

Alaska Spill Response Tactics Manual (ASRTM)

MEETING SUMMARY

October 28, 2004

ADEC 1st Floor Conference Room

Anchorage, Alaska

Participants:

Chris Burns (Chadux)

Kathleen George (Nuka Research)

John Kwietniak (Tesoro)

Dave Lawrence (APSC)

Lee Majors (ACS)

Dave Owings (SEAPRO)

Tim Robertson (Nuka Research)

Craig Wilson (DEC)

Larry Dietrick (DEC)

Larry Iwamoto (DEC)

Carl Lautenberger (EPA)

Doug Lentsch (CISPRI)

Mike Mitchell (USCG, MSO Anchorage)

Leslie Pearson (DEC)

Ed Wielickiewicz (BPXA)

Agenda: See website at: <http://www.state.ak.us/dec/spar/perp/asrtm/index.htm>

Meeting Notes: Larry Dietrick addressed the Work Group on his vision of this project with his desire to adhere to the following guidelines and principles in the development of the tactics manual. The manual should:

- Provide for the standardization of tactics and spill response resource classification across the State;
- Bridge the gap between planning and response, tactics should be easily transferable from a C-plan to an Incident Action Plan;
- Provide non-prescriptive guidance on meeting the Response Planning Standards for State Oil Discharge Prevention and Contingency Plan (C-plan) holders, who may elect to use/not use the document to meet their requirements under state regulations;
- Provide a valuable field guide and training aid for responders;
- Enhance mutual aid procedures;
- Facilitate resource ordering process thru standardization;
- Increase spill response contractor capacity by providing specific guidance to the contractor on tactics and resources necessary to accomplish specific tasking from regulators and the RP;
- Accommodate unique Alaskan environments; and
- Be available on line and via CD, plus hard copy format.

Mr. Dietrick raised the following issues for the Work Group to consider:

- A periodic update process to accommodate changes;
- Expandability through future updates;
- The document could be excerpted for use within any organization;
- The value of the product will be judged by how well it is applied, and how widely it is adopted throughout the State; and
- Tactics categories, format, content, and level of detail.

Work Group members raised the following issues during their opening comments:

- The numbering system for tactics should not be confused with existing manuals;
- Designed for the intended audience (planners and spill responders), should be easy to use and understand;
- If possible these tactics should work with the existing geographic response strategy tactics;
- These tactics should not be prescriptive and should be flexible in nature allowing for responders to modify based on the actual conditions in the field;
- The response community represented on the Work Group needs to be identified as the owners of the manual; and
- The document should not endorse any specific technology or piece of equipment. as new equipment and technology are always being developed.

Tim Robertson gave a [PowerPoint presentation](#) on the contents of the **Phase I** and the **Phase II** work plan. Tim noted that the project timeline was aggressive and requested the Work Group members provide inputs on a timely basis. He also asked the Work Group to help define the scope of the initial product and focus on placing “side-boards” around that scope in order to insure that we get a good product given the time and resources we have to work with.

Other discussion items included:

- **Public Process:** The Work Group agreed that the meetings were open to the public. The Work Group agreed that the general membership should be composed of organizations that would be directing the use of the tactics or otherwise providing spill response resources to an incident.
- **Funding:** Larry Dietrick informed the group that ADEC is funding this project through the Oil and Hazardous Substance Release Prevention and Response Fund from the tax imposed on crude oil production.
- **Application of tactics under different situations:** the use of a general tactic may differ based on the product type, receiving environment or other factors.
- **Review of Existing GRS Tactics:** Tim provided the Work Group with a short presentation on the standard tactics used in the GRS document. The Work Group indicated that this is a good starting point. The manual will be built from this foundation.
- Consider using flow charts/decision trees to assist with selecting tactics.
- Consideration should be given to the appropriate operating environments for land-based tactics, i.e., tundra, marsh and other sensitive habitats.
- The final product will be provided on a CD to Work Group members and posted on the website. Hard copies of the final field and IMT versions would be available at cost from Nuka Research or interested parties can have copies made on their own.

Consensus Items:

The work agreed to the following guiding principles for the project:

- Strive for standardization and consistency;
- Non-prescriptive;
- Allow for flexibility in the field;
- Design for expandability;

- Design to be easy to understand and use;
- Facilitate meeting regulatory requirements by C-plan holders;
- Embrace innovation; and
- Plan for periodic updates.

The Work Group also agreed on the following content/format issues:

- Only the tactics used in the Emergency Phase (Phase I) of a spill response, will be placed in the first version of the manual;
- The draft table of contents will be simplified to have fewer but more generalized categories - bioremediation, wildlife response, and clean-up will be removed from the first version;
- Short names and icons will be used to describe tactics (avoid any type of numbering system that might be confused with existing manuals);
- The World Catalog™ will be used as the basis for the equipment categorization scheme;
- The vessel classification scheme currently in use in Response™ (as developed by the spill co-ops and others) will be used to classify vessels;
- For water-borne spill tactics, the following operating environments will be addressed in each tactics sheet:
 - Calm water,
 - Calm water – current,
 - Protected water, and
 - Open water.
- Cross-reference tables will be added to the Front Matter to assist in choosing/locating tactics;
- Checklists will be included in the Front Matter for subjects such as safety, field supervisors, wildlife and waste management;
- Two versions of the manual will be produced for two audiences:
 - Planning/Incident Management Team (IMT) version will be developed in an 8-1/2 X 11 notebook format. This version will be used by contingency planners and incident management teams;
 - Field operations version will be developed for response crews. The format for this version will be decided at a future meeting;
- Planning/IMT version will be completed first, the field operations version will be produced after the Work Group is satisfied with the first version; and
- A few blank pages should be added in the back to jot down notes, areas of improvement, or potential new tactics;

Action Items:

CISPRI	Provide Nuka Research with the contact information for Cmdr Stanton at USCG Headquarters, who is working on a similar nationwide initiative.
Nuka Research	Contact Cmdr Stanton and inform him about this project and determine if there is a way to coordinate with their project.
Nuka Research	Include a public comment period at the beginning of each meeting on future agendas.
DEC	Send a letter to the RCACs and the North Slope Borough informing them of the project, the project website and asking for their input.
EPA and USCG	Inform federal resource management agencies of the project, the project website and asking for their input.
DEC	Inform state resource management agencies of the project, the project website and asking for their input.
Work Group Members	Check with your field staff to determine their preference for the format of the field version of the manual.
Nuka Research	Draft a personnel classification scheme (use the draft guidance developed for the AIMS manual as an initial starting point)
CISPRI	Provide Nuka Research with the vessel classification system developed for Response™
ACS	Provide Nuka Research with the site-entry criteria developed by the co-ops.
Nuka Research	Provide the following work products for Work Group review by December 1 st : <ul style="list-style-type: none"> • Revised table of contents, • Example tactic sheet, • Proposed list of tactics, • Draft Introduction, • Example cross-reference tables, and • Example check-lists. An email will be sent to Work Group members directing them to the website once the document is posted and available.
Nuka Research	Develop a schedule for future meetings (next meeting date set for December 16 th)
Work Group	Larry Dietrick suggested that there might be a better name or acronym for the manual. He asked Work Group members to give it some thought and share their ideas at the next meeting.

Next Meeting: The next meeting is scheduled for December 16, 2004 at the Anchorage DEC building (first floor main conference room) from 10am to 4pm.