

ANNEX C - OPERATIONAL ADMINISTRATION

APPENDIX I: FEDERAL SPILL FUNDING PROCEDURES

TAB A: FEDERAL DOCUMENTATION AND COST RECOVERY PROCEDURES

Administration of the Oil Spill Liability Trust Fund (OSLTF) is carried out by the NATIONAL POLLUTION FUNDS CENTER (NPFC). Central to effective fund administration is proper documentation of response activities and cost. For details see NPFC INSTRUCTION 16451.2.

TAB B: FOSC ACCESS TO THE OPA FUND

The Seventeenth Coast Guard District approves FOSC project requests for response to an actual or substantial threat of an oil pollution incident. Procedurally the FOSC staff contacts the Marine Safety Division to request a federal project number and initial project ceiling. The project number is referenced in all further message traffic and correspondence. The obligation of funds is tracked to ensure the ceiling is not exceeded. For details regarding documentation and cost recovery see NPFC INSTRUCTION 16451.2.

TAB C: STATE ACCESS TO THE OPA FUND

State governments may request OSLTF funds up to \$250,000.00 via the appropriate FOSC. Procedures for state governments to access the OSLTF are outlined in NPFC INSTRUCTION 16451.1.

TAB D: GENERAL PROCEDURES TO ACCESS THE OPA FUND

The OSLTF is available to pay for removal actions carried out under the direction of the FOSC. The NPFC assigns a ceiling (the total amount of money available) and a Federal Project Number (FPN) for the removal action to the FOSC. Federal agencies working with for the FOSC may request funding from the ceiling to pay for their activities.

1. When an agency is notified of an incident, joint discussions between the FOSC and that agency representative shall occur to determine if it is appropriate for the agency to participate in the response in support of the FOSC.
2. If participation in the response to support the FOSC is appropriate, a request shall be made to the FOSC for funding. Initially, the request can be made orally but must be quickly followed by a written request.
3. The funding request shall include anticipated tasks and the estimated cost, as well as the total amount of funding the agency estimates will be needed for the duration of the response.

4. Authorization comes from the FOSC in the form of a signed and dated Pollution Removal Funding Authorization (PRFA). The PRFA includes the activities to be funded, the amount of money available, and a Federal Pollution Number (FPN). The FPN must be used on all documents concerning the incident. The signed PRFA is used as agency authorization to invoice the NPFC for reimbursement of response costs.
5. It is necessary to fully document all costs associated with the authorized response expenditures. Records must include salaries and benefits, daily transportation costs, individual per diem, authorized overtime costs, material costs, equipment (owned or rented) costs, and authorized contractor costs.
6. If at any time during the response, it appears that the agency will exceed the PRFA ceiling from the OSLTF, there must be an IMMEDIATE written request to the FOSC for an increase in the ceiling, detailing the activities and the costs. If an increase is approved, the FOSC will issue an Amendment to the PRFA.

APPENDIX II- Federal Required Letters and Reports

TAB A: LETTERS

Sample notices are provided for: Notice of Federal Interest for an Oil Pollution Incident (Form CG-5549); Notice of Federal Assumption of Response Activities; and Notice of Designation Source.

1. Notice of Federal Interest for an Oil Pollution Incident (Form CG-5549)

The FOSC is required to inform the responsible party (RP) of the U.S. Government's legal requirements when a pollution incident occurs. The U.S. Government's role to an incident is primarily oversight unless the RP fails to take adequate removal action. (See Sample Notice 1)

2. Notice of Federal Assumption of Response Activities.

The FOSC is required to notify the RP if their action to abate the threat and to remove a hazardous substance is unsatisfactory. The FOSC then assumes the response activity and the RP is liable for cost incurred by the federal government. (See Sample Notice 2)

3. Notice of Designation Source

The OSC is responsible for notifying the NPFC of the source of a discharge, actual or potential. The NPFC must also be notified if the source is not identified. Notification may be made by letter, rapidraft, or message. The NPFC should be contacted for guidance on procedures, or with any questions relating to this. (See Sample Notice 3)

Sample Notice 1. Notice of Federal Interest for an Oil Pollution Incident (Form CG-5549)

(Name/Address)

Gentlemen:

On or about (date/time), a pollution incident occurred or threatens to occur at (vessel/facility) at (location and body of water), for which you may be financially responsible. Under federal statutes, the United States Government may take appropriate action to minimize or mitigate damages that are threatened or that may be caused by this incident.

The [Federal Water Pollution Control Act (FWPCA), as amended] [Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)] authorizes the federal government to respond to this pollution incident. Under this Act, if the owner or operator of the source fails to take adequate removal actions, the owner or operator may be held financially responsible for any removal actions taken by the federal government. Removal is adequate and being done properly if it is done in accordance with federal and state statutes and regulations and the criteria of the National Oil and Hazardous Substance Pollution Contingency Plan. If you undertake removal actions, the adequacy of such action shall be determined by the U.S. Coast Guard Federal On-Scene Coordinator (FOSC). The FOSC for this area is (name).

As long as you are taking adequate actions in this matter, federal action will be limited to monitoring the progress of your actions and providing guidance as necessary. [Under the FWPCA, Section 311, your response actions will be considered in determining the amount of any penalty assessed as a result of the discharge.]

If you do not take prompt and appropriate removal actions, federal response may be initiated. You may be held responsible for all actual costs incurred by the federal government for which you are liable as set forth in [Section 311(f) of the FWPCA, as amended] [Section 107(a) of CERCLA]. Should you require further information concerning this matter, please contact: (name, address, and telephone number of the FOSC).

Sincerely,
(FOSC or Representative)

Received and acknowledged:

(Name of Addressee), (Date/Time)

Witness: (Name), (Date/Time)

Sample Notice 2. Notice of Federal Assumption of Response Activities

(Name / Address):

Gentlemen:

My letter of (date) notified you of federal interest in an actual or potential pollution incident at (vessel/facility) at (location and body of water), for which you are presently considered financially responsible.

You are hereby given notice that your actions to abate this threat and to remove the substance(s), and to mitigate (its/their) effects have been evaluated as unsatisfactory by the U.S. Coast Guard Federal On-Scene Coordinator (FOSC), (name). Effective (date/time), the Coast Guard will conduct all response activities under the authority of [Section 311(c)(1) of the Federal Water Pollution Control Act (FWPCA), as amended] [Section 104(a)(1) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)]. Removal will be effected in accordance with the criteria of the National Oil and Hazardous Substances Pollution Contingency Plan and federal regulations. You may then be liable for all removal costs incurred by the federal government as set forth in [Section 311(f) of the FWPCA] [Section 107(a) of CERCLA].

Should you require further information concerning this matter, you should contact:(name, address, and telephone number of FOSC).

Sincerely,
(FOSC or Representative)

Received and acknowledged:

(Name of Addressee), (Date/Time)

Witness: (Name), (Date/Time).

Sample Notice 3. Notice of Designation Source

[The Owner/Operator]
1st line of Address
2nd line of Address
3rd line of Address
Subject: **Notice of Designation**

Re: Federal Project Number XXXX Oil
Spill [Threat of discharge of oil] into the
[name of navigable water] on [and
after] [date of incident] at [location of
incident]

Gentlemen:

As provided in the Oil Pollution Act of 1990, 33 U.S.C. 2714, I hereby designate the [name of source] as the [threat of] source of [type and quantity] oil discharged on [and after] [date of incident] into the [name of navigable water] at [location of incident] [as a result of {collision, grounding, sinking, etc.}]. [This Notice of Designation confirms the notification made by fax/telephone] on [date].

You may deny this designation within 5 days of the date of this Notice of Designation. Such denial must be in writing, must identify this Notice of Designation, must give the reasons for the denial and provide a copy of all supporting documents, and must be submitted to [name], [title], at the above address. The denial is deemed received on the date it is actually received by the [Name].

If you do not deny this designation, you must advertise this designation and the procedures by which claims may be presented. The advertisement must begin within 15 days of the date of this Notice of Designation and must continue for no less than 30 days.

Enclosure (1) outlines the required content of this advertisement. I request that you provide copies of the text of your advertisements and advise us of the method, geographical scope, and frequency of their publication. This information and any other correspondence relating to this designation should be sent to [name].

Please contact [Name] at (XXX) XXX-XXXX if any questions arise in this matter.

4. Administrative/Directive Order

To be distributed under separate cover by the U.S. Coast Guard

TAB B: FOSC REPORT

OSC reports will be submitted as determined necessary by the RRT for a particular incident.

TAB C: POLLUTION REPORTS - POLREPs

POLREPs are prepared for pollution events of significance/potential significance and whenever the Oil Spill Liability Trust Fund has been opened. Reports are sent from the FOSC to the Seventeenth District, EPA, and ADEC to provide an overview on spill response efforts. The following is the format for Coast Guard POLREPS sent by the FOSC to CCGDSEVENTEEN SOP 1-(YR):

P
FM
TO CCGDSEVENTEEN JUNEAU AK //MEP//
INFO OTHER UNITS/AGENCIES DEPENDING ON SIZE/LOCATION OF INCIDENT
ACCT CG-W2GNRC
BT
UNCLAS //N16465//
POLREP NUMBER, MINOR/MEDIUM/MAJOR, SUBSTANCE, SOURCE, NAME OF WATER
BODY, UNIT CASE NUMBER, FEDERAL PROJECT NUMBER

1. SITUATION

A. (DATE/TIME) DESCRIBE SITUATION AS IT CURRENTLY EXISTS. GIVE NOTIFICATION INFORMATION, DESCRIBE SPILL, AND INITIAL CLEANUP.

2. ACTION

CHRONOLOGICALLY LIST EVERY ACTION TAKEN. GIVE STATUS OF FUNDS EXPENDED IF CLEANUP IS FEDERALLY FUNDED.

3. FUTURE PLANS AND RECOMMENDATIONS

4. CASE STATUS- CLOSED/PENDS

APPENDIX III - State Administrative Guidelines

TAB A: FUND EXPENDITURES

Activation of a multi-agency State Incident Command organization will occur when there is a major or extended incident. Each response will be unique depending on the circumstances and factors present. However, most responses will contain emergency elements which must be addressed immediately, and ongoing operations for which use of the Oil and Hazardous Substance Release Prevention and Response Fund (OHSRPRF) funds may be planned. Therefore, each participating agency should be aware of and comply with its' policies and procedures for financial and accounting issues, and, in addition must be aware of emergency exceptions to standard policy and procedure and constraints associated with reimbursement from the OHSRPRF. Failure to comply with requirements for expenditures from the OHSRPRF shall result in the inability to obtain reimbursement for expenditures.

Expenditures made directly or reimbursed from the OHSRPRF will have unique tracking requirements both for legislative reporting and cost recovery documentation. Due to the multi-agency involvement in the ICS it is important that all agencies understand the documentation and reporting requirements prior to obligating funds.

a. ADEC

ADEC shall expend and obligate monies directly from the OHSRPRF. ADEC shall be responsible for a consolidated report on expenditures reimbursed from the OHSRPRF at the conclusion of the ICS activation. The report shall address those items required in agency reporting requirements below.

b. Governor's Office

In the event of a disaster declaration under AS 46.08.040 (7) (b), the Governor's Office may expend and obligate monies directly from the OHSRPRF. The Governor's Office shall be responsible for a consolidated report on expenditures funded from the OHSRPRF at the conclusion of the ICS activation when a disaster declaration has occurred. The report shall address those items required in agency reporting requests, below. ADEC shall provide information on its expenditures in this case to the Office of the Governor.

Absent a disaster declaration, requests from the Governor's Office for reimbursement of expenditures from the OHSRPRF shall be treated the same as for other State agencies.

c. Other Agencies

Other State agencies should only incur obligations and expenditures after request for involvement and approval of a work plan by the State On-Scene Coordinator (SOSC). Obligations and expenditures not requested by the SOSC shall not be reimbursed from the OHSRPRF. Other agencies may seek reimbursement from the OHSRPRF by one of two methods: Inter-Departmental Accounting Journal Entries (AJE's) or Reimbursable Services

Agreements (RSA's). In both cases, supporting documentation requirements may be in excess of standard State requirements.

Thus, agencies should carefully review supporting documentation requirements. Requests for reimbursement shall be reviewed against OHSRPRF requirements and shall not be approved unless the documentation requirements have been met.

This reimbursement process may be amended if a cost recovery agreement is negotiated with a responsible party which adds or changes reporting requirements. ADEC shall provide written notification to all participating State agencies in such a case.

d. University of Alaska

Documentation requirements and access to the OHSRPRF for the University of Alaska has the same standard documentation and reporting requirements as other agency involvement, but reimbursements shall be through a general warrant.

TAB B: FUND EXPENDITURE METHODS

a. Inter-Departmental Journal Entries

The document shall include:

1. Transaction Screen Print
2. Audit Trail Showing Expenditure
3. Copies of Invoices, Procurement Documentation, Travel Documentation, Time Sheet, Warrant Register
4. Narrative justification for the expenditure that addresses the specific reason for each expenditure as it relates to the approved work plan for that agency
5. Other information to aid ADEC in the approval process
6. Other information to aid ADEC in the cost recovery process
7. Name and telephone of agency contact for additional information

All inter-agency journal entries shall be approved by the SOSC or his/her designee prior to authorization and certification by ADEC.

b. Reimbursable Services Agreements (RSA's)

The execute document shall include:

1. Transaction Screen Print
2. Audit Trail Showing Expenditure
3. Copies of Invoices, Procurement Documentation, Travel Documentation, Time Sheet, Warrant Register
4. Narrative justification for the expenditure that addresses the specific reason for each expenditure as it relates to the approved work plan for that agency

5. Other information to aid ADEC in the approval process
6. Other information to aid ADEC in the cost recovery process
7. Name and telephone of agency contact for additional information

All RSA adds, executes and amendments shall be approved by the SOSC or his/her designee prior to authorization and certification by ADEC.

c. Required Reports

All agencies shall be required to file reports on expenditures reimbursed from the OHSRPRF at the conclusion of their involvement in the ICS system. The report shall address the following topics:

1. Work Plan and Accomplishments
2. Personal Services Expenditures by Name, PCN, Total Compensation and Services Performed
3. One Time Purchases >\$10,000
4. Contractual Agreements >\$20,000
5. Equipment Purchases

All equipment purchases reimbursed from the OHSRPRF may be subject to depot requirements. ADEC shall review each agency's equipment purchases and make a determination of equipment which shall be required for the emergency response depots. The agency shall relinquish that equipment to ADEC for transport to the depot. The balance of the equipment shall remain the sole possession of the purchasing agency. The agency shall not be required to reimburse the OHSRPRF for equipment which ADEC does not require for emergency response depots.

TAB C: COST RECOVERY

Responsible Agency: ADEC/LAW

ADEC is responsible for cost recovery of OHSRPRF funds. ADEC will participate with the Department of Law in cost recovery agreement negotiation. Each participating agency will receive written notification of its responsibility under the cost recovery process. AS 46.08.020 requires that:

(1) money recovered or otherwise received from parties responsible for the containment and cleanup of oil or a hazardous substance at a specific site, but, excluding funds for performance bonds and other forms of financial responsibility held in escrow pending satisfactory performances of a privately financed response action; and

(2) fines, penalties, or damages recovered under this chapter or other law for costs incurred by the state as a result of the release or threatened release of oil or a hazardous substance;

shall be deposited in the general fund and credited to the special account called the "oil and hazardous substance release mitigation account".

As such all monies shall be collected and deposited by ADEC.

a. Cost Recovery Direct From Responsible Party

In cases of cost recovery direct from the responsible party, each participating agency may be required to provide documentation to the liable party and to ADEC for cost recovery. Written notification of procedures shall be provided by ADEC to each participating agency. Each agency shall be required to maintain records related to the cost recovery process. Specific record keeping requirements shall be outlined in writing by ADEC to each participating agency but shall include at a minimum:

1. Expenditures Incurred
2. Expenditures Submitted for Cost Recovery
3. Expenditures Recovered

b. Cost Recovery Through Litigation

In cases of cost recovery through litigation each participating agency may be required to provide documentation to the Department of Law and to ADEC for cost recovery. Written notification of procedures shall be provided by ADEC to each participating agency.

TAB D: ACCOUNTING

Responsible Agency: ALL

Accounting functions (AKSAS) will rarely be located on site.

All agencies must use a unique accounting structure (such as ledger code, program code) or other tool to identify all expenditures by specific ICS project.

ADEC must receive written notification from each participating agency of the accounting structure being used to capture its' authorization, obligations and expenditures.

AKSAS Transactions for Inter Departmental AJE's for reimbursement by ADEC should be sent to ADEC RD 18116.

AKSAS transactions for Reimbursable Services Agreement (RSA) executes, adds and amendments for reimbursement by ADEC should be sent to ADEC RD 18116.

The State of Alaska maintains reimbursable petty cash accounts for small purchases (usually less than \$100.00). The balance of these accounts is normally under \$100.00. Field Warrants are used in situations that require immediate payment. They are limited to a maximum

of \$1,000.00. Any amount over \$1,000.00 should be paid with an AKSAS generated general warrant.

TAB E: PERSONNEL/PAYROLL

Responsible Agency: DOA

Personnel and payroll actions are governed by the various collective bargaining agreements, Personnel Rules, and the State Administrative Manual as well as individual departmental policies and procedures.

In an initial activation of the multi-agency ICS, the Department of Administration shall take the lead role in establishing a core group which will consist of one or more representatives from each of the following agencies:

- Department of Administration
 - Division of Personnel
 - Division of Labor Relations
 - Division of Finance
- Department of Environmental Conservation
- All other State agencies with employees assisting in the cleanup efforts

The core group will address the following issues and any other issues as they arise to ensure consistency between departments:

1. Overtime eligibility for Fair Labor Standards Act (FLSA) exempt employees
2. Modifications to collective bargaining agreements through Letters of Agreement
3. Time reporting form modifications to address unique reporting requirements of the incident
4. Establishment of record keeping policies and procedures for volunteer corps
5. Assist in position classification and hiring for large numbers of emergency hires and non-permanent staff, agency guidance and assistance. This assistance will be available to all agencies, but agencies may choose to follow the existing procedures without this assistance.
6. Assist the Finance/Administration Section Chief in the hire and training of personnel/payroll staff to remain on site.

TAB F: PROCUREMENT

Change 2 – September 1999

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Responsible Agency: DOA

Agencies are cautioned that procurement actions are governed by AS 36.30, the State of Alaska Administrative Manual, 2 AAC 12, Departmental Delegated Purchasing Authority Memoranda, as well as individual departmental policy and procedures.

In an initial activation of the multi-agency ICS, the Department of Administration shall take the lead role in the establishment of an on-scene Procurement Office, using the designated contract support team (DCST); reporting to the Finance/Administration Section Chief. The Logistics Section Chief will work with the Procurement Office to ensure that accounting practices and procedures are followed for all transactions.

Primary activity shall be to:

1. Establish written term contracts for services.
2. Eliminate through public notice State liability from verbal contracts.
3. Assess and establish leases for office and other space.
4. Provide assistance, as needed, to all participating agencies in contracting, emergency procurement and reporting.
5. Establish systems to provide adequate internal controls and communication between the finance procurement unit and the logistics supply unit.
6. Coordinate with ADMVA/DES and DOT/PF and Logistics to ensure that ground transportation vehicular requirements are met.
7. Assist in hiring and training of staff for procurement function.

TAB G: DOCUMENTATION

Responsible Agency: ALL/DEC/LAW

a. Minimum Requirements

Each agency shall immediately implement documentation control and collection procedures. In all cases telephone logs, correspondence, reports, time records and field notes shall be considered a part of documentation. Numerical document control practices by all participating agencies and a mechanism for centralized document control and retention shall be instituted at the agency level. All staff shall be subject to a "Check In - Check Out" process through the resources unit of the Planning Section for debriefing and to ascertain that vital records are retained on site.

b. Additional Requirements

Additional documentation and data management requirements shall vary by incident. ADEC in conjunction with the Department of Law shall establish the documentation and data management requirements for each incident. Attention shall be paid to cost recovery requirements. Each participating agency shall be provided written instructions by ADEC for documentation requirements in excess of minimums.

APPENDIX IV - Other State Reports

Specific procedures, format, and criteria for the following State reports are set forth in the ADEC/SPAR/PERP Policy Manual.

TAB A: ADEC AFTER-ACTION REPORT

In order to better evaluate the response methods used by ADEC and ensure that any problems encountered are adequately addressed, an “after action” summary report (i.e., a lessons learned report) is produced for each significant spill incident involving ADEC and other State response staff. After Action Reports are prepared through consolidating ADEC internal inputs as well as inputs from other responding State agencies.

TAB B: SITUATION REPORT (SITREP)

ADEC disseminates information on ongoing emergency spill response activities through the issuance of periodic Situation Reports (SITREPs). The number and frequency of these reports, which follow a standard format, depends upon the severity of the incident and the size and scope of ADEC response activities associated with the incident. ADEC SITREPs are routinely distributed to ADEC management, the Governor’s Office, and other State agencies, as well as to all appropriate stakeholders depending on the specific incident.

APPENDIX V: PERMITS AND PERMITTING

General: The following tables summarize the various permits that could be required in an oil or hazardous substance response and recovery operation. Much of the material has been extracted from the **Draft Alyeska Spill Response Permitting Directory (Resource Document IV)**, dated January 13, 1993.

Note: Several permits are based upon departmental policy, and not on State regulations/statutes. While not legally required, these permits are necessary and will be pursued by the respective State Departmental agency.

Additionally, if an incident occurs within the boundaries of a municipality, municipal permits may also be required. The appropriate local government official should be contacted to determine local permitting requirements.

Refer to Appendix 16 of the ARRT Wildlife Protection Guidelines (see Annex G) for Alaska to obtain information on wildlife protection and response permit requirements.

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
ACCESS ROADS		
Access Road Permit	ADNR	11 AAC 18.020, AS 41.20.020
Conditional Use Permits and Variances	ADNR	11 AAC 91.100, 11 AAC 91.090
Discharge of Dredged or Fill Material into Surface Waters	COE	33 USC 1344
Removal of Mineral Materials from National Forests	USFS	36 CFR 251.4
Driveway Permit	ADOT	17 AAC 10.020, AS 19.05.20
Encroachment Permit	ADOT	17 AAC 10.010, AS 19.25.200
Purchase of Vegetative or Mineral Materials	DOI	43 CFR 3600
Right-of-Way Permit	ADNR	11 AAC 58.200, AS 38.05.035, .850
Right-of-Way Easement, Indian Land	DOI	25 CFR 169, 25 USC 323
Special Use Permit National Forests	DOA	36 CFR 251
Special Use Permit	DOI-NPS	36 CFR 1.6
State Park Non-Compatible Use Permit	ADNR	11 AAC 18.010, 11 AAC 18.020 AS 41.20.020, AS 41.20.040
Consultation on Historical and Cultural Sites	ADNR	36 CFR 800, AS 41.35
Environmental Risk Questionnaire	ADNR	ADNR Policy
Certificate of Reasonable Assurance	ADEC	Clean Water Act
Fish Habitat Permit	ADF&G	5 AAC 95.010, AS 16.05.840, .870
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
AIR LOGISTIC SUPPORT		
Airport Building Permit: Non-Intentional	ADOT	17 AAC 40.300-.390, AS 02.15.090
Airport Land Lease	ADOT	17 AAC 40.300, AS 02.15.090
Airport Operating Certificate	FAA	14 CFR 139
Notice of Intent to Establish/Change Airport Land	FAA	14 CFR 157
Radio and Wire Communications Construction Permit	FCC	47 USC 154, 303 Communications Act of 1934
BEACH CLEANING OPERATIONS		
Air Quality Permit to Open Burn	ADEC	18 AAC 15, 18 AAC 50.030, AS 46.03.020
Alaska Coastal Management Program, Coast Project Questionnaire	DGC	6 AAC 80, AS 46.40
Certificate of Reasonable Assurance	ADEC	Clean Water Act, 401
Fish Habitat Permit	ADF&G	5 AAC 95.010, AS 16.05.840, .870
Land Use Permit (Uplands)	ADNR	11 AAC 96, 62, 58.210, 50.140 AS 38.05.330, .035
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066, and 5 AAC 95.410
Environmental Risk Questionnaire	ADNR	None (Policy)
Tideland Permit	ADNR	11 AAC 62.720, 38.05.02, .035
Consultation on Historical and Cultural Sites	ADNR	36 CFR 800, AS 41.35

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
*BOOM DEPLOYMENT (See Note below)		
Alaska Coastal Management Program, Coastal Project Questionnaire	DGC	6 AAC 80, AS 46.40
Fish Habitat Permit	ADF&G	5 AAC 95.010, AS 16.05.840, .870
Permit for Bridges Over Navigable Waters	USCG	33 CFR 114, 115, 118
Special Area Permit	ADF&G	5 AAC 95, AS 16.20.010, .220, .090, .160
State Park Non-Compatible Use Permit	ADNR	11 AAC 18.010, 11 AAC 18.020 AS 41.20.020, .040
Structures/Work Affecting Navigable Water	COE	33 USC 403
Temporary Winter Use Permit	ADNR	11 AAC 93, AS 46.15.030-.185
BUOY MOORING		
Application for Private Aids to Navigation	USCG	33 CFR 62.25, 64, 66, 67
COMMUNICATIONS		
Radio and Wire Communications Permits	FCC	47 USC 154, 303 Communications Act of 1934

***Note: During a spill response, responsible parties should NOT wait for an ADF&G Special Area or Fish Habitat Permit to boom sensitive areas. ADF&G will provide guidance and recommendations regarding protection of these areas, and will follow up with any permit requirements, as necessary.**

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
CONTINGENCY PLANS		
Alaska Coastal Management Program, Coastal Project Questionnaire	DGC	6 AAC 80, AS 46.40
Oil Spill Contingency Plans, Offshore Oil and Gas Exploration and Production Operations	DOI-MMS	30 CFR 250.42 30 CFR 254
Facility/Vessel Handling Crude-Contingency Plans	ADEC	18 AAC 75.400, AS 46.04.030
Oil Storage Facilities Spill Prevention Control and Countermeasure Plan (SPCC)	EPA	40 CFR 112, Section 311, Federal Water Pollution Control Act Amendment
DISPERSANT APPLICATION		
Certificate of Reasonable Assurance	ADEC	Clean Water Act, 401
Structures/Work Affecting Navigable Water	COE	33 USC 403
FINANCIAL RESPONSIBILITY		
Facility/Vessel Handling Crude Products-Financial Responsibility	ADEC	18 AAC 20.005, 18 AAC 75.240 AS 46.04.040, .070
Financial Responsibility for Offshore Facilities	DOI-MMS	30 CFR 253
HARVESTING FISH		
Certificate of Inclusion: Marine Mammals	USDOC	50 CFR 216.24, 16 USC 11374(h)
Scientific, Educational or Propagative Permit	ADF&G	AS 16.05.920, 5 AAC 92.033
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066, and 5 AAC 95.410
Fish Transport Permit	ADF&G	5 AAC 41

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
Out-of-State Transport of Dead, Unpreserved Organisms Approval	ADF&G	None (Policy)
HAZARDOUS MATERIAL SHIPMENTS		
Letter of Compliance	USCG	46 CFR 153, 46 USC 170
Permits for Facilities/Vessels to Handle Hazardous Material	USCG	33 CFR 126, 154, 155, 156, 146.29 46 CFR 179.415
Special Permit for Bulk Solid Hazardous Material Shipments	USCG	46 CFR 148.01-9, 46 CFR 170
MOBILE CAMP ESTABLISHMENT		
Leasing of State Lands	ADNR	11 AAC 58, 11 AAC 60, 11 AAC 62, 11 AAC 64, AS 38.05.020, AS 38.05.070, AS 38.05.300
Air Quality Control Permit to Operate	ADEC	18 AAC 50.300, 18 AAC 15 AS 46.03.010,.140,.150,.160,.170
Air Quality Program	ADEC	18 AAC 50.300, AS 46.03
Conditional Use Permits and Variances	ADNR	11 AAC 91.100, 11 AAC 91.090
Dalton Highway Vehicle Permit	ADOTPF	17 AAC 30.010-.070, AS 19.05.020, AS 19.40.100, .110
Fired/Unfired Pressure Vessel Certificate of Inspection	ADOL	AAC 80, AS 18.60.180-.395
Food Service Permit	ADEC	18 AAC 31, AS 03.03.010, .020 AS 44.46.020
Special Use Permit	DOI-NPS	36 CFR 1.6

PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
Land Lease Authorization	DOI	25 CFR 162, 25 USC 415
Land Use Permit (Uplands)	ADNR	11 AAC 96, 62, 58.210, 50.140 AS 38.05.330, .035
Life and Fire Safety Plan Check for Buildings	ADPS	13 AAC 50.027, AS 18.70.080
Marine Sanitation Device Certification/Authorization	USCG	33 CFR 159, Marine Sanitation Devices
Special Use Permit for Federal Lands	USFS	36 CFR 251, 50 CFR 25, 26, 29, 36
Permit for Oversize/Overweight Vehicles	ADCED	17 AAC 25, AS 44.33.020
Permits for Facilities/Vessels to Handle Hazardous Materials	USCG	33 CFR 126, 154, 155, 156, 146.29 49 CFR 179.415
Plan Review for Sewage Systems or Water/Wastewater Works	ADEC	18 AAC 72.200, AS 16.10.010 AS 46.03.020, .050, .090, .100, .720
Prevention of Accident/Health Hazards Inspection	ADOL	18 AAC 60.010-75.030 AS 18.60.010-.10530
Radio and Wire Communications Construction Permits	FCC	47 USC 154, 303 Communications Act of 1934
Solid Waste Disposal Permit	ADEC	18 AAC 60, AS 46.03.100
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410.
State Park Non-Compatible Use Permit	ADNR	11 AAC 18.010, .020 AS 41.20.020, .040
Surface Oiling Permit	ADEC	18 AAC 15, AS 46.03.020
Wastewater Disposal Permit	ADEC	AS 46.03.110, .120; 18 AAC 15, 18 AAC 72

PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
Consultation on Historic and Cultural Sites	ADNR	36 CFR 800, AS 41.35
Environmental Risk Questionnaire	ADNR	None (Policy)
OILY WASTE DISPOSAL		
Air Quality Control Permit to Operate	ADEC	18 AAC 50.300, 18 AAC 15 AS 46.03.010, .140, .150, .160, .170
Solid Waste Disposal Permit	ADEC	18 AAC 60, AS 46.03.100
Consultation on Historic and Cultural Sites	ADNR	36 CFR 800, AS 41.35
OILY WASTE INCINERATION		
Air Quality Control Permit to Operate	ADEC	18 AAC 50.300, 18 AAC 15 AS 46.03.010, .140, .150, .160, .170
Air Quality Permit to Open Burn	ADEC	18 AAC 15, 18 AAC 50.030 AS 46.03.020
Air Quality Program	ADEC	18 AAC 50.300, AS 46.03
Burning Permit	ADNR	11 AAC 92, AS 41.15.010-.170 AS 41.15.700
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410
Certificate of Reasonable Assurance	ADEC	Clean Water Act, 401
New Source Performance Standards (AIR)	EPA	18 AAC 50, AS 46.03, Title 40 CFR Part 60, Clean Air Act
Solid Waste Disposal Permit	ADEC	18 AAC 60, AS 46.03.100
Consultation on Historic and Cultural Sites	ADNR	36 CFR 800, AS 41.35

PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
OPEN BURNING		
Air Quality Permit to Open Burn	ADEC	18 AAC 15, 18 AAC 50.030 AS 46.03.020
Burning Permit	ADNR	11 AAC 92, AS 41.15.010-.170 AS 41.15.700
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410
PAD CONSTRUCTION		
Discharge of Dredged or Fill Material into Surface Waters	COE	33 USC 1344
Removal of Mineral Materials from National Forests	USFS	36 CFR 251.4
Land Lease Authorization	DOI	25 CFR 162, 25 USC 415
Land Use Permit (Uplands)	ADNR	11 AAC 96, 62, 58.210, 50.140 AS 38.05.330, .035
Purchase of Vegetation or Mineral Material	DOI	43 CFR 3600
Special Use Permit for Federal Lands	USFS	36 CFR 251
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410
State Permit Non-Compatible Use Permit	ADNR	11 AAC 18.010, 11 AAC 18.020 AS 41.20.020, AS 41.20.040
Consultation on Historic and Cultural Sites	ADNR	36 CFR 800, AS 41.35
Environmental Risk Questionnaire	ADNR	None (Policy)

PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
SCIENTIFIC STUDIES		
Certification of Inclusion: Marine Mammals	USDOC	50 CFR 216.24, 16 USC 11374(h)
Fish Habitat Permit	ADF&G	5 AAC 95.010, AS 16.05.840,.870
Scientific and Educational Collection Permit	ADF&G	AS 16.05.020, AS 16.05.930
Shrimp Registration	ADF&G	5 AAC 31
Special Area Permit	ADF&G	AS 16.20.060, .170, .530 and 5 AAC 92.065, .066 and 5 AAC 95.410.
Fish Transport Permit	ADF&G	5 AAC 41
Out-of-State Transport of Dead, Unpreserved Organisms Approval	ADF&G	None (Policy)
Specimen Collection Permit	DOI-NPS	36 CFR 2.5
Shellfish Transport Permit	ADF&G	5 AAC 41
Migratory Bird Permits	DOI-FWS	Contact: FWS Oil and Hazardous Substance Spill Coordinator 786-3483 or FWS Law Enforcement .. 786-3311 for specific information regarding hazing, capture, transport, treatment, holding, release, or carcass retrieval.
Eagle Permits	DOI-FWS	
Marine Mammal Permits	DOI-FWS	
Endangered Species Permits	DOI-FWS	

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
SOLID WASTE DISPOSAL		
Air Quality Control Permit to Operate	ADEC	18 AAC 50.300, 18 AAC 15 AS 46.03.010,.140,.150,.160,.170
Air Quality Permit to Open Burn	ADEC	18 AAC 15, 18 AAC 50.030 AS 46.03.020
Air Quality Program	ADEC	18 AAC 50.300, AS 46.03
Burning Permit	ADNR	11 AAC 92, AS 41.15.010-.170, .700
Certificate of Reasonable Assurance	ADEC	Clean Water Act, 401
Marine Sanitation Device Certificate/Authorization	USCG	33 CFR 159 Marine Sanitation Devices
New Source Performance Standards (AIR)	EPA	18 AAC 50, AS 46.03 Title 40 CFR Part 60, Clean Air Act
Solid Waste Disposal Permit	ADEC	18 AAC 60, AS 46.03.100
Consultation on Historic and Cultural Sites	ADNR	36 CFR 800, AS 41.35
WASTE WATER DISPOSAL		
Certificate of Reasonable Assurance	ADEC	Clean Water Act, 401
Marine Sanitation Device Certificate/Authorization	USCG	33 CFR 159 Marine Sanitation Devices
Permit to Discharge Surface into Surface Waters	EPA	40 CFR 125, PL92-500
Plan Review for Sewage Systems or Water/Wastewater Works	ADEC	18 AAC 72.200, AS 16.10.010 AS 46.03.020,.050,.090,.100,.720
Wastewater Disposal Permit	ADEC	AS 46.03.110, AS 46.03.120 18 AAC 15, 18 AAC 72

(Change 1, May 1996)

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PERMIT	AGENCY	REGULATORY/STATUTORY REFERENCE
OTHER PERMITS		
Permit to Drill Relief Wells on the OCS	DOI-MMS	30 CFR 250.64
Archeological Resources Protection Act Permit	DOI-NPS DOI-BLM DOI-FWS DOI-BIA	43 CFR 7
Special Use Permit	DOI-NPS	36 CFR 1.6
Specimen Collection Permit	DOI-NPS	36 CFR 2.5