

GRP Notification Strategy Development Form

1. Site Name/Number: _____ 2. River Right or Left? _____
(if Applicable)

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. Facility Type: _____
(e.g. Dam, Gate, Power Plant, Irrigation, Hatchery, Aquarium, etc.)

10. Nearest Address: _____
(Facility's address or that nearest the gate, dam, intake, or structure)

11. Purpose of Notification: _____
(e.g. tidal gate closure, water intake closure, prevent release of fish from hatchery, etc.)

12. Who to Call: _____
(e.g. position of person we would call, main number, and number for after-hours/weekends & holidays)

13. What actions will they take? _____
(What specific actions will the person being notified take after being notified?)

14. Property Contacts: _____
(Property owner and/or company that manages the site)

15. Photographs & Video: _____
(File Name, Date/Time, Lat/Long, Bearing, Description. Use back of form or separate sheet)

16. Notes: _____
(Additional Information: Number of gates to be closed; additional procedures for dams or hatcheries; etc.)

Guide to Using the GRP Notification Strategy Development Form

A. Purpose and Use: The Geographic Response Plan (GRP) Notification Strategy Development Form is used to record data on new/potential notification strategy locations or existing sites, including those published in Geographic Response Plans (GRPs). 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 site 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 Notification Strategy 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 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.”

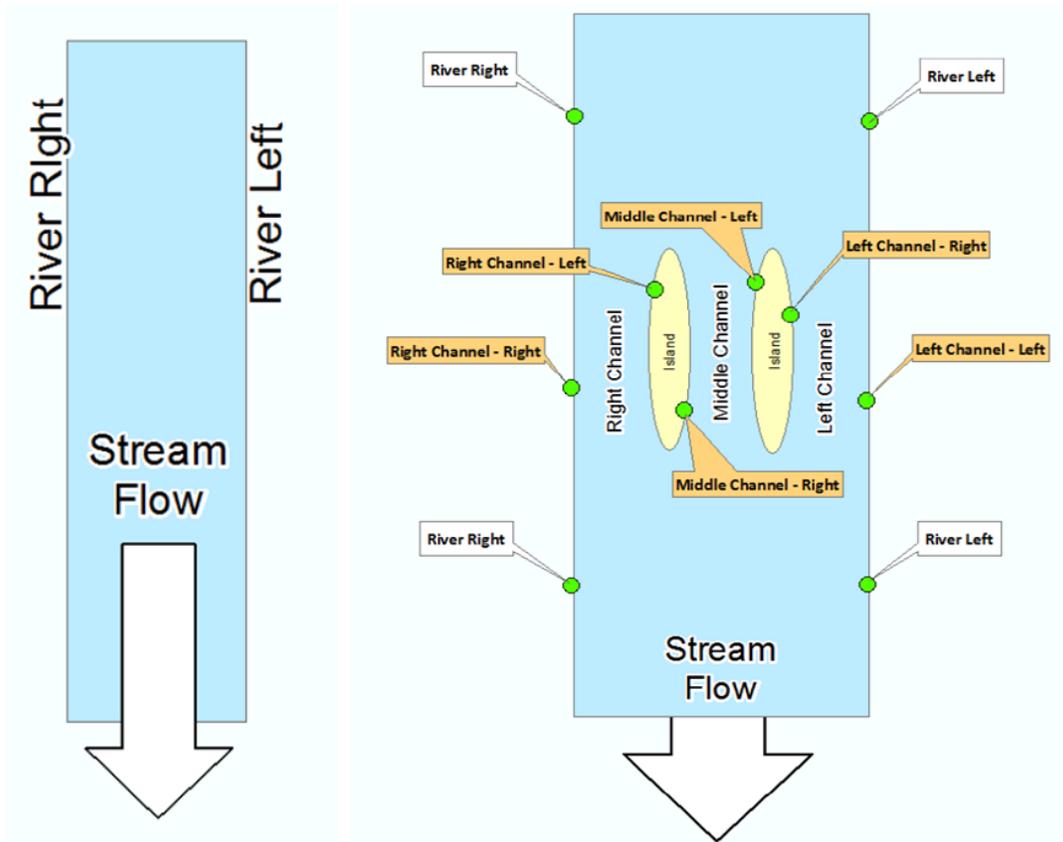
Washington Department of Ecology
Spills Program – GRPs
P.O. Box 47600
Olympia, WA
98504-7600

C. Instructions for Completing the Form:

Block 1: Site Name/Number: Enter the name or comment/reference number for the site being evaluated. The name for a site is the existing strategy number (i.e. short name) provided in the published GRP. If the site isn’t in a published GRP, enter the comment/reference number and a common or locally known name for the site. Comment/reference numbers are generated by Ecology before GRP field work is initiated; typically derived from public comments about potential locations in a particular geographic area.

Block 2: River Right or Left? Enter the side of the creek or river where the site(s) is located; the place where action will occur as a result of the notification. 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); the place where action will occur as a result of the notification. 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.); the place where action will occur as a result of the notification. If the site doesn't fall within any city limits, enter the name of the nearest city/town or "N/A."

Block 6: County: Provide the county for the site location (e.g. King, Kitsap, Clark, etc.); the place where action will occur as a result of the notification.

Block 7: State: Provide the state for the site location (e.g. Washington, Oregon, or Idaho); the place where action will occur as a result of the notification.

- 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: Facility Type:** Enter the type(s) of facility covered by this notification strategy (e.g. dam, tidal gate, power plant cooling water intake, irrigation intake, drinking water intake, fish hatchery, aquarium, shellfish/aquaculture, etc.).
- Block 10: Nearest Address:** Enter the address nearest the site; the place where action will occur as a result of the notification.
- Block 11: Purpose of Notification:** Enter the objective of the notification; the result the notification is meant to accomplish.
- Block 12: Who to Call:** Enter the position/title of the primary and secondary persons to call in making the notification and record their telephone numbers. Also enter the telephone number(s) for making notification after-hours, on weekends, and on holidays.
- Block 13: What actions will they take?** In discussion with the primary or secondary person that will receive the notification, determine and record any specific actions they intend to take once notified of an oil spill in the area. Actions might include dispatching crews to close or shut tidal gates or intake valves, closing/switching water cooling systems, or notifying others to take action (e.g. dam operators downstream). If a facility receiving the notification has planned procedures in place, ask if they can provide a copy of those procedures and then attach them to the Notification Strategy Development Form; they can also be email to GRPs@ecy.wa.gov.
- Block 14: Property Contacts:** Enter the name(s) and contact information for the property owner or the person(s) that should be contacted regarding the site(s) where action will occur as a result of the notification. If possible, record the person's name, position/title, company name, address, telephone number(s), and email addresses - whatever the person or company is willing to disclose. Also verify contact information for late night/early morning notifications as well as contacts for weekends and holidays.
- Block 15: Photographs & Video:** Photographs and video of the site are helpful and should be submitted in electronic format with the GRP Notification Strategy 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 see 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 16: Notes: Provide any additional information or details about the site in the spaces provided or on the back (blank side) of the form. Additional information might include but is not limited to the number of gates or valves to be closed once a notification is received and the location of such devices, additional procedures for dams or hatcheries that receive notification, additional site specific information including access, and corporate contact information.