

GRP Response Strategy 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: _____
Locked gate, gated community, dirt road, remote, where to park, specific directions, etc.

11. Drift or River Speed: _____
Drift of marine waters during field visit or speed of river flow (~100ft in 1min = 1knot).

12. Shoreline Composition: _____
Type of shoreline material (e.g. Dirt, Sand, Gravel, Rip-Rap, Mud/Muddy, etc.).

13. Safety Issues: _____
Slip-Trip-Fall Hazard, Water Hazard, Roadway Hazard, Steep Banks, Slippery, etc.

14. Staging Notes: _____
Can equipment stage "on-site"? (Yes or No) If not on-site where might equipment be staged off-site?

15. Property Contacts: _____
Property owner and/or person that needs to be contacted in order to access the site.

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

17. Notes: _____

Guide to Using the GRP Response Strategy Development Form

A. Purpose and Use: The Geographic Response Plan (GRP) Response Strategy Development Form is used to record data on new/potential response 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 Response Strategy Development Form before submission.

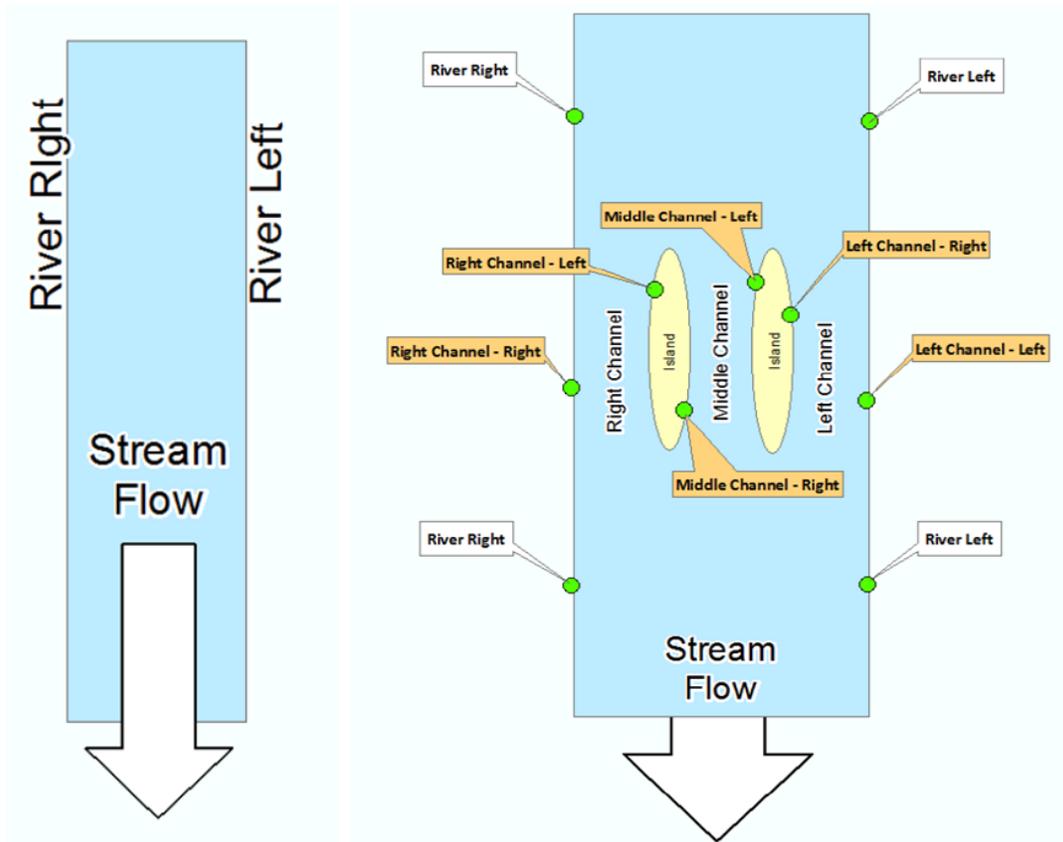
B. Submission of Completed Forms: For GRPs in Washington State, please email all completed forms (with attachments) to GRPs@ecy.wa.gov or mail them to Ecology at the address provided below. Completed forms for sites in Washington, Oregon, and Idaho may also be uploaded to the RRT10/NWAC Comment Page 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 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 "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 locations with no roads to the sites, 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: Drift or River Speed:** Record the drift of marine waters or the speed of flow in rivers, creeks, or streams at or near the site location. In measuring the speed of drift or stream flow, an easy rule of thumb to remember is that an object that moves 100ft in 1 minute is traveling at a speed of ~1 knot. If you are unsure about how to calculate on-site drift or flow, just record the amount of time (in seconds) it takes an object (throw bag, wooden stick, etc) to drift 100ft. We can calculate the speed in the office later on.
- Block 12: Shoreline Composition:** Enter the composition of the shoreline at the site location. The type of shoreline material might be dirt, sand, gravel/pebbles, cobbles, boulders, bedrock outcroppings, mud/muddy, rip-rap, etc. More information can be found in NOAA's Shoreline Assessment Manual and Job Aid; see <http://response.restoration.noaa.gov/oil-and-chemical-spills/oil-spills/resources/shoreline-assessment-job-aid.html>. Where mixed shoreline types or compositions exist at a site location, list both the primary and secondary types present.
- Block 13: Safety Issues:** Enter any condition(s) at or near the site location that might present a safety hazard or concern. Examples include but are not limited to roadway hazards, water hazards, slip-trip-fall hazards, steep banks, rip-rap shoreline, mud/muddy banks or shoreline, poison ivy, falling rock, slippery/icy conditions, wildlife (e.g. snakes, insects/bees, animals, etc). Again, enter anything you think might pose a hazard to responders or others visiting the site.
- Block 14: Staging Notes:** Enter information on where response equipment needed to deploy a strategy at this location could be staged ("on-site" or "off-site"). Is there enough room at the location to stage equipment on site? If not, where might equipment be staged away from the site? How might equipment be transported to the site from an off-site staging location? If there is an area off-site where equipment could be staged, please complete a "GRP Staging Area & Boat Launch Development Form" for that location.

Block 15: 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 16: Photographs & Video: Photographs and video of the site are helpful and should be submitted in electronic format with the GRP Response 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'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 17: Notes: Provide any additional information or details about the site in the spaces provided or on the back (blank side) of the form.