

12 month phase-in (Due by January 18, 2021)

Vessel, facility and pipeline contingency plan holders will update their plans to demonstrate the contracts, tools, procedures, people, equipment, and training to meet the updated planning requirements. Rule changes requiring contingency plan updates include:

Updated Binding Agreement (WAC 173-182-220).

Plan must contain a binding agreement signed by person(s) with the authority to bind the owners and operators to the plan. This may include the plan holder, owner or operator, designee, or nonprofit corporation established to provide oil spill contingency plan coverage.

Ecology has created a boilerplate form that plan holders can use: [ECY 070-612](#).

Contingency plan general content (WAC 173-182-230 (3)(e)) and WAC 173-182-280, contractor contact information.

Include the following information for each contracted primary response contractor (PRC); spill management team (SMT), or wildlife response service provider (WSRP) used to meet planning standards:

- 24-hour phone number.
- Name, address, or other means of contact.
- A contract or letter summarizing the contract terms. If the contract is not in the plan, the plan should include a commitment that the contract will be made available to Ecology upon request.

Full description of SMTs, both internal and external (WAC 173-182-280)

Plan contains Spill Management Team information consistent with the Incident Command System and Northwest Area Contingency Plan (NWACP) including:

- A table (see example below in Word) detailing the names of personnel if internal, or the name of a contracted SMT, to fill the ICS roles as specified in the table in WAC 173-182-280 (1b). Personnel may be listed a maximum of two times.
- A description of the planning process that will be used to manage the spill, or reference to the Incident Management Handbook or NWACP positions that will be used. Include a description of the type and frequency of training each SMT position.
- Narrative description of estimated timeframes for arrival of the spill management team.
- Commitment to work in unified command within ICS.
- Detailed procedures for the orderly transition of initial response team staff to incoming local, regional, or away teams, including transitions between shift changes.
- Detailed training program description for each SMT position including the type and frequency of training provided to each SMT member.

ICS Position	Name	Name	Name
Responsible Party Incident Commander			
Public Information Officer			
Liaison Officer			

Safety Officer			
Operations Section Chief			
Planning Section Chief			
Logistics Section Chief			
Finance Section Chief			
Wildlife Branch Director			
Air Operations Branch Director			
Situation Unit Leader			
Resources Unit Leader			
Documentation Unit Leader			
Environmental Unit Leader			

Transfer sites for covered vessels at facilities with terminals must assess new equipment standards for 2 hour assessment and 4 hour access to specialized equipment (WAC 173-182-355)

Plan holders must own or have contracted access to equipment to meet the following requirements:

- The two hour assessment includes a safety assessment by trained crew, air monitoring equipment, and 1,000 ft. of boom.
- The four hour assessment includes at least an additional 200 ft. of boom capable of encountering oil at speeds more than 2 knots in waves and access to 196 barrels of temporary storage.
- Ecology will develop updated equipment spreadsheets that reflect plan holder ability to meet the new requirement that must be incorporated into the plan.

Some plan holders already meet this requirement.

Planning standards for shoreline cleanup (WAC 173-182-522)

The contingency plan should include contracted access to required shoreline cleanup capabilities. This includes specific personnel and equipment requirements per WAC 173-182-522 and/or a detailed PRC contract, or letter summarizing the adequate PRC coverage. Please include procedures for identifying shoreline types that could be impacted by an oil spill and procedures to determine appropriate response tactics for the potentially impacted shorelines during spills.

Some plan holders already meet this requirement.

Field document (WAC 173-182-240(2)).

The plan is required to include a form to document notifications made according to the plan's procedures – this should be placed in the field document. In addition, the field document should include the procedures and equipment used to detect, assess, and document spills and a checklist that identifies significant steps used to respond to a spill, listed in a logical progression of response activities (WAC 173-182-240(2)).

Format for a notification documentation form

Ecology has created an example format (using Excel) for notification forms – this would be amended to fit your needs:

Notification Flow Chart & Documentation Template

Internal Notifications			
Person to Contact	Phone Number(s)	Person Notified	Time & Date



Response Contractors			
Contact	Phone Number(s)	Person Notified	Time & Date



Government/External Notifications			
Contact	Phone Number(s)	Person Notified	Time, Date, & Case ID/Incident Record #
USCG National Response Center			
WA Emergency Management Division			

Type and frequency of drills (WAC 173-182-710(6))

Include a statement in the plan committing to participating in the large scale equipment deployment drills.

A couple of other changes that may not mean an update for your plan, but please look to see if you make references to either of these drill issues and change if necessary. We removed reference from the rule to pre-booming as a type of deployment drill. And we expanded the possibility of getting credit from oil spills from a single time over the three year cycle ([WAC 173-182-730](#)).

Planning standards for air monitoring to protect oil spill responders and the public (WAC [173-182-535](#)).

The plan must include a narrative description of how responder and community air monitoring occurs, as well as information about equipment, detection limits, and communication protocols. The plan should also contain content on how communication methods to at-risk populations are conducted (via fire departments, through Liaison and the JIC, etc.), as well as a description of how evacuation zones and shelter-in-place criteria are established. Much of the required information for this standard can be found in [Section 9418 Emergency Response Community Air Monitoring](#) of the Northwest Area Contingency Plan.

Some plan holders already meet this requirement.

Planning standards for in situ burning (WAC [173-182-330](#))

This standard applies to all plan holders as appropriate to the oil types handled and operating environments covered under the plan. Plan holders must plan, train, and have access to equipment to support in-situ burning operations in accordance with the NWACP in-situ burn policy. This includes specific personnel and equipment requirements per WAC [173-182-330](#) and/or a detailed PRC contract, or letter summarizing the adequate PRC coverage. The [NWACP In-Situ Burning Policy Map](#) will help determine the potential to burn oil based on the areas you operate.

Planning standards for dispersants (WAC [173-182-325](#)).

The plan should include a narrative description of how dispersants may be considered and used. There should be references to the NWACP including the ability to provide the SMART monitoring protocols and wildlife monitoring protocols. The [Dispersant Policy Map](#) may be useful. To prove you meet these requirements, you may cite a detailed PRC contract, or letter summarizing the adequate PRC coverage.

Planning standard for spills of oils that, depending on their chemical properties, environmental factors (weathering), and method of discharge, may submerge or sink (WAC [173-182-324](#)).

The plan holder or contracted PRC must have personnel, equipment, and procedures in place within the time frames outlined in WAC 173-182-324, including:

- Identification in your plan of the oil types that have the potential to become non-floating.
- A description of the process for detecting, delineating, and recovering non-floating oils in the areas that may be impacted.
- If non-floating oils response details are not in the plan, the plan contains a citation of the non-floating oils response tools in the NWACP.
- If applicable, a contract or letter with the referenced PRC summarizing coverage, dated within last 5 years and signed by the PRC.

There some good tools, references and language in the NWACP that would be helpful.

Planning standards for wildlife response ([WAC 173-182-540](#))

Plan holders must plan to respond to and care for wildlife injured or endangered by oil spills. Plan holder contingency plans must reference that NWACP and all actions must be conducted in accordance with applicable federal and state regulations and the Northwest Area Contingency Plan.

At a minimum, the plan must include:

- Description of, and commitment to comply with, federal, state, and NWACP permits and requirements for wildlife response and rehabilitation.
- Access, under contract or other approvable means, to the equipment, personnel, permits, materials, and supplies, for conducting wildlife response operations in accordance with the capabilities detailed in WAC 173-182-540(2), (3), and (4).
- A description of the equipment, personnel, and resources for wildlife response as required in WAC 173-182-540(2).
- Contracted access to approved WRSP personnel to conduct and manage the wildlife response.

The approved WRSP and PRC applications may be referenced to partially meet this requirement.