

**Pacific States/British Columbia
Oil Spill Task Force**

**1993
Mutual Aid Plan
(As Revised in 2007)**

For the:

State of Alaska
Province of British Columbia
State of California
State of Hawaii
State of Oregon
State of Washington

States/British Columbia Oil Spill Task Force Mutual Aid Plan

Preface

The Oil Spill Memorandum of Cooperation (June 1989) between the Province of British Columbia and the States of Alaska, California, Oregon, and Washington provided the basis for coordinating the development of West Coast oil pollution prevention, preparedness, and response. That Memorandum of Cooperation was updated and renewed in 2001 to include the State of Hawaii. The avenue for fostering this cooperation is through the Pacific States/British Columbia Oil Spill Task Force.

The intent of this Mutual Aid Plan is to formalize arrangements for providing prompt notification and assistance in the event of a significant marine oil spill on the West Coast. This plan may be used as a resource to support spill response by the Province of British Columbia and the States of Alaska, Washington, Oregon, Hawaii, and California.

This Mutual Aid Plan and its various components will be reviewed and maintained annually by the Executive Coordinator of the Pacific States/British Columbia Oil Spill Task Force to ensure that the information remains current.

This Mutual Aid Plan may be amended at any time with the concurrence of the participating state and provincial agencies.

States/BC Oil Spill Task Force
Mutual Aid Plan

Statement of Authority

This Mutual Aid Plan is pursuant to, and follows the intent of, the *Oil Spill Memorandum of Cooperation of 1989* and is endorsed by the *States/British Columbia Oil Spill Task Force* as represented by the following members:

Gerry Armstrong 93 06 28
Province of British Columbia Date

Gerry Armstrong
BC Ministry of Environment, Lands & Parks

Mel Conroy 7/19/93
State of Alaska Date

John Sandor
Department of Environmental Conservation

Mary Riveland 7/19/93
State of Washington Date

Mary Riveland
Department of Ecology

Barbara Herman 7/19/93
State of Washington Date

Barbara Herman
Office of Marine Safety

Fred Hansen 7/19/93
State of Oregon Date

Fred Hansen
Department of Environmental Quality

Pete Bontadelli 7/19/93
State of California Date

Pete Bontadelli
Office of Oil Spill Prevention & Response

**States/British Columbia Oil Spill Task Force
Mutual Aid Plan
1993/2007**

Preface.....i
Statement of Authority.....ii

1.0 PURPOSE AND SCOPE

1.1 Purpose.....1.1
1.2 Scope.....1.1
1.3 Context.....1.2

2.0 GENERAL PROCEDURES

2.1 Incident Notification and Situation Reports.....2.1
2.2 Mutual Aid Requests.....2.1
2.3 General Principles.....2.2
2.4 Considerations for Intergovernmental Mutual Aid.....2.3
2.5. Considerations for Response Contractor Mutual Aid.....2.5
2.6 Expediting the International Transfer of Response Assistance.....2.5

APPENDICES

- Appendix 1 - Incident Notification and Contacts for Mutual Aid
- Appendix 2 - Incident Report form
- Appendix 3 - Mutual Aid Request form

**States/British Columbia Oil Spill Task Force
Mutual Aid Plan
1993/2007**

SECTION 1.0 - PURPOSE AND SCOPE

1.1 Purpose

This plan provides the mechanism for notification, situation reporting, and mutual aid during marine spill response activities between any of the Province of British Columbia (the "province") and the States of Alaska, Washington, Oregon, Hawaii and California (the "states"). It is applicable whenever a marine spill incident has the potential to affect people, property, or the environment across international or state boundaries (jurisdictions), or whenever the incident is of such magnitude that the resources of the responding state or province are likely to be exhausted. The procedures outlined in Section 2.0 may also be utilized in non-emergency situations when one member agency requests access to staff expertise or equipment owned by another member agency.

1.2 Scope

This Mutual Aid Plan identifies contacts for prompt notification of a marine spill and for responding to requests for assistance in the form of response equipment, personnel, or both. The Plan provides guiding principles for arranging for and agreeing to mutual aid. The intent is to facilitate and expedite the requesting or lending of government mutual aid to the maximum extent possible, during both emergency and non-emergency situations.

The Task Force member agencies recognize that during a major spill the amount and type of resources required may exceed the quantities available in any one state or province. However, not all equipment can be moved freely due to permit restrictions or state regulations. In signing the Mutual Aid Plan, each state and the province commits to resolving this issue to the greatest extent practicable.¹

The Plan does not supersede any state/provincial or private contractor emergency response plans currently in place; it does not attempt to duplicate internal notification procedures, nor does it usurp compliance with state/provincial response plan regulations, policies, or guidelines. This Plan does not address mutual aid by federal agencies.

¹ The Task Force subsequently led an effort involving federal agencies and industry which resulted in a Mutual Aid Agreement signed in 1997; this later Agreement focused on expediting the movement of private sector response equipment between member jurisdictions for the purpose of mutual aid.

1.3 Context

During major spills, it is critical for environmental protection that a rapid and concerted effort be made to bring response personnel, equipment, supplies, technologies, and other resources to bear for managing the response. This acquisition and movement of resources may be between international and interstate agencies or between private contractors. In either situation, regulatory and policy matters must be expeditiously addressed by all affected parties, including state/provincial/federal agencies, the responsible party, and response contractors. In order to assist the timely movement of these resources, this mutual aid plan provides a commitment by the Pacific States/BC Oil Spill Task Force's members to pave the way for assuring a best achievable response utilizing all available resources.

**Pacific States/British Columbia Oil Spill Task Force
Mutual Aid Plan
1993/2007**

SECTION 2.0 GENERAL PROCEDURES

2.1 Incident Notification and Situation Reporting

The state or province that is aware of a discharge of oil, oil by-product, or hazardous materials to the marine environment which is likely to have adverse effects on the people, property, or the environment of another jurisdiction will immediately notify the threatened state(s) or province at the contact number(s) provided in Appendix 1 and provide the information shown in the Incident Report form provided in Appendix 2.

A liaison will be established in order to provide timely information on the:

- cause of spill incident;
- volume of oil spilled;
- anticipated/observed oil trajectory;
- response activities;
- responsible party;
- agencies involved and up-to-date contacts;
- weather conditions;
- potential for transboundary effects; and
- natural resource sensitivity and potential impacts.

Situation reporting will also identify and inform the nearby jurisdiction of sensitive decisions/actions such as the use of oil dispersants, in-situ burning, or movement/salvage of leaking vessels.

2.2 Mutual Aid Requests

The state or province in which the oil spill exists may request assistance from another jurisdiction by calling the appropriate contact listed in appendix 1 to provide general information on the nature of the resources needed. These requests can include: *qualified personnel* for protection and cleanup, *technical expertise* and/or *response equipment* for oil spill containment and collection, shoreline cleanup, electronic communication, transportation and scientific analysis.

It is the responsibility of the participating members to establish and maintain their own inventory of equipment and registry of response personnel. They are also responsible to ensure that their response personnel have current passports for travel between Canada and the U.S.

Formal request for aid will be made by an authorized representative of the state or province. The written request shall be conveyed in the format shown in Appendix 3 that identifies the authorization, organization, contact and aid requested. The aid sought and the terms-and-conditions for receiving aid will be developed by the requested state or province and provided with the signed request. It is the responsibility of the lending agency to assess the request, review terms-and-conditions, and to authorize, modify, and deny issuance of aid.

2.3 General Principles

The following general principles shall be applied when requesting intergovernmental mutual aid:

- a) The lending agency will provide an initial assessment, in an expeditious manner, to determine if the request for aid can be fulfilled;

- b) upon confirmation of resource availability, the requesting agency will itemize the types and amounts of aid being sought, considering that time for transport may preclude availability for short-lived response elements. The requesting agency will provide proposed terms-and-conditions for receiving aid which should include, but not be limited to, addressing:
 - agency responsibility for receiving, using, recording, and returning aid;
 - liability for the safe use or deployment of aid;
 - cost of transportation;
 - payment/cost recovery process;
 - reimbursement for expendable supplies or equipment; and
 - terms for either replacement or refurbishment of used equipment.

- c) The requesting agency should be prepared to provide sufficient information to facilitate the receipt of aid which includes, but is not limited to, addressing:
 - contact person to represent the state or province;
 - date of equipment or services needed;
 - information on equipment/supply specifications;
 - personnel needs, including qualifications and safety training;
 - estimated length of stay for personnel and equipment;
 - shipping and packaging requirements for equipment/supplies;
 - staging location for receiving equipment/supplies; and
 - location for personnel reception, orientation, and training as needed.

- d) The lending agency should be prepared to review the formal request for mutual aid and any terms-and-conditions, and if acceptable, arrange for counter-signing.

e) The lending agency should be prepared to provide sufficient information, in an expeditious manner, to facilitate the issuance of aid. This information includes, but is not limited to:

- a contact person representing the state or province;
- an inventory list of aid being sent;
- identification (labeling/stenciling) of equipment;
- operational requirements/restrictions for equipment;
- an estimated time of arrival of personnel and /or equipment;
- an approximate cost of use and/or replacement;
- a record of personnel qualifications;
- provisions for medical insurances; and
- personal protective and safety equipment and supplies.

The following general principles shall be applied when there are requests for private contractor aid or for expediting international transfer of response assistance. The involved Task Force member jurisdictions will:

a) work cooperatively with federal agencies (Coast Guard, Customs, Environment, etc.) to facilitate and expedite the international or interstate movement of response equipment, supplies, and personnel;

b) examine each transboundary (cascading) request by a private contractor according to the 1996 Mutual Aid Agreement adopted by the Pacific States/British Columbia Oil Spill Task Force Members.

2.4 Considerations for Intergovernmental Mutual Aid

The following provides agreement on matters that shall be reflected in any terms-and-conditions accompanying a request for mutual aid:

For personnel:

a) reimbursement shall be on the following basis:

(i) salaries, overtime, and hazard pay will be in accordance with salary schedules and/or union contracts established with the lending agency:

(ii) travel cost and personnel care costs will be in accordance with per diem rates of the lending agency. Where such rates do not apply, expense receipts shall be maintained and documented for cost reimbursement.

b) the lending agency will provide all the personal protective and safety equipment/supplies required to meet their respective regulations. Should additional safety equipment be required by the requesting agency, it will be supplied by the requesting agency at their expense.

c) the lending agency will ensure that their personnel are adequately covered for any hospital and/or medical costs incurred while on loan. Any added cost for insurance is reimbursable.

d) if there is a long-term need for personnel, the lending agency will make reasonable efforts to return personnel who already have training and experience with the specific response.

For equipment and supplies:

a) reimbursement shall be on the following basis:

(i) items should be considered expendable if they are not reusable. Expendable supplies shall be considered purchased on delivery, and full replacement costs are reimbursable. Equipment may be considered expendable if transportation costs exceed the replacement costs.

(ii) for used equipment that requires refurbishing (e.g. cleaning, repairing), the lending agency has the option of having the requesting agency refurbish the equipment to the lending agency's standards, or returned to the lending agency for refurbishing. The cost of refurbishing is reimbursable.

(iii) if any equipment or supplies are damaged beyond repair or not returned, they will either be replaced with new equipment of the same standard or full replacement cost will be provided.

b) the lending agency will provide 24 hour notice of intent to recall resources. This notice requirement is waived should an emergency arise within its jurisdiction which necessitates the return of any essential resources.

c) finance records shall be undertaken on the following basis:

(i) both requesting and lending agencies shall keep financial records of costs incurred and of equipment and personnel deployed. Records shall be open for review by both requesting and lending agencies, at reasonable times and locations.

(ii) the two avenues for reimbursement for expenses incurred by the lending agency are direct payment and cost recovery. The option will be clearly stated and agreed to by the requesting and lending agencies, respectively.

d) for direct payment, the requesting agency will generally pay for equipment and services directly. It is the responsibility of the lending agency to provide invoices and thorough documentations of expenditures. In the case of international mutual aid, all payments will be calculated based on the lending agency's currency at the rate of exchange at the date of invoicing.

e) for cost recovery, the lending agency will pursue the recovery of costs from the responsible party or its insurance agencies.

2.5 Considerations for Response Contractor Mutual Aid

The following identifies matters that need to be considered to facilitate or expedite a cross-boundary request to transfer private contractor response personnel and equipment:

- a) many response contractors have signed commitments with facility and/or vessel operators which are covered in approved contingency plans. If these contractors were to respond in another jurisdiction, such a response may place the facility/vessel out of compliance with its approved spill contingency plans. Consequently, consideration should be given regarding the ability of the facility and/or vessel to implement an effective response action, should a spill occur while a portion of its response capability is out of the state or province. The willingness to encourage mutual aid should not exonerate the facility or vessel owner/operator from the liability for cleaning up spills for which they are responsible. Approvals to cascade equipment cited in approved contingency plans will occur according to the 1996 Mutual Aid Agreement adopted by the Pacific States/British Columbia Oil Spill Task Force Members.
- b) federal, state, and provincial legal requirements that define roles and responsibilities of private response contractors must be fully understood and accommodated. This necessitates a high level of interagency cooperation.

2.6 Expediting the International Transfer of Response Assistance

The following identifies matters that need to be considered to expedite mutual aid across the US/Canada international boundary:

- a) immigration and custom requirements.
- b) federal joint response agreements and legislation.
- c) state or provincial lending and procurement policies.

Appendix 1

Initial Notification and Contacts for Mutual Aid for

The State of Alaska
The Province of British Columbia
The State of California
The State of Hawaii
The State of Oregon
The State of Washington

STATE OF ALASKA

Contact Number

For reporting transboundary incidents that are likely to affect the State of Alaska:

<u>During Office Hours:</u>	
Central Area Response Team:	
907-269-3063 (phone)	907-269-7648 (fax)
Northern Area Response Team:	
907-451-2121 (phone)	907-451-2362 (fax)
Southeast Area Response Team:	
907-465-5340 (phone)	907-465-2237 (fax)
<u>Outside normal business hours:</u>	1-800-478-9300

Contact Person(s):

For requesting aid from the State of Alaska:

Alaska Department of Environmental Conservation Division of Spill Prevention and Response	
Director	907-465-5255
Response Program Manager	907-269-7543

PROVINCE OF BRITISH COLUMBIA

Contact Number

For reporting transboundary incidents that are likely to affect the Province of British Columbia:

PROVINCIAL EMERGENCY PROGRAM DUTY OFFICER
1-800-663-3456

Contact Person(s):

For requesting aid from the Province of British Columbia, call in the following order:

1. Manager, Environmental Emergencies (250) 387-9971
2. Manager, Hazard Management (250) 387-9971
3. Environmental Emergency Response Officer - Provincial Emergency Program
1-800-663-3456

STATE OF CALIFORNIA

Contact Number

For reporting transboundary incidents that are likely to affect the State of California:

Office of Emergency Services	1-800-852-7550
------------------------------	----------------

Contact Person(s):

For requesting aid from the State of California:

Department of Fish and Game Oil Spill Prevention and Response Office	
Administrator	1-916-445-9326
24 Hour Dispatch Center	1-916-358-1300

STATE OF HAWAII

Contact Number

For reporting transboundary incidents that are likely to affect the State of Hawaii:

State On Scene Coordinator: 808-586-4249

24 Hour Number: 808-247-2191

Contact Person(s):

For requesting aid from the State of Hawaii:

Emergency Response Coordinator:

PHONE: 808-586-4249

FAX: 808-586-7537

STATE OF OREGON

Contact Number

For reporting transboundary incidents that are likely to affect the State of Oregon:

Oregon Emergency Management Division	
Request to speak to the DEQ DUTY OFFICER	1-800-452-0311

Contact Person(s):

For requesting aid from the State of Oregon:

Oregon Department of Environmental Quality	
Spill Management Coordinator	503-229-6931
Cell	971-563-7299

STATE OF WASHINGTON

Contact Number

For reporting transboundary incidents that are likely to affect the State of Washington:

Emergency Management Division Military Department	
DUTY OFFICER	1-800-258-5990

Contact Person(s):

For requesting aid from the State of Washington:

Washington Department of Ecology Spill Prevention, Preparedness and Response Program		
Response Section Manager	360-407-6974 (office) 360-956-8350 (pager)	360-790-6899 (cell)
Program Manager	360-407-7450 (office) 360-971-5857 (pager)	360-951-6475 (cell)
Alternate: Washington Emergency Management (24/7)	800-258-5990	

APPENDIX 3 – Mutual Aid Request Form

**PACIFIC STATES/BRITISH COLUMBIA OIL SPILL TASK FORCE
REQUEST FOR MUTUAL AID**

Pursuant to the *Oil Spill Memoranda of Cooperation* (1989 and 2001) and the *1993 Mutual Aid Plan* of the Pacific States/British Columbia Oil Spill Task Force the _____
(Authorizing Agency)
on behalf of the _____ is requesting response aid from the
(Requesting State or Province)
_____ to support efforts to respond to a spill that occurred on
(Lending State or Province)
_____ in _____.
(Date) (Geographic Name)

The mutual aid requested is listed on the attached ICS 222 form or equivalent.

The contact for expediting this request for aid is _____.
(Title, Department, Location)

Terms and conditions acceptable to the requesting jurisdiction for receipt of mutual aid are attached.

Authorization for requesting Mutual Aid on behalf of the _____
(Requesting Province or State)
is provided by _____
(Name, Title, Requesting Agency)

(Signature) (Date)

The contact for expediting this request is _____.
(Name, Title, Lending Agency)

Providing Mutual Aid is accepted in accordance with the terms and conditions provided, on behalf of
_____ by _____.
(Lending Province or State) (Name, Title, Department of Authorizing Person)

(Signature) (Date)