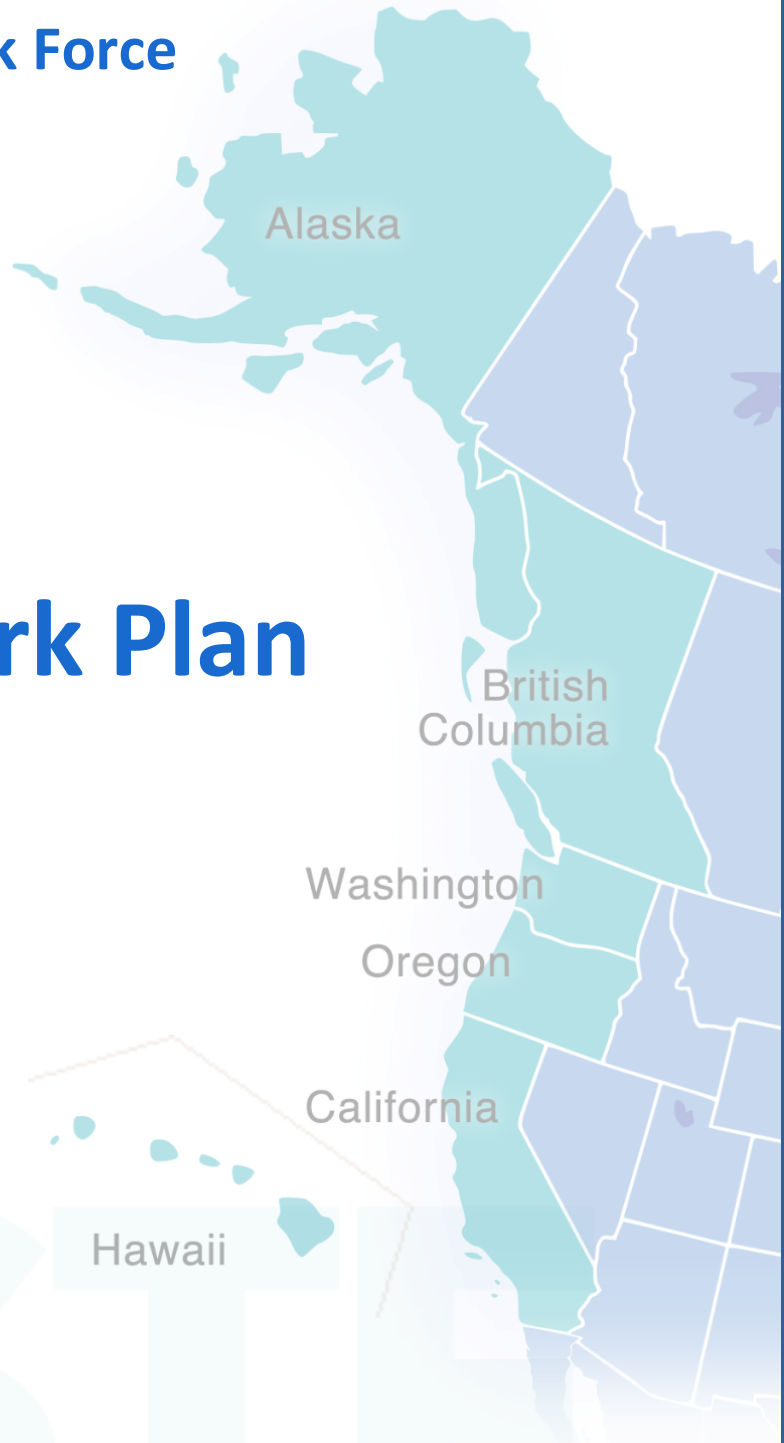


**The Pacific States/British Columbia
Oil Spill Task Force**

**2017
Annual Work Plan**

January 1, 2017



OSTIA



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STATEMENT OF AUTHORITY

This document represents a consensus of the Pacific States/British Columbia Oil Spill Task Force Members in support of activities identified for the upcoming year, January through December 2017. This annual work plan is pursuant to the Pacific States/British Columbia Oil Spill Memoranda of Cooperation of 1989 and 2001 and the 2014-2019 Strategic Plan, and is endorsed by the following members:



Larry Hartig, Commissioner
Alaska Department of Environmental Conservation

12/21/2016

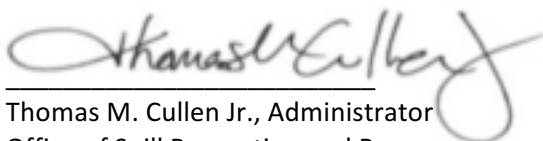
Date



Wes Shoemaker, Deputy Minister
British Columbia Ministry of Environment

12/21/2016

Date



Thomas M. Cullen Jr., Administrator
Office of Spill Prevention and Response
California Department of Fish and Wildlife

12/21/2016

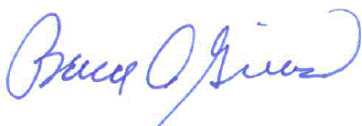
Date



Keith Kawaoka, Deputy Director for Environmental Health
Hawaii Department of Health

12/21/2016

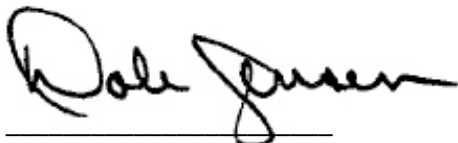
Date



Bruce Gilles,
Oregon Department of Environmental Quality

12/21/2016

Date



Dale Jensen, Spills Program Manager
Washington Department of Ecology

12/21/2016

Date

Table of Contents

STATEMENT OF AUTHORITYiii

INTRODUCTION 1

SPILL PREVENTION OBJECTIVE 2

SPILL PREPAREDNESS OBJECTIVE 7

SPILL RESPONSE OBJECTIVE 9

SPILL RECOVERY OBJECTIVE11

COMMUNICATIONS OBJECTIVE12

TASK FORCE MEMBER AGENCY POINTS OF CONTACT16

INTRODUCTION

Welcome to the 2017 Annual Work Plan presented by the Pacific States/British Columbia Oil Spill Task Force (Task Force). This plan contains the oil spill prevention, preparedness, response, restoration and communication activities that the Task Force intends to carry out from January through December 2017. This plan includes the key tasks, specific actions, deliverables and target dates for accomplishing the work. In the course of the year we may add additional tasks and actions, as needed. Therefore this work plan is not a static document, but rather a roadmap for the year's work ahead with flexibility to address new and emerging issues as they arise.

The 2017 Annual Work Plan is executed by the Task Force's Coordinating Committee and project-specific workgroups made up of member agency staff, topical experts and stakeholders. Project coordination, facilitation, and organizational support are provided by the Executive Coordinator and Project Support (Sarah Brace and Hilary Wilkinson, respectively).

This year, our work will continue to address spill prevention and preparedness planning to address the crude movement across the western states. We will continue to track and report the changes in volumes of crude being transported by rail (as well as pipeline, tank vessel, and barge) as part of our effort to monitor changes in trends in transport modes. We will also watch for and comment on federal rulemaking and legislation, concerning safety and transport issues surrounding crude by rail.

Our work in transboundary oil spill response planning will continue as we summarize and report on the outcome of the 5-year review of the Task Force's 2016 Transboundary Project. During 2016, a Task Force-led workgroup convened and designed a survey to establish the status of recommendations presented in the original report released in 2011 entitled [*The Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast Project Report*](#). The results from the review will be made available in the winter of 2016-2017, and follow-up may include a workshop or forum to discuss gaps and opportunities in preparedness, as identified in the review.

Our transboundary work will also include the Task Force's participation in a study being led by Clear Seas (of British Columbia), to explore the factors and risks associated with drift groundings on the West Coast. The Task Force will be represented on several workgroups to address causes of loss of vessel control, gaps and limitations in prevention, and solutions for preventing and effectively responding to drift vessel incidents.

The Task Force will also track the US Coast Guard's development of guidelines for Alternative Planning Criteria, a planning option that is particularly meaningful to member jurisdictions with considerable remote and inaccessible coastlines (AK and HI).

This is just a sample of our work ahead. Read through our entire workplan to find out more about our projects and activities.

We report on our work plan activities by regularly posting project progress reports and meeting notes on the Task Force website. We also present updates at our Annual Meetings, Clean Pacific Conferences, and other forums. Our Annual Reports capture project milestones and accomplishments on work plan tasks. For additional information on the Task Force and our programs, please visit our website: www.oilspilltaskforce.org

SPILL PREVENTION OBJECTIVE

TO PREVENT OIL SPILLS FROM A VARIETY OF SOURCES,
INCLUDING VESSELS, PIPELINES, FACILITIES, VEHICLES AND RAILROADS.

TASK 1: Track changing trends in oil movement on the West Coast

The Task Force is tracking the changes in how oil is being moved throughout the West Coast states and British Columbia. A number of proposed projects in the region will change the landscape for how oil is moved in and out of the region, including pipeline expansion projects and rail facility projects. These projects may have an impact to the region, specifically since the changes bring concerns regarding the type of oils produced, the methods of shipment, response and preparedness gaps along railways and rail transfer terminals.

The Task Force will continue to gather information on oil transport via rail, pipeline, tanker ship, and barge that will help each jurisdiction address the changing landscape to ensure prevention, preparedness, and response measures are adequate.

The Task Force will also seek opportunities to provide comments and input into future state and federal rulemaking processes aimed at improving rail oil spill response planning.

2017 ACTIONS

Action 1. Collect and summarize data on types and volumes of crude transported by rail, pipeline and vessel in 2016.

Target date: February 2017

Deliverable: Update database and graphics on status and trends of crude movement across jurisdictions. Include in information in the 2017 Annual Report and on Task Force website.

Action 2. Maintain and update web pages, crude transport map and other Task Force products addressing crude transport. Continue to share existing resources to federal state and local partners and stakeholders on rail oil spill prevention and response tools and information. Include links to jurisdiction's rail policy (where it exists) and preparedness/response planning efforts underway.

Target date: January-December 2017

Deliverable: Update crude transport information on Task Force website pages with relevant information from each jurisdiction. Maintain current products and updated annually, as needed.

Task 1. Responsibilities:

Coordinating Committee Members: Work with appropriate state agencies to procure 2016 volume data of crude oil transported via rail, pipeline, barge and tanker ship. Provide updates to tracking and reporting tools as needed. Provide reports, studies, policy initiatives, and other documents and materials for website.

Executive Coordinator: Support Coordinating Committee in maintaining database of volumes of crude oil; regularly update oil transport web pages with relevant information and tools.

Task 2: Maintain a regional database of spills in our member jurisdictions

The Task Force's regional oil spills database, which was launched in 2003, is a unique and valuable resource that enables us to track trends in spills and related causal factors. Using a standardized data dictionary to ensure uniform entries, we collect data on all spills of one barrel or larger. It remains an ongoing challenge to refine the information entered to a level of specificity that supports effective analysis while also taking into

account the varied collection capabilities of member agencies. The database is defined by the Task Force's data dictionary, which was created in 2007 and revised in 2014.

In 2016, the Task Force shared its oil spill database with NOAA, to incorporate into the Environmental Response Management Application (ERMA). The Task Force's oil spill data is now available on ERMA and we will continue to provide data for this purpose on an on-going basis.

2017 ACTIONS:

Action 1. Collect the 2016 oil spills data for AK, CA, HI, OR and WA using data dictionary template.

Target date: February 2017

Deliverable: Spreadsheet of 2016 oil spills data from each jurisdiction listed above.

Action 2. Coordinate with contractor (Camille Stephens) to summarize and analyze 2016 oil spills data.

Summary report will be posted in the Task Force website and data will be made available to NOAA for incorporating into ERMA.

Target date: May 2017

Deliverable: Report containing complete 2016 oil spills data and summary graphics for inclusion in 2017 Annual Report.

Task 2 Responsibilities:

Coordinating Committee: A Coordinating Committee member or designated agency staff member will serve on Database Workgroup and compile oil spill data on an annual basis. He/she will participate on conference calls to discuss data template and other database issues as needed.

Executive Coordinator: Work with contractor to obtain Task Force jurisdiction's oil spills data and develop graphics and figures for reporting on the Task Force website. Also collaborate with NOAA to share Task Force data for ERMA.

TASK 3: Support the Pacific Oil Spill Prevention Education Team's prevention education campaign.

Since 2003, the Pacific Oil Spill Prevention Education Team (POSPET) has been successfully targeting outreach at marinas and harbors, where small spills from recreational vessels are a main concern. The Clean Harbor and Clean Marina programs continue to certify new facilities, pointing to POSPET member's success at targeted outreach and education.

Effective communication and public outreach is an essential element in oil spill prevention and response planning. Many recent large spill incidents (e.g. *Cosco Busan*, *Deepwater Horizon*) point to the lessons learned for improved public engagement. The need for outreach tools, resources, guidance documents and training in effective risk communication and public engagement is evident. This year the Task Force will expand the scope of POSPET, to develop tools and resources for effective public outreach and community engagement planning. A workshop at the 2015 Clean Pacific Conference was an initial testing ground for templates, guidance tools, and other outreach approaches and materials we will develop in 2017. Based on feedback from Clean Pacific workshop participants, the Task Force has refined and revised our materials to ultimately offer these resources to our stakeholders and the larger oil spill community on an on-going basis.

In 2016, POSPET members carried out their first [Annual Work Plan](#), which included priority activities such as developing more coordinated marina manager training across the POSPET jurisdictions and improving resource sharing among POSPET workgroup members. In 2017, POSPET members will continue to implement actions identified in their 2016 recent work plan, including establishing digital information sharing platforms to enhance member communication and collaboration. Additionally, POSPET will work to fill holes in its workgroup membership, including from Oregon, where the recent turnover rate has been high.

2017 ACTIONS:

Action 1: Conduct three meetings per year of the POSPET workgroup – two in person and one via conference call.

During these meetings, the POSPET workgroup will report out on progress in outreach activities and update on Clean Harbor and Clean Marina facility certification to-date. In addition, the group will share information on new and emerging approaches to reach the public using electronic media and other outreach strategies.

Target date: Spring, fall and winter 2017

Deliverables: Meeting summaries containing updates on outreach efforts, recommendations for expanded outreach approaches, and updated data on the year's Clean Marina/Clean Harbor certification program.

Action 2. Update POSPET pages on Task Force website and provide accomplishments summary in the 2016 Annual Report

Continue to expand the POSPET page on the Task Force website to include member profiles, social media links from POSPET member's programs, information on how to obtain Clean Marina/Harbor certification; photos of outreach activity, and lessons learned from member jurisdictions or efforts underway in other parts of the country

Target date: January – December 2017

Deliverables: Updated POSPET page on the Task Force website and POSPET section of 2017 Annual Report.

Action 3. Create a 2017 POSPET Work Plan.

This plan will include a strategy with funding and partners identified that will be necessary for implementation.

Target date: January 2017

Deliverables: POSPET Work Plan.

TASK 3 Responsibilities:

Coordinating Committee: A Coordinating Committee Member or designated staff will serve on the POSPET Workgroup and participate in developing and implementing outreach activities and programs. The Coordinating Committee will review and approve the POSPET 2017 Annual Work Plan.

Executive Coordinator: Facilitate three times-yearly meetings, maintain OILS-911 call log, distribute outreach materials, maintain POSPET web page and coordinate POSPET's work plan tasks and activities.

TASK 4: Support the Clear Seas' Drift Vessel Study.

According to studies reviewed by Clear Seas Centre for Responsible Marine Shipping (Clear Seas), data indicates that groundings account for about one-third of commercial ship accidents. Groundings rank second in frequency (after ship-on-ship collisions) and a portion of these incidents are drift groundings.

Given the recent stranding of a container vessel off the B.C. coast and a barge drifting in Alaska waters, the Task Force supports Clear Seas' efforts exploring how to reduce the likelihood of these incidents occurring. The risk of oil spills from drifting vessels due to loss of propulsion, navigation and human errors, and other causes is a concern given the remote coastline within West Coast vessel traffic routes. Clear Seas has initiated a study to explore the causes and frequency of loss-of-control occurrences by ship type, to analyze tracking data regarding the numbers of vessels transiting Canadian coastline, to review best industry practices for off-shore travel, and to explore opportunities to prevent groundings.

The Task Force offered to participate in the vessel drift study through a letter of interest submitted to Clear Seas---August 30, 2016. Beginning in late 2016 (and continuing into 2017), the EC will participate in the following two working groups:

- Loss of Vessel Control
- Marine Safety System Gaps and Limitations

Other roles and opportunities for the Task Force to support the project may emerge during scoping stage of the project. Alaska Department of Environmental Conservation will be participating in this study, independent of the task force effort.

2017 ACTIONS:

Action 1: Participate in a kick-off meeting and workgroup scoping conference calls.

The scope and tasks associated with this project will be mapped out during the winter of 2016. EC will participate in kick-off meeting and also preliminary planning calls to define scope of work.

Target date: Fall 2016 through winter 2017

Deliverables: Scope of work and calendar of activities, as developed Clear Seas and project working groups.

Action 2: Participate on two working groups to implement scope of work and project tasks, as identified during the kick off meeting.

This will be fleshed out during subsequent conference calls/meetings following Task 1.

Target date: December 2017

Deliverables: To be determined

TASK 4 Responsibilities:

Coordinating Committee: Coordinating Committee will review draft materials from workgroup; provide jurisdictional data on drift vessels, other vessel traffic information, where available.

Executive Coordinator: Participate on three workgroups; provide Task Force data, information and perspectives on vessel drift issue, as requested.

TASK 5: Alternative Planning Criteria

In remote areas where response equipment and commercial services may be limited or unavailable, a jurisdiction may request that the US Coast Guard accept Alternative Planning Criteria (APC) to meet their response plan requirements for vessels. These APC may include prevention strategies to reduce the risk of spills, or alternative response strategies (equipment or procedures) to respond to an incident should it occur. For Hawaii and Alaska, APC is an important option given the large areas of remote coastline each state occupies.

The US Coast Guard is in the process of developing APC guidance and the Task Force supports this effort. The Task Force will urge the USCG to *emphasize prevention* in the guidance. The Task Force will monitor progress on the guidance development and will seek opportunities to provide input through comment letter and promote dialog with the US Coast Guard on APC during the annual Task Force/USCG meetings.

2017 ACTIONS:

Action 1: Track USCG HQ and District 17 progress on developing APC guidance

Continue to monitor the development of APC guidelines and their implications for Task Force jurisdictions.

Target date: January - December 2017

Deliverables: Periodic updates to Task Force members on progress towards development of APC guidance.

Action 2: Provide input to USCG on draft APC guidance.

Submit comment letters to USCG on APC, when appropriate. Initiate discussion at 2017 Task Force/USCG annual gathering; or include as agenda item at the Task Force's 2017 Annual Meeting.

Target date: January - December 2017

Deliverables: Comment letter(s); summary of facilitated discussion at Task Force/USCG annual gathering or at the Task Force Annual Meeting in October 2017.

TASK 5 Responsibilities:

Coordinating Committee: Review draft APC guidance, when available; provide comments for Task Force letter, if necessary; participate in Task Force/USCG discussions on APC.

Executive Coordinator: Track USCG's development of APC guidance and share with Task Force members; work with Coordinating Committee to submit comment letter(s), if needed.

SPILL PREPAREDNESS OBJECTIVE

TO IMPROVE OIL SPILL PREPAREDNESS AND RESPONSE CAPABILITIES THROUGHOUT OUR REGION

Task 1. Conduct 5-year review of the recommendations put forth in the 2011 Transboundary Planning and Response Capabilities for a Marine Oil Spill Project Report.

In 2008, the Task Force initiated a review of preparedness and response capability within two Transboundary areas of concern with the Task Force region: the Alaska/British Columbia border (referred to as CANUSDIX) and the British Columbia/Washington boarder (referred to as CANUSPAC). The goal of this project was as follows: *“To review and document existing U.S./Canadian Transboundary oil spill response plans and capabilities for the British Columbia/Alaska and British Columbia/Washington borders, acknowledging existing authorities and response management systems; and to recommend improvements as needed for both joint response and planning efforts, as well as for planning and capacity building within each jurisdiction.”*

A workgroup and several subcommittees consisting of 88 stakeholders were formed and they compiled a series of topic papers that addressed the capacity of the Transboundary regions regarding command topics, planning topics, operations, logistics and finance. The topic papers along with recommendations and reference documents were released in a final report entitled “The Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast Project Report” on April 2011. (This report can be found on the Task Force website www.oilspilltaskforce.org on the documents page.)

In 2016, the Task Force initiated a 5-year review of the transboundary report, including an assessment of the implementation status of each of the report’s 140 recommendations. This review will continue into 2017, with one or more workshops to address barriers to implementing the recommendations, opportunities to expand implementation, and other findings from the survey results.

2017 ACTIONS:

Action 1: Track status of highest priority recommendations

Develop and implement strategy to track the status of high priority recommendations, including new recommendations that may have come forth from the 5-year review survey.

Target date: January-December 2017

Deliverable: TBD

Action 2: Hold forum to identify highest priority recommendations, and plan for addressing them

Convene forum/meeting to share and discuss the results of the review: what’s been implemented, what’s still pending; etc. This could take place at IOSC, Task Force’s Annual Meeting, or Federal Partner’s meeting.

Target date: January-December 2017

Deliverable: TBD

Action 3: Post-report follow-up with implementing entities

Coordinate high-level discussions with entities identified in original report. 5-year review to address deficiencies and approaches for further implementation of recommendations.

Target date: January-December 2017

Deliverable: TBD

Task 1 Responsibility:

Task Force Executives: Be available to participate in discussions with implementing entities to address gaps.

Coordinating Committee: Participate in workshops and other follow-up activities identified by the Transboundary Report workgroup.

Executive Coordinator: EC will coordinate follow up activities that emerge from the final report of the Transboundary workgroup survey.

Task 2. Provide resources and tools to enhance community preparedness

The recent rise in inland oil movement by rail and pipeline presents challenges for communities that have not historically had to prepare for oil spills. Many communities are vulnerable to spills due to the increase in oil moving by rail, and the proximity of the rail lines to schools, hospitals and urban areas. Outreach before an incident is essential in helping communities prepare for a spill and in providing guidance on how to respond should an incident occur. Tools for outreach include websites such as “Ask Rail” in which rail companies provide information on the products being carried by trains passing through a community, and “Operation Life Saver” that provide training to school children on rail safety. Outreach tools will be made available on the Task Force website and also shared via Task Force presentations at Annual Meetings, Clean Pacific and other events.

2017 ACTIONS:

Action 1: Continue to research tools and resources that are available for improving community outreach.

This includes information such as websites, tracking tools, outreach materials, and templates provided by industry, federal and state agencies, and NGOs.

Target date: January-December 2017

Deliverable: List of tools, resources and links posted on Task Force website.

Task 1 Responsibilities:

Coordinating Committee: Provide links, tools and other resources to EC, when available.

Executive Coordinator: Post information on Task Force website, as available.

SPILL RESPONSE OBJECTIVE

TO STRENGTHEN OIL SPILL RESPONSE CAPABILITIES THROUGHOUT OUR REGION

TASK 1: Research and Development (R&D); Share information on new and emerging technologies.

The Task Force's Research and Development (R&D) workgroup consists of agency representatives and stakeholders from industry and other sectors involved in the design and application of new technologies to aid in oil spill response. The workgroup shares information on new and emerging technologies via an annual half-day conference call, as well as through on-going information exchange.

2017 ACTIONS

Action 1: Organize and facilitate annual conference call with R&D workgroup

Develop agenda and facilitate discussion on latest research and technology with workgroup members representing NOAA, USCG, state agencies, Environment Canada, BSEE and others.

Target Date: Winter 2017

Deliverable: Conference call summary shared with workgroup and Task Force members and posted on Task Force website

Task 2 Responsibilities:

Coordinating Committee: Support agency staff involvement in R&D workgroup.

Executive Coordinator: Coordinate logistics for annual conference calls. Circulate agenda of call to Coordinating Committee in advance of the conference call. Provide meeting summary to Task Force and Coordinating Committee on highlights of new research and technology shared during the calls.

TASK 2: Compile and share information on characteristics, fate and transport, and response approach for oil sands products and other new 'heavy oil' materials.

In April 2013, the Task Force co-hosted, with the WA Dept. of Ecology, a 2-day workshop in Seattle on Oil Sand Products for spill program managers, response practitioners, industry representatives and other stakeholders. The workshop provided an overview of the characteristics of oil sands products and offered participants an opportunity to engage in mock response scenarios involving spills of diluted bitumen and other oil sands products in marine, facility and on-land environments. This workshop was the first of its kind on the West Coast and was intended to provide an opportunity for the response community to learn more about the issues surrounding this rapidly expanding resource. The Task Force will continue to track the state of the science on heavy oils (also known as Class V oils), including work carried out by the National Academy of Sciences, and on the response lessons learned from recent heavy oil spills.

2017 ACTIONS:

Action 1. Continue to monitor and collect information on oil sands products and other heavy oils including how they are being processed, characteristics of the materials, specification for transport and their behavior when spilled in water or on land.

Timeline: January-December 2017

Deliverables: Memos, update and other communications as available. Links to websites from agency research organizations and other sources.

Task 1 Responsibilities:

Coordinating Committee: Share information across Coordinating Committee about new findings in reports, scientific studies and white papers on oil sands products and other heavy oil products.

Executive Coordinator: Track information from NOAA, EPA, National Academy of Sciences, and other agencies and research institutions conducting studies on heavy oils.

TASK 3: Identify policies, communication strategies and state of the science of dispersants

There are many questions surrounding the use of dispersants that are of interest to the Task Force jurisdictions: What is the current state of the science on dispersants? How is regulatory authority approved for use of dispersants? What policies are in place to dictate use or non-use of dispersants? How do dispersants affect human and environment health? In an effort to begin answering these questions, the Task Force will compile sources of information on dispersants including (but not limited to) new and emerging science on dispersants from NOAA, EPA, BSEE and other federal agencies. In addition, regulations regarding the use of dispersants across the west coast jurisdictions will be summarized. The Task Force will also review strategies and tactics used across the Task Force jurisdictions (as well as outside the region) to communicate dispersant use policy.

2017 ACTIONS

Action 1. Compile and make available information on the state of the science on dispersants and their effects on the environment and human health.

Obtain reports and websites containing dispersant science reports and finding from NOAA, BSEE, Center for Spills and the Environment (UNH) and other sources and post on Task Force webpage. Source information will be from peer-reviewed and scientifically valid sources.

Target date: January – December 2017

Deliverables: Update links to resources on dispersant science research and policy posted on the Task Force website.

Action 2. Share how the Task Force jurisdictions communicate around planning with regard to dispersant use.

Provide examples of how the Task Force member jurisdictions plan for dispersant use, including model policy, regulations and guidance.

Target date: Fall 2017

Deliverables: Update current dispersant use policy table to include communication strategies and outreach tools used to communicate effectively to the public. .

Task 4 Responsibilities:

Coordinating Committee: Provide data and relevant information from agencies on policies and practices surrounding dispersant use. Provide staff time to participate on a dispersants workgroup.

Executive Coordinator: Obtain resources from known agencies and organizations that compile information on the state of the science of dispersants. Coordinate with dispersant workgroup members on compiling relevant regulatory information and communications tools.

SPILL RECOVERY OBJECTIVE

TO ENSURE ENVIRONMENTAL, ECONOMIC AND SOCIAL RECOVERY FROM AN OIL SPILL.

No Tasks at Present

COMMUNICATIONS OBJECTIVE

TO CONTINUOUSLY IMPROVE COMMUNICATIONS WITHIN THE TASK FORCE,
WITH KEY STAKEHOLDERS AND THE GENERAL PUBLIC, AND TO MAINTAIN
A HIGH LEVEL OF PUBLIC AND STAKEHOLDER INVOLVEMENT

TASK I: Communicate with key stakeholders and the general public on Task Force activities

The Task Force is committed to regular and clear communications to stakeholders and the public on the activities, progress and accomplishments of our work. In addition, the Task Force seeks to provide timely and relevant information to our member agencies and industry partners on new guidance on federal and state policies, emerging science and technology, and planning tools. The 2017 Annual Work Plan and future workplans will be created to span the January-December calendar year. Workplan progress and products will be shared at Annual Meetings, Clean Pacific, IOOSC and other meetings and events, as well as through our Annual Reports and website updates.

This year, the Task Force will explore options to streamline reporting on jurisdictional news and updates. This may include synchronizing our news and updates with current member agency communications already taking place, and exploring new options to share our news more effectively using social media and other current communication tools.

2016 ACTIONS

Action 1: Organize and host 2017 Annual Meeting

The Task Force will hold its 2017 Annual Meeting September 28, 2017 in Honolulu HI. The Annual Meeting will be a one-day event including the following side meetings: Task Force Executives Meeting; Task Force Federal Partners Meeting; and the Fall Coordinating Committee Meeting.

Target Date: September 27-29, 2017

Deliverables: Annual Meeting program, jurisdictional updates, and side meeting agendas.

Action 2. Produce an Annual Report in 2017

The 2017 Annual Report will be produced for distribution at IOOSC in May 2017. This report will resemble the 2014 Annual Report in size, scale and content, and will focus on current Task Force projects and accomplishments. A printed color report and on-line version will be produced.

Target Date: May 1, 2017

Deliverables: Printed and PDF version of 2017 Annual Report

Action 3. Scope options for electronic reporting of jurisdictions news and updates

EC will continue to work with the communications managers and PIOs of Task Force jurisdictions to more efficiently share updates and news from across the member agencies. This will replace the time and labor-intensive efforts required of agency staff in the past to provide half-yearly jurisdictional updates.

Target Date: May 1, 2017

Deliverables: Printed and PDF version of 2017 Annual Report

Action 4. Produce the 2018 Annual Work Plan

The Coordinating Committee will convene via conference call in early September 2017, to review tasks and actions in the current work plan and discuss new tasks to include in the 2018 Annual Work Plan. The draft Annual Work Plan will be reviewed by Task Force members and signed for approval by December 31, 2017.

Target Date: December 31, 2017

Deliverables: 2018 Annual Work Plan

Action 5: Expand website and include social media tools

The Task Force website will be modernized to include a Facebook page for posting announcements and to link with Task Force member agency Facebook pages. The site will also expand coverage of crude transport issue through additional pages devoted to reporting and tracking Task Force jurisdiction's regulatory and planning, as well as national policy on crude transport safety via rail, pipeline, vessels and barges. Progress reports and other details of the Task Force's activities in 2017 will also be updated on the Task Force website (www.oilspilltaskforce.org), on an on-going basis as products are completed or milestones are reached.

Target Date: January - December 2017

Deliverables: Listserv announcement of new web pages, project updates, Facebook page and other news.

Action 6: Task Force Legacy Awards in 2018

Scope out the plan for next round of Legacy Awards, possibly at the next Clean Pacific taking place in 2018. (The last Legacy Awards were presented in 2015, at Clean Pacific in Vancouver.) Initiate the process of soliciting nominations.

Target Date: Fall 2017

Deliverables: A plan for soliciting, selecting and presenting the next round of Legacy Awards

TASK 1 Responsibilities:

Coordinating Committee: The Coordinating Committee will identify themes, topics and speakers for 2017 Annual Meeting; coordinate PIOs and Communications Managers to share jurisdictional news and updates; contribute to the 2017 Annual Report; and participate in developing the 2018 Annual Work Plan. The Coordinating Committee members will serve as liaisons to Task Force Executives to solicit their input, review and comments on all communications products.

Executive Coordinator: The EC will organize and coordinate all communications activities, with guidance and direction from the Coordinating Committee and Task Force Members.

ON-GOING EXECUTIVE COORDINATOR COMMUNICATIONS ACTIVITIES

- Schedule, coordinate and facilitate all Committee and Task Force meetings and conference calls.
- Provide follow-up summaries and memos on Task Force meetings and conference calls as well as conferences, workshops and meetings attended by E.C.
- Conduct on-going outreach via website updates, listserv announcements, and other regular communications.
- Compile weekly or 2x-weekly (time permitting) oil spill news clippings and share with subscribers to the Clippings Listserv.
- Provide monthly E.C. progress reports to Coordinating Committee.
- Submit mid-year E.C. progress reports to Task Force Members and Coordinating Committee.
- Track budget expenses; compile and submit monthly invoices.
- Respond to email and calls from stakeholders and other interested parties.
- Attend AWO Workgroup, API Spills Advisory Group, and other annual association and industry-sponsored roundtables and/or meetings, as needed.

ADDITIONAL ON-GOING TASK FORCE AND EC TASKS

Maintain & Improve Database	Data Workgroup & EC
Encourage HSC adoption of Vessel BIPs as SOCs	EC & Coordinating Committee
Implement 2008 WCOVTRM recommendations	EC & Coordinating Committee
Implement, promote & monitor 2011 TB recommendations	EC & Coordinating Committee
Share information on transiting vessels	EC & Coordinating Committee
Support Harbor Safety Committees	EC & member agencies
Promote BIPs for vessels & tank barges	EC & member agencies
Maintain & monitor 1-800-OILS-911	EC
Monitor and share information on Topics of Concern	EC, CC, and all agencies
Maintain partnerships with U.S. & CN federal agencies	EC & Coordinating Committee
Maintain Task Force contract and Interagency Agreements	WA Ecology & member agencies
Track Federal rulemaking; comment as needed	EC & member agencies
Track changes to ICS	EC & ICS Workgroup
Monitor Mutual Aid Issues	EC & Coordinating Committee
Maintain contacts with coastal states & provinces	EC

SCHEDULE OF TASK FORCE MEETINGS, 2017

2017	Coordinating Committee Bi-Annual Meetings and monthly conference calls	Annual Meeting	Other
January	Portland OR or California		
February – April	Monthly conference call: 3 rd Thursday of the month		
May 15-18	Long Beach, CA (IOSC)		International Oil Spill Conference (IOSC) Long Beach, CA
June - August	Monthly conference call: 3 rd Thursday of the month		
September 28, 2017		Honolulu, HI	
November and December	Monthly conference call: 3 rd Thursday of the month		

OTHER NOTABLE MEETINGS / WORKGROUPS / CONFERENCES

- American Petroleum Institute Spills Advisory Group meetings (2 x per year, in D.C.)
- American Waterway Operators (AWO) Quality Steering Committee (2 x per year, West Coast)
- Prevention First (Biennial in CA, next event in 2018)
- Transboundary Workgroup and “forum” (To be determined)
- Clear Seas Vessel Drift Study workgroups
- West Coast Joint Assessment Team (2 x year, West Coast)
- Task Force/US Coast Guard and Federal Partners Meeting (in conjunction with Annual Meeting)
- Chevron/OSPR R&D Symposium (Biennial in CA, next event in 2017)
- WA Ecology Best Achievable Protection Conference (Annual)

TASK FORCE MEMBER AGENCY POINTS OF CONTACT

Spill Prevention Projects

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Spill Preparedness and Response Projects

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