asphalt (blacktop), gravel/rock, dirt, clay, sand, or “other” material. If there are no boat ramps at the location enter N/A in this block.

*Amount:* If possible, provide the angle/grade of the boat ramp. If the actual angle of the ramp cannot be determined, estimate the grade: steep, (15°+), moderate (12°-13°), or gentle (<7°). If there are no boat ramps at the location enter “N/A” in this block.

C: Boat Dock?

*Type/Status:* If there are docks at or near the boat ramp enter "Yes" if not enter "No."

*Amount:* Enter the number of docks at or near the boat ramp. If there are no boat ramps at the location enter "N/A" in this block.

D: Restrooms Available?

*Type/Status:* If restrooms are available at the location enter "Yes" if not enter "No."

*Amount:* Enter the number of restrooms/toilets available and their type. Type may include: water flush, pit (e.g. outhouse), honeybucket/port-a-potty, or "other." If restrooms are not available enter "N/A."

E: Power Available?

*Type/Status:* If power is available at the site enter "Yes" if not enter "No."

*Amount:* If power is available enter the service available (e.g. 15amp, 80amp, 100amp, 200amp service, etc.). If you're not sure enter the number of outlets you see at the site or "unknown." Enter "N/A" if power is not available at this location.

F: Potable Water Available?

*Type/Status:* If drinking water (potable water) is available at the site enter "Yes" if not enter "No."

*Amount:* Provide any additional potable water information or enter "N/A" in this block.

G: Parking for Cars Available?

*Type/Status:* If car parking is available at this location enter "Yes" if not enter "No."

*Amount:* Enter the number of spaces available for car parking and indicate if the spaces are marked or striped. Enter "N/A" if parking for cars is not available at the site.

H: Parking for Trailers Available?

*Type/Status:* If trailer parking (larger spaces for boat or equipment trailers) is available at this location enter “Yes” if not enter “No.”

*Amount:* Enter the number of spaces available for trailer parking and indicate if the spaces are marked or striped. Enter “N/A if parking for trailers is not available at the site.

I: Waste Disposal Available?

*Type/Status:* If waste disposal is available at this site enter “Yes” if not enter “No.”

*Amount:* Enter the type(s) of waste disposal available: garbage, sewage pump-out, oil/bilge waste pump-out, or other. Enter “N/A if waste disposal is not available at this location.

J: Cell Phone Coverage

*Type/Status:* If there is cell-phone coverage at this location (meaning your cell-phone has a signal) enter the carrier/provider of the cell phone (Verizon, AT&T, T-Mobile, etc.). If there is no cell phone coverage at this location enter “None” in this block.

*Amount:* Enter the cell phone signal strength discovered at the location (number of bars, 1 – 5). If data is available (e.g. 3G or 4G data speeds) record that information too. Enter “none” or “N/A if there is no cell phone coverage at the site.

K: Estimated Lot Size

*Type/Status:* Provide an estimate of the size of the site location in SqFt.

*Amount:* Provide any additional information of importance (e.g. lot dimensions)

L: Lot Cover – Primary

*Type/Status:* Determine the type of lot cover for the site (what the ground is primarily covered by) and enter it in this block. Type may include: concrete, asphalt (blacktop), gravel/rock, dirt, grass, clay, sand, or “other” material.

*Amount:* Estimate the percentage of total site area covered by the primary lot cover and enter it in this block (e.g. 40% asphalt, 65% grass, or 100% concrete).

M: Covered Spaces Available?

*Type/Status:* If covered spaces (building, garages, carports, out-buildings, etc.) are at this location and available for use enter “Yes” if not enter “No.”

*Amount:* Enter the number of buildings or covered spaces available at this location, and the estimated area (SqFt) of all available spaces combined. If covered spaces are not available enter “N/A” in this block.

N: User Fee Required?

*Type/Status:* If there is a “User Fee” to access this location enter “Yes” if not enter “No.”

*Amount:* If there is a “User Fee” enter the fee amount (in dollars \$\$\$) and who (what group, municipality, organization, or agency) is collecting the fee (if known). If a pass is required to enter or use the site (e.g. Discovery Pass), provide the type of pass required. If there is no “User Fee” for using the site enter “N/A” in this block.

**Block 12: Property Contacts:** Enter the name and contact information for the property owner or the person that should be contacted in order to gain access to the site. If possible, record the person’s name, company name, address, telephone number, and email (whatever the person or company is willing to disclose). Also verify contact information for late night/early morning access, and visits to the site on weekends and holidays.

**Block 13: Photographs & Video:** Photographs and video of the site are helpful and should be submitted in electronic format with the GRP Staging Area and Boat Launch Development Form. Record the file name, date and time each photograph was taken, latitude/longitude (in decimal degrees if possible), and the bearing or direction the photographer was facing when the picture was taken (N, NW, W, SW, S, SE, E, NE). Also provide a brief description of the photo in one or two sentences. JPG is the preferred format for photographs. For video, provide the latitude and longitude for the start point (location you were at when you started the recording), direction you were facing when the video was started, and the file name for the video. Shoot a slow 360° rotation of the location so the entire site is captured on video. Talk and be descriptive about where you’re at and what you’re seeing as you shoot the video (it’s helpful later on when we review the footage). Video should be provided in MP4 or WMV format. If needed, use the back (blank side) of the form or a separate sheet of paper to record information about photographs and videos taken at the site.

**Block 14: Potential:** Check one of the five circles that best represents the potential for the site to be used as a Staging Area, Boat Launch Location, or both a Staging Area and Boat Launch Location. Options to classify potential as “neither” or “unknown” are also provided.

Staging Area: The site could potentially be used as a Staging Area to support the deployment of one or more response strategies, but does not have a boat ramp that can be used.

Boat Launch Location: The site could potentially be used as a Boat Launch Location to support the deployment of one or more response strategies, but there’s not enough room to stage equipment.

Both a Staging Area and Boat Launch: The site could potentially be used as both a Staging Area and a Boat Launch Location that supports the deployment of one or more response strategies.

Neither: The site has no potential as either a Staging Area or a Boat Launch Location.

Unknown: You are not sure if the site could be used as either a Staging Area or a Boat Launch Location.