

# UNIFIED COMMAND

## PERMIT & PLAN SIGN-OFF SHEET

INCIDENT NAME: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

OPERATIONAL PERIOD: \_\_\_\_\_

<b>PLAN OR PERMIT NAME</b>
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APPROVED BY:

_____	_____
RPIC	DATE
_____	_____
FOSC	DATE
_____	_____
SOSC	DATE
_____	_____

<b>COMMENTS:</b>          
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To be signed when permit is completed

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## Permit & Plan Sign-off Sheet

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**Special Note.** If the Unified Commanders sign-off a permit, plan, procedure or any other item this form would be placed in the IAP in lieu of the permit, plan, procedure or item.

**Purpose.** This form acts as a cover sheet for plans, permits, procedures and any other items that should be signed off by the Unified Commanders. A partial list of permits, plans, procedures, and other items (all are not included) is listed below:

- Waste Disposal Plan.
- Site Safety Plan.
- Any Environmental Permit, Application or action that is signed off by the Unified Commanders.

**Preparation.** Each Section that has something signed off by the Unified Commanders.

**Distribution.** The original Sign-off Form MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date Prepared:	Enter the date prepared.
3.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
4.	Plan or Permit Name	Enter the name of the Permit, Plan, Procedure or item.
5.	Approved by	Signatures of approval must be obtained from each Unified Commander.
6.	Comments	Please make any comments. This would included if this is a revision or conditions to the item.