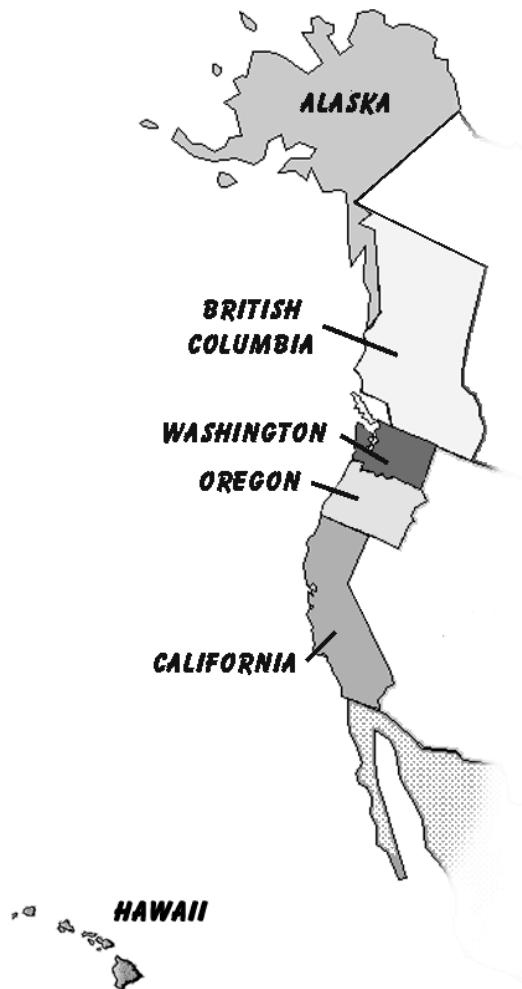


**The Pacific States/British Columbia
Oil Spill Task Force
2004-2005 Annual Work Plan**



Alaska • British Columbia • California • Hawaii • Oregon • Washington

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Pacific States/British Columbia Oil Spill Task Force 2004-2005 Annual Work Plan

Statement of Authority

This document represents a consensus of the 2004 Pacific States/British Columbia Oil Spill Task Force Members concerning a common sense of purpose and direction for the work year from 2004 to 2005. This annual Work Plan is adopted pursuant to and follows the intent of the Pacific States/British Columbia Oil Spill Memoranda of Cooperation of 1989 and 2001, and is endorsed by the following members:

- Signed by Ernesta Ballard, Commissioner, Alaska Department of Environmental Conservation, on July 20, 2004
- Signed by Eric Partridge for Gordon Macatee, Deputy Minister, British Columbia Ministry of Water, Air, and Land Protection, on July 20, 2004
- Signed by Carlton Moore, Administrator, Office of Spill Prevention and Response, California Department of Fish and Game, on July 20, 2004
- Signed by Laurence Lau, Deputy Director for Environmental Health, Hawaii Department of Health, on July 20, 2004
- Signed by Alan Kiphut for Paul Slyman, Deputy Director, Oregon Department of Environmental Quality, on July 20, 2004
- Signed by Linda Hoffman, Director, Washington Department of Ecology, on July 20, 2004

(Signatures are on file at the Pacific States/British Columbia Oil Spill Task Force office and copies are available upon request)

2004-2005 Annual Work Plan

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Spill prevention objective

TO PREVENT OIL SPILLS FROM VESSELS, PIPELINES, FACILITIES, VEHICLES, AND RAILROADS THROUGH DEVELOPMENT AND IMPLEMENTATION OF REGULATORY AND PUBLIC/PRIVATE PARTNERSHIPS.

TASK I: The Pacific States/BC Oil Spill Task Force Database Project

Goal: *Develop a regional database of spill events and incidents in our member jurisdictions that provides information on spill trends and causal factors.*

Lead Responsibility: Jack Barfield, Washington Department of Ecology

Process and Timeline:

Step 1: Continue the Database Project Workgroup with the following charter:

- Identify short-term steps and goals that will incrementally achieve the project goal.
- Continue to refine data submittals consistent with the Task Force Data Dictionary, including refining applications of the terms “other” and “unknown”. Refine the Data Dictionary to reflect experience gained during data submission and analyses as well as the collection capabilities of member agencies.
- Refine causal investigations and information entered into the database to achieve a level of specificity that supports effective analysis while conforming to the collection capabilities of member agencies. Strive to improve member agency analysis and collection capabilities where appropriate.
- Establish a data submission frequency (at least semi-annually) that promotes a consistent application of effort and quality review by member agencies.
- As the quality and scope of data submission continues to improve, collaborate to design an Access-based user interface that facilitates import of data submissions by member agencies as well as analysis of the regional information for trends and causal factors.
- The workgroup will be composed of one representative from each member agency; such representative should be assigned the Task Force database responsibilities at the operational level within the agency, should be conversant with data entry and quality issues, and be familiar with Access database principles. The workgroup chair will be Jack Barfield of the Washington Department of Ecology.

Target Date: The workgroup will convene primarily by conference call, monthly or as needed, but at least quarterly, and is also authorized to hold one face-to-face meeting over the 2004-2005 work year, if needed, with audio-visual provisions for any workgroup members unable to attend in person.

Step 2: In order to promote consistent application of the Data Dictionary, member agencies will participate in an investigator training event in early 2005; other state and federal agencies will be invited to participate.

Target Date: Winter 2005

Task I Workload:

- Each Agency: Assign a representative to the project workgroup and support their participation. Provide a firm commitment of the necessary resources at the agency operational/middle management level. Send staff to the investigator training event as needed. One agency will be chosen to host the 2005 investigator training event.
- WA Department of Ecology: Provide necessary project leadership and host the database development meeting.

- BC Ministry of Water, Land, and Air Protection: Provide liaison with the Provincial agency that manages spill data and facilitate BC's participation in this program.
- Coordinating Committee: Monitor and advise regarding task implementation.
- Executive Coordinator: Provide necessary material and project staffing.

TASK II: Prevent and Contain Spills during Oil Transfers

Goal: *Develop regionally consistent and effective oil transfer standards. Evaluate the need for operator training and certification programs for persons in charge of bulk commercial transfer operations.*

Lead Responsibility: Stan Norman and Linda Pilkey-Jarvis, Washington Department of Ecology

Process and Timeline:

Step 1: Compile information on operations during transfer spills over the past five (5) years by reviewing spill investigation reports. Evaluate for trends and causes.

Target Date: Fall 2004

Step 2: Review standards and policies regarding oil transfer pre-booming requirements for a variety of situations, including high current areas and areas exposed to high winds and seas.

Target Date: Winter 2005

Step 3: Compile and review information on training and certification standards for persons responsible for transfers of bulk oil in both marine and inland situations, including transfers involving vessels, trucks, and railroads.

Target Date: Spring 2005

Task Workload:

- WA Department of Ecology: Stan Norman and Linda Pilkey-Jarvis will provide project leadership for the Coordinating Committee, which will serve as a "project workgroup."
- Each Agency: Provide data on operations/causes of transfer spills. Provide information on transfer standards and policies, including personnel training standards.
- Coordinating Committee: Monitor and advise regarding task implementation.
- Executive Coordinator: Project staffing as required.

TASK III: Communication of Recommended Best Industry Practices for Vessels and Tug/Tank Barges

Goal: *Communicate recommendations regarding Best Industry Practices to prevent oil spills from vessel and tank barge operations.*

Lead Responsibility: Executive Coordinator with Stan Norman, Washington Department of Ecology

Process and Timeline:

Step 1: Submit a request to the US Coast Guard Pacific Area that they communicate the Best Industry Practices developed by this project as Standards of Care in all COTP zones in our member jurisdictions.

Target Date: Fall 2004

Step 2: Submit a similar request to Transport Canada following implementation by the US Coast Guard.

Target Date: As appropriate

Task Workload:

- Each Agency: Identify Points of Contact and assist with communications and outreach.
- WA Department of Ecology: Provide necessary project leadership.
- Coordinating Committee: Monitor and advise regarding task implementation.
- Executive Coordinator: Lead on implementation of all steps identified above.

TASK IV: Pacific Oil Spill Prevention Education Team (POSPET)

Goal: *Participate in the Pacific Oil Spill Prevention Education Team's campaign to prevent small oil spills from fishing and recreational vessels as well as marinas.*

Lead Responsibility: Task Force Executive Coordinator with representatives of member agencies assigned to POSPET

Process and Timeline:

Step 1: Establish a list serve for POSPET members and organize annual meetings.

Target Date: July for the list serve and October for the annual meeting.

Step 2: Participate in the Pacific Oil Spill Prevention Education Team (POSPET) and continue the education campaign to prevent small chronic spills.

Target Date: Ongoing

Task Workload:

- Executive Coordinator: Lead responsibility for Steps above, plus report to the Coordinating Committee.
- Each Agency: Appoint at least one person to participate in POSPET for their jurisdiction; such a contact does not need to be limited to the member agency if another agency has a mandate to provide spill prevention education to recreational boaters and marinas. Participation in POSPET meetings may be done by conference call.
- Coordinating Committee: Monitor and advise on task implementation.

TASK V: Monitor the Double Hull Conversion of the TAPS Fleet and Share Information on All Vessels of Concern

Goal: *Monitor the double-hull conversion of tankers in the TAPS trade and share relevant information regarding incidents, inspections, and near-misses involving both tankers and non-tank vessels transiting between member jurisdictions.*

Lead Responsibility: Laura Stratton, Washington Department of Ecology

Process and Timeline:

Step 1: Ecology will maintain and provide the Coordinating Committee with a listing of TAPS tankers that includes vessel names, build dates, retirement dates, and owner/operators, in order to monitor the age and double-hull conversion dates for these tankers. As this information is updated, it will be expanded to include an analysis of what percentage of the TAPs tanker fleet are single hull, double-bottom, and double hull.

Target Date: Quarterly or as needed to reflect new information

Step 2: The Executive Coordinator will periodically request information from the US Coast Guard regarding TAPS tanker inspections and any trends of concern with regard to the condition of these tankers.

Target Date: At least annually and ongoing

Step 3: All member agencies will share information with one another regarding both tank and non-tank vessel inspections, incidents, and near-misses which indicate possible risks to other member jurisdictions.

Target Date: Ongoing

Task Workload:

- Laura Stratton (WDOE) will take the lead on tracking and advising the Coordinating Committee regarding double-hull conversions and the status of the TAPS fleet.
- Each Agency: Identify Points of Contact for information exchange regarding incidents, near-misses, and inspection problems for both tank and non-tank vessels, as well as tank barges, which are transiting between member jurisdictions.
- Executive Coordinator and Coordinating Committee: Monitor and facilitate task implementation. Contact the USCG regarding inspections of TAPS tankers.

TASK VI: Monitor Spill Prevention Topics of Concern

Goal: *Monitor and share information on the following Spill Prevention Topics of Concern:*

- Cruise ship operations with regard to spills and other water pollution impacts
- Oil spill prevention research and development
- Pipeline spill prevention
- Offshore Lightering
- Oil spill risks from sunken vessels
- Waste oil dumping
- Salvage capabilities and regulations
- Liquefied Natural Gas shipping and terminal operations

Responsibility: Executive Coordinator, Coordinating Committee, designated Points of Contact

Process: Share information at quarterly meetings or as appropriate between meetings

Timeline: Ongoing

Task Workload:

- Executive Coordinator and Coordinating Committee: Monitor and share information on Topics of Concern between and at quarterly meetings.
- Each Agency: Identify Points of Contact for these Topics of Concern and participate as appropriate.

SPILL PREPAREDNESS AND RESPONSE OBJECTIVE

TO ENHANCE OIL SPILL PREPAREDNESS AND RESPONSE CAPABILITIES IN US AND CANADIAN PACIFIC COASTAL AREAS.

TASK I: Provide for Timely and Effective Responses to Requests for Places of Refuge

Goal: *Develop consistent planning and response procedures for responding to requests for refuge by ships in need of assistance in situations where environmental or economic impacts may result. Partner with the US Coast Guard Pacific Area, appropriate Canadian authorities, and key stakeholders to develop recommendations on Places of Refuge decision-making protocols, authorities, and procedures.*

Lead Responsibility: Executive Coordinator and Linda Pilkey-Jarvis, Washington Department of Ecology, Project Co-Chair for the Task Force

Process and Timeline:

Step 1: Assist the Project Workgroup Subcommittee in completing a draft Area Plan Annex to operationalize the International Maritime Organization's Guidelines on Places of Refuge.

Target Date: July 2004

Step 2: Submit the draft Area Plan Annex to West Coast Area Committees, Captains of the Ports, the Project Workgroup, and other experts for review and comment.

Target Date: July 2004

Step 3: Work with the Subcommittee to revise the draft annex based on Step 2 feedback and post it on the Task Force website for public comment. Solicit comment from targeted groups such as salvors, vessel operators, port authorities, and environmental organizations.

Target Date: October 2004

Step 4: Work with the Subcommittee to revise the draft annex based on Step 3 feedback and present it to the Project Workgroup for final endorsement. Work with Transport Canada and the Canadian Coast Guard as they adapt the final draft for Canadian purposes and Workgroup endorsement.

Target Date: November 2004

Step 5: Present the final Workgroup product to the Oil Spill Task Force Members and the US Coast Guard Pacific Area for their endorsement.

Target Date: December 2004

Step 6: Deliver the final Places of Refuge Area Plan Annex to West Coast area committees to incorporate into their area plans.

Target Date: January 2005

Task Workload:

- Washington Department of Ecology: Provide project leadership
- Each Agency: Support their representative in the Workgroup. Participation involves committee discussions, draft reviews, conference calls, and travel to one workgroup meeting in late fall of 2004.

- Coordinating Committee: Provide guidance and oversight through regular quarterly reviews of the project status.
- Executive Coordinator: Provide ongoing coordination and support to the Task Force Co-Chair, Workgroup, and Subcommittee as needed.

TASK II: Review Task Force agreement on Drill/Exercise Credits

Goal: *Review the 1995 Task Force Agreement to provide credits for drills and exercises in other member jurisdictions.*

Lead Responsibility: Coordinating Committee and the Executive Coordinator

Process and Timeline:

Step 1: Review the 1995 Agreement and discuss whether the protocols for Drill and Exercise credit need to be revised.

Target Date: Fall 2004

Step 2: Make necessary adjustments in collaboration with stakeholders and constituencies involved in the original development of protocols.

Target Date: Spring 2005

Step 3: Present a new Agreement to the Task Force Members for their signature as necessary.

Target Date: Summer 2005

Task Workload:

- Coordinating Committee: Participate in the review and discussion and work with staff in their agencies as needed.
- Executive Coordinator: Provide project leadership for all steps outlined above.

TASK III: Host a Roundtable Discussion on Preventing and Responding to Spills from Trucks

Goal: *Invite regulators and operators with responsibility for trucking operations to address the Task Force regarding spill prevention and response programs and policies currently applicable to these transportation modes. Identify successful strategies for preventing and responding to oil spills from these sources.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Work with the Coordinating Committee to identify key issues and probable speakers. Agree to a location and date.

Target Date: Fall Coordinating Committee meeting

Step 2: Invite speakers and publicize the event.

Target Date: Late Fall 2004 – early Winter 2005

Step 3: Host the event and compile and post summary notes of the Roundtable Discussion on the Task Force website.

Target Date: Late Winter 2005

Step 4: Determine whether the Task Force should undertake a comprehensive project addressing this issue.

Target Date: The next Coordinating Committee meeting after the Roundtable event

Task Workload:

- Coordinating Committee: Work with the Executive Coordinator to plan and implement the event.
- Executive Coordinator: Work with the Coordinating Committee to implement all steps above.

TASK IV: Contingency Planning Requirements for Non-Tank Vessels

Goal: *Support US Coast Guard and state initiatives to require oil spill contingency planning and response contracts for non-tank vessels of 300 gross tons or larger.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Provide letters of support, testimony, and expertise as necessary.

Target Date: Ongoing

Task Workload:

- Each agency: Review and comment on letters and testimony and provide expertise and advice.
- Executive Coordinator: Lead on implementation of all methods identified above.

TASK V: Maintain the Integrated Vessel Response Plan Matrix

Goal: *Maintain the Integrated Vessel Response Plan (IVRP) guidance matrix and track its use.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: As member agency or federal regulations affecting contingency plan requirements are adopted or revised, update the IVRP to reflect such changes.

Target Date: As needed

Step 2: Provide revisions to both the Task Force and US Coast Guard web sites and announce these revisions in the Task Force's Quarterly Report to Stakeholders.

Target Date: As needed

Task Workload:

- Coordinating Committee: Advise the Executive Coordinator of any rule revisions by their agencies affecting vessel contingency plans.
- Executive Coordinator: Overall coordination and implementation as described above.

TASK VI: OILS 911 Spill Reporting Number

Goal: *Maintain and monitor use of the 1-800-OILS-911 spill reporting phone number for British Columbia, Washington, Oregon, and California.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Pay the fee to maintain the 1-800-OILS-911 spill reporting system.

Target Date: Monthly

Step 2: Provide Coordinating Committee with reports on monthly usage of the spill reporting system in member jurisdictions.

Target Date: Quarterly

Step 3: Each participating member agency will ensure that participation by their jurisdiction is running smoothly and that information regarding the OILS 911 number is provided to their recreational boating and fishing community.

Target Date: Ongoing

Task Workload:

- Coordinating Committee: Ensure that member agency responsibilities are met and report any problems to the Executive Coordinator.
- Executive Coordinator: Overall coordination and implementation as described above.

TASK VII: Spill Preparedness/Response Topics of Concern

Goal: *Monitor and share information on the following Spill Preparedness/Response Topics of Concern:*

- Drill programs
- Financial responsibility requirements, state and federal
- Response technologies, including research and development
- Task Force agency semi-annual reports on implementation status of the recommended contingency plan elements
- OSRO certifications, mergers, mutual aid, and response capabilities
- NRDA initiatives and activities
- Applied response technologies
- Coordination of inter-jurisdictional wildlife care

Responsibility: Executive Coordinator, Coordinating Committee, designated Points of Contact

Process: Share information at quarterly meetings or as appropriate between meetings.

Timeline: Ongoing

Task Workload:

- Executive Coordinator and Coordinating Committee: Monitor and share information on Topics of Concern between and at quarterly meetings.
- Each Agency: Identify Points of Contact for these Topics of Concern and participate as appropriate.

COMMUNICATIONS OBJECTIVE

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

A. STAKEHOLDER OUTREACH/EXTERNAL COMMUNICATIONS

TASK I: Stakeholder Outreach

Goal: *Continue outreach to stakeholders by providing opportunities for public involvement in Task Force deliberations and education about Task Force activities.*

Lead Responsibility: The Executive Coordinator will take the lead, working with the Coordinating Committee and Task Force Members.

Process and Timeline:

Step 1: As approved by the Coordinating Committee, invite key stakeholders to participate in project work groups, project roundtables, or workshops.

Target Date: Ongoing

Step 2: Invite the public to attend the Annual Meeting and an issue-specific Roundtable event each year. Programs and themes for these events will be approved by the Coordinating Committee.

Target Date: Annually

Step 3: Post a regular *Report to Our Stakeholders* on the Task Force website to communicate regarding Task Force initiatives and activities. Produce an Annual Report describing both Task Force and Member Agency activities for the past work-year.

Target Date: Ongoing

Step 4: The Executive Coordinator will respond to information requests and speaking invitations, plus attend hearings, meetings, and conferences consistent with the mission of the Task Force and the interests of its member agencies.

Target Date: Ongoing

Step 5: Coordinating Committee members will serve as points of contact for other state or provincial agencies, as needed, to insure that all appropriate issues are before the Task Force. As key stakeholders, other agencies will receive information on Task Force activities through the *Report to Our Stakeholders* or be invited to provide updates on their activities when appropriate.

Target Date: Ongoing

Step 6: Maintain contacts with key US and Canadian federal agencies and other coastal states and provinces.

Target Date: Ongoing

Step 7: The Executive Coordinator should continue to attend meetings of the American Petroleum Institute's Spills Advisory Group, the Navigation Safety Advisory Council (NAVSAC), and the AWO/USCG Quality Steering Committee for the Pacific Region.

Target Date: Meetings as scheduled

Task Workload:

- Each Agency: Provide agency program information for the Annual Report.
- Coordinating Committee: Responsible for Steps 1, 2, 5, and 6 above, and help identify key stakeholders from their jurisdictions to be included on project workgroups or roundtable panels.
- Executive Coordinator: Overall coordination and implementation as described above.

TASK II: Track Federal Policy Development

Goal: *Track policy development at the US and Canadian federal levels, as well as at international levels, and provide comment and input on behalf of the Task Force.*

Lead Responsibility: The Executive Coordinator will take the lead with US and Canadian federal and international agencies.

Process and Timeline:

Step 1: Notify the Coordinating Committee of chances for comment or input to federal or international initiatives.

Target Date: Ongoing

Step 2: Written comments will be coordinated by the Executive Coordinator according to established procedures¹.

Target Date: Ongoing

Task Workload:

- Each Agency: Suggest opportunities for comment. Draft comments as they choose.
- Coordinating Committee: Suggest opportunities for comment. Review opportunities for comment and submit drafts by specified deadlines.
- Executive Coordinator: Overall coordination and implementation as described above.

TASK III: Maintain the Task Force Website

Goal: *Maintain the website which provides information on the Task Force and its activities as well as links to member and federal agency websites.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Ensure that current information including meeting information, reports, comments, correspondence, agreements, member websites, newsletters, Annual Work Plans, and the current Strategic Plan are available on the website.

Target Date: Ongoing

Step 2: Provide notice to key stakeholders when event notices, quarterly newsletters, or other items of current interest are posted on the website.

¹ Task Force comment procedures are as follows:

1. Executive Coordinator or a member agency notifies the Coordinating Committee of a comment opportunity. The Executive Coordinator sets a deadline for draft comments to be submitted.
2. Member agencies' draft comments are compiled or an initial draft is developed by the Task Force. This draft is sent to the Coordinating Committee for a review and comment process until consensus is achieved.
3. Final consensus comments are submitted on behalf of the Task Force.
4. Nothing in this process precludes member agencies from submitting their own comments as well.

Target Date: Ongoing

Task Workload:

- Each Agency: Use the web site as a resource for information on Task Force activities, reports, resolutions, and agreements.
- Coordinating Committee: Ensure that links for their agency sites are current on the Task Force website. Ensure that their agency website provides a link to the Task Force site.
- Executive Coordinator: Provide Task Force information in electronic format to the webmaster and periodically review the website for accuracy and currency. Provide notice of postings to stakeholders.

TASK IV: Maintain the Legacy Awards Program

Goal: *Create incentives to reduce the risks and the impacts of oil spills by maintaining the Legacy Awards program. Legacy Awards honor and publicize public and private sector initiatives that go beyond regulatory requirements to improve oil spill prevention, preparedness, and response.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Announce the Awards program and seek nominations two months prior to any deadline.

Target Date: Early Spring 2005

Step 2: The Coordinating Committee reviews nominations and makes award recommendations to the Task Force Members, who make final selections, not to exceed five.

Target Date: Late Spring 2005

Step 3: Winners are notified. Press notices on the Awards program and the winners are released. The Legacy Awards are presented at the Annual Meeting.

Target Date: Summer 2005

Task Workload:

- Each Agency: Task Force members review the Coordinating Committee's recommendations and makes final decisions on Legacy Award winners.
- Coordinating Committee: Review and discuss nominations as compiled by the Executive Coordinator, and make final recommendations to the Task Force Members. Provide additional research on nominees if necessary.
- Executive Coordinator: Overall coordination and implementation as described above.

TASK V: Meet with US and Canadian Federal Agencies

Goal: *The Coordinating Committee and/or the Executive Coordinator will meet annually with both US and Canadian federal oil spill regulatory agencies to identify and facilitate partnership opportunities on regional issues of common concern.*

Lead Responsibility: Executive Coordinator

Process and Timeline:

Step 1: Arrange meetings in conjunction with the Coordinating Committee's quarterly meetings.

Target Dates: Fall 2004, Winter and Spring 2005 Coordinating Committee meetings

Task workload:

- Coordinating Committee: Participate in discussions outlined above, follow-through as necessary.

- Executive Coordinator: Facilitate discussions and arrange for meetings with federal officials.

B. INTERNAL COMMUNICATIONS

TASK I: Continuous Improvement of Communications between Member Agencies

Goal: *Continue to improve communications between Task Force member agencies.*

Lead Responsibility: The Executive Coordinator and the Coordinating Committee

Process and Timeline:

Step 1: Exchange information on member agency initiatives and activities, including training opportunities.

Target Date: Ongoing

Step 2: Maintain a Contact List of Task Force Members and Coordinating Committee members. Points of Contact from each agency for the Topics of Concern noted above will be identified in the Annual Work Plan.

Target Date: Update as needed

Step 3: Produce a Midterm Status Report to Task Force Members on the progress of Strategic Plan projects and other current activities.

Target Date: January 2005

Step 4: Use methods of electronic communication such as phone, email, or video-conferencing to supplement or replace travel to meetings.

Target Date: Ongoing, as resources allow

Step 5: Encourage member agencies to share staff expertise.

Target Date: Ongoing

Step 6: Maintain a contact list for key stakeholders. Periodically circulate the list for Coordinating Committee review.

Target Date: Ongoing maintenance; list circulated at least annually

Step 7: The Coordinating Committee will meet for purposes of information exchange and Task Force administration, rotating meeting locations among member jurisdictions.

Target Dates:

- Summer 2004: July 21, Portland, OR
- Fall 2004: October 20-21 in Lacey, WA
- Winter 2005: January 13-14 in Honolulu, HI
- Spring 2005: April 20-21 in Victoria, BC

Step 8: The Task Force Members will evaluate membership expansion proposals in response to any request to do so by any current Member.

Target Date: As needed

Task Workload:

- Each Agency: Share staff expertise and support Coordinating Committee member's involvement.
- Coordinating Committee: Facilitate ongoing information exchange among member agencies; review and update the Contact List and Staff Directory as requested. Encourage the exchange of staff among agencies. Participate in Coordinating Committee meetings. Interpret the work of the Task Force to their program staff and interpret their program staff needs to the Task Force as appropriate. Member agency spill program staff should communicate

regional or US/Canadian Transboundary information of concern through their Coordinating Committee member.

- Executive Coordinator: Overall coordination and implementation as described above.

C. PLANNING

TASK I: Develop the 2005-2006 Annual Work Plan

Goal: *Develop the 2005-2006 Annual Work Plan pursuant to the mission, goals, objectives, and tasks outlined in the 2004-2009 Strategic Plan*

Lead Responsibility: The Executive Coordinator

Process and Timeline:

Step 1: The Executive Coordinator will provide the Coordinating Committee with an outline of possible tasks to be addressed under each objective from the Strategic Plan. These tasks may include ongoing tasks, tasks necessary to follow-up and implement projects from the prior year, and new tasks, either as identified in the 2004-2009 Strategic Plan or as have come to our attention as a result of spill incidents or other circumstances. The Executive Coordinator will facilitate discussion by the Coordinating Committee regarding these options towards an initial consensus on what they wish to accomplish for the coming year.

Target Date: Spring 2005 Quarterly Meeting

Step 2: That consensus will then be provided to them in the standard Annual Work Plan (AWP) format for their review and comment. That format will include an outline of the work expectations of each member agency and the Executive Coordinator, as well as a draft timeline that provides an overview of how these tasks will be accomplished during the work-year.

Target Date: May 2005

Step 3: Once the Coordinating Committee is comfortable with a draft AWP, the Executive Coordinator will ask them to review it with their Task Force Members in order to seek their preliminary review and input. The Executive Coordinator will also work with the Coordinating Committee to identify Points of Contact within their agencies for each project or Topic of Concern.

Target Date: June 2005

Step 4: The final draft AWP will then be reviewed at the briefing session prior to the Annual Meeting, and any necessary changes made prior to formal adoption at the meeting. The Executive Coordinator will review and present the AWP at the Annual Meeting and provide a signature sheet for the Members.

Target Date: 2005 Annual Meeting

Step 5: The Executive Coordinator will post the final AWP on the Task Force web site, and send copies with the Annual Report to the Governors and the Premier.

Target Date: August 2005

Task Workload:

- Each Agency: Participate in discussions and reviews of iterative drafts, providing feedback and guidance.
- Coordinating Committee: Provide leadership within their agencies to gather feedback and comments, and ensure that their Task Force Members' views and comments are communicated.
- Executive Coordinator: Overall coordination and implementation.

ATTACHMENT A

LONG TERM VISION STATEMENT

No Spilled Oil

MISSION STATEMENT

The mission of the Oil Spill Task Force is to strengthen state and Provincial abilities to prevent, prepare for, and respond to oil spills.

ONGOING GOALS

To prevent both large oil spills that cause catastrophic impacts in the waters of our member jurisdictions and the cumulative impacts of chronic small spills;

To coordinate communication, policy development, response capabilities, prevention and preparedness initiatives, and education in order to maximize efficiency of effort; to learn from one another and share ideas and "products";

To clarify the roles and responsibilities of state, provincial, and federal agencies in order to reduce regulatory gaps, overlaps, and conflicts;

To advocate in national and international arenas on selected issues of common concern, earning respect through credibility, clarity of purpose, and collaboration;

To work cooperatively with federal agencies, vessel and facility operators, the oil industry, response contractors, public interest groups, and all concerned citizens to create opportunities for political and technological breakthroughs by serving as a catalyst for progressive change;

To educate the public on the impacts of oil spills and issues relating to spill prevention, preparedness, response, and restoration; and

To serve as a model of regional cooperation and coordination.

OBJECTIVES

Spill Prevention: To prevent oil spills from vessels, pipelines, facilities, vehicles, and railroads through development and implementation of regulatory and public/private partnerships.

Spill Preparedness and Response: To enhance oil spill preparedness and response capabilities in us and Canadian pacific coastal areas.

Communications: To continuously improve communications within the task force as well as with key stakeholders and the general public, and to maintain a high level of public and stakeholder involvement in task force activities.

ATTACHMENT B KEY TASK FORCE PERSONNEL

Task Force Members:

- Ernesta Ballard (2002-2004)
Commissioner, Alaska Department of Environmental Conservation
- Linda Hoffman (2003-2004)
Director, Washington Department of Ecology
- Laurence Lau (2003-2004)
Hawaii Deputy Director for Environmental Health
- Gordon Macatee (2003-2004)
Deputy Minister, British Columbia Ministry of Water, Land, and Air Protection
- Carl Moore (2003-2004)
Interim Administrator, Office of Spill Prevention and Response,
California Department of Fish and Game
- Paul Slyman (2001 - 2004)
Deputy Director, Oregon Department of Environmental Quality

Coordinating Committee Members:

- Larry Dietrick (1999 -2004)
Alaska Department of Environmental Conservation
- Curtis Martin (2001-2004)
Office of Hazard Evaluation and Emergency Response
- Stan Norman (1995-2004)

Washington Department of Ecology

- Stafford Reid (1992-1999, 2004)
British Columbia Ministry of Water, Land, and Air Protection
- Scott Schaefer (2000-2004)
Office of Spill Prevention and Response, California Department of Fish and Game
- Mike Zollitsch (1997-2004)
Oregon Department of Environmental Quality

Executive Coordinator:

- Jean Cameron (1993-2004)
Pacific States/British Columbia Oil Spill Task Force

Attachment C
Task Force Member Agency Points of Contact
For 2004 - 2005 Annual Workplan Projects

I. A. Spill Prevention Projects

| PROJECT | ALASKA | BC | WASHINGTON | OREGON | CALIFORNIA | HAWAII |
|--|--|---|---|--|---|--|
| Database | Camille Stephens 907-465-5242 Camille_Stephens@dec.state.ak.us | Stafford Reid 250-952-4869 Stafford.Reid@gems9.gov.bc.ca | Jack Barfield 360-407-7483 jacb461@ecy.wa.gov | Mary Lou Perry 503-229-5731 perry.mary.lou@deg.state.or.us | Christell Spinelli 916-324 9797 cspinelli@ospr.dfg.ca.gov Spencer Ung 916-323-1487 sung@ospr.dfg.ca.gov | Curtis Martin 808-586-4249 cmartin@eha.health.state.hi.us Marsha Graf 808-586-4249 mgraf@eha.health.state.hi.us |
| Oil Spills During Transfers | John Kotula 907-835-1471 John_Kotula@dec.state.ak.us | Stafford Reid (see above) | Stan Norman 360-407-7465 snor461@ecy.wa.gov | Mike Zollitsch 503-229-6931 ZOLLITSCH.Michael.J@deg.state.or.us | Bud Leland 916-323-4649 bleland@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Recommended Best Industry Practices | Bill Hutmacher 907-269-3054 Bill_Hutmacher@dec.state.ak.us | Stafford Reid (see above) | Stan Norman (see above) | Mike Zollitsch (see above) | Scott Scheafer 916-445-9326 sschaefe@ospr.dfg.ca.gov | Curtis Martin (see above) |
| POSPET | Leslie Pearson 907-269-7543 Leslie_Pearson@dec.state.ak.us | Stafford Reid (see above) | Mary-Ellen Voss 360-407-7211 mevo461@ecy.wa.gov | Jack Wylie 503-229-5716 wylie.john@deg.state.or.us | Robert Hughes 916-323-6286 rhughes@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Monitor TAPS and Vessel Info Exchange | Bill Hutmacher (see above) | Stafford Reid (see above) | Laura Stratton 360-407-7485 lstr461@ecy.wa.gov | Mike Zollitsch (see above) | Ted Mar 916-323-6281 tmar@ospr.dfg.ca.gov | Curtis Martin (see above) |

I. B. Spill Prevention Topics of Concern

| TOPIC | ALASKA | BC | WASHINGTON | OREGON | CALIFORNIA | HAWAII |
|---|---|------------------------------|---|-------------------------------|---|------------------------------|
| Cruise Ships | Denise Koch (907) 465 - 5272 denise_koch@envircon.state.ak.us | Stafford Reid (see above) | Norm Davis 206-389-2438 ndav461@ecy.wa.gov | Mike Zollitsch (see above) | Jack Geck 916-323-4664 jgeck@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Oil Spill Prevention R&D | Sam Saengsudham 907-269-3078 Sam_Saengsudham@dec.state.ak.us | Stafford Reid (see above) | Stan Norman (see above) | Mike Zollitsch (see above) | Yvonne Addassi 916-324-7626 yaddassi@ospr.dfg.ca.gov Jack Geck 916-323-4664 jgeck@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Pipelines Spill Prevention | Sam Saengsudham (see above) | Stafford Reid (see above) | Gary Lee 360-407-6956 glee461@ecy.wa.gov | Mike Zollitsch (see above) | Bud Leland 916-323-4649 bleland@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Offshore Lightering | Leslie Pearson (see above) | Stafford Reid (see above) | Laura Stratton (see above) | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| Sunken Vessel Spill Risks | Leslie Pearson (see above) | Stafford Reid (see above) | Stan Norman (see above) | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| Waste Oil Dumping | Leslie Pearson (see above) | Stafford Reid (see above) | John Thornton 503-229-6800 joth461@ecy.wa.gov | Mike Zollitsch (see above) | Ted Mar (see above) | Curtis Martin (see above) |
| Salvage Capabilities and Regulations | Leslie Pearson (see above) | Stafford Reid (see above) | Lori Crews 360-407-7538 locr461@ecy.wa.gov | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| LNG | Bill Hutmacher (see above) | Stafford Reid (see above) | Laura Stratton (see above) | Mike Zollitsch (see above) | Bud Leland (see above) | Curtis Martin (see above) |

II. A. Spill Preparedness and Response Projects

| TASK | ALASKA | BC | WASHINGTON | OREGON | CALIFORNIA | HAWAII |
|---|---|---------------------------|---|----------------------------|---|---|
| Develop Places of Refuge Procedures | Leslie Pearson (see above) John Bauer, Alternate 907-269-7522 john_bauer@dec.state.ak.us | Stafford Reid (see above) | Linda Pilkey-Jarvis 360-407-7447 jpil461@ecy.wa.gov Stan Norman (see above), alternate | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| Review Drill/Exercise Credit Protocols | Larry Dietrick 907-465-5255 Larry_Dietrick@dec.state.ak.us | Stafford Reid (see above) | Elin Storey 425-649-7111 eabr461@ecy.wa.gov | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| Trucking Round-Table | Leslie Pearson (see above) | Stafford Reid (see above) | Stan Norman (see above) | Mike Zollitsch (see above) | Bud Leland (see above) | Curtis Martin (see above) Hawaii Dept. of Health |
| Support Contingency Plans for Non-Tank Vessels | Betty Schorr 907-271-4389 Betty_Schorr@dec.state.ak.us | N/A | Stan Norman (see above) | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| Maintain IVRP | Betty Schorr (see above) | N/A | Linda Pilkey-Jarvis (see above) | Ed Wilson (see above) | Jack Geck (see above) | Curtis Martin (see above) |
| Maintain OILS-911 | N/A | Stafford Reid (see above) | Mary-Ellen Voss (see above) | Mike Zollitsch (see above) | Lisa Curtis 916-324-8451 lcurtis@ospr.dfg.ca.gov | Curtis Martin (see above) |

II. B. Spill Preparedness and Response Topics of Concern

| TOPIC | ALASKA | BC | WASHINGTON | OREGON | CALIFORNIA | HAWAII |
|--|--|------------------------------|--|---|--|------------------------------|
| Drill Programs | Betty Schorr (see above) | Stafford Reid (see above) | Elin Storey (see above) | Ed Wilson (see above) | Bud Leland (see above) | Curtis Martin (see above) |
| Financial Responsibility requirements | Craig Wilson 907-465-5204 Craig_Wilson@dec.state.ak.us | Stafford Reid (see above) | Jeff Fishel 360-407-7504 jfis461@ecy.wa.gov | Mike Zollitsch (see above) | Steve Sawyer 916-324-9812 ssawyer@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Spill Response R&D | Leslie Pearson (see above) | Stafford Reid (see above) | Elin Storey (see above) | Jack Wylie/ Mary Lou Perry (see above) | Yvonne Addassi (see above) | Curtis Martin (see above) |
| Status Reports on C-Plan Elements | Bill Hutmacher (see above) | N/A | Linda Pilkey-Jarvis (see above) | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| OSRO mergers, certifications, mutual aid, and response capabilities | Bill Hutmacher (see above) | N/A | Linda Pilkey-Jarvis (see above) | Mike Zollitsch (see above) | Scott Schaefer (see above) | Curtis Martin (see above) |
| NRDA | Leslie Pearson (see above) | Stafford Reid (see above) | Dick Logan 360-407-6971 dlog461@ecy.wa.gov | Mike Zollitsch (see above) | Julie Yamamoto 916-327-3196 jyamamot@ospr.dfg.ca.gov | Curtis Martin (see above) |
| Applied Response Technologies | Leslie Pearson (see above) | Stafford Reid (see above) | Rebecca Post 360-407-7114 repo461@ecy.wa.gov | Jack Wylie/ Mary Lou Perry (see above) | Yvonne Addassi (see above) | Curtis Martin (see above) |
| Coordinated Oiled Wildlife Care | Leslie Pearson (see above) | Stafford Reid (see above) | Dick Logan (see above) | Rose Owens ODF&W (503) 947-6085 Rose.Owens@state.or.us | Dr. Mike Ziccardi, Oiled Wildlife Care Network 530-752-4167 mhziccardi@ucdavis.edu | Curtis Martin (see above) |

**ATTACHMENT D
2004 - 2005 WORKPLAN TIMELINE**

Work Product

Primary Responsibility

BY FALL 2004:

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|--|--|
| <ul style="list-style-type: none"> • Compile & analyze data on transfer spills • Request BIPs as PACAREA SOCs • Arrange POSPET meeting • Post Places of Refuge Annex for public comment • Coordinating Committee reviews D/E protocols • Coordinating Committee plans Hwy/RR Roundtable | <p>WDOE, EC, Coordinating Committee WDOE, EC EC WDOE, EC, Project workgroup EC & Coordinating Committee EC & Coordinating Committee</p> |
|--|--|

BY WINTER 2005:

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|--|---|
| <ul style="list-style-type: none"> • Investigator Training Event • Review pre-booming standards • Approval of Places of Refuge draft annex • CC works with stakeholders on D/E credit protocols • Host Trucking Roundtable and compile summary • Mid-term report to Task Force Members | <p>EC & Coordinating Committee EC & Coordinating Committee WDOE, EC, Workgroup EC & Coordinating Committee EC & Coordinating Committee EC</p> |
|--|---|

BY SPRING 2005:

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|---|--|
| <ul style="list-style-type: none"> • Request & review 2005 Legacy Awards nominations • Begin 2005-2006 Annual Work Plan process • Review training/certification standards for bulk oil transfers • Agreement on D/E credit protocols • Recommend further Hwy/RR initiative as needed | <p>EC & Coordinating Committee EC & Coordinating Committee EC & Coordinating Committee EC & Coordinating Committee EC & Coordinating Committee</p> |
|---|--|

BY SUMMER 2005:

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|--|--|
| <ul style="list-style-type: none"> • 2004 West Coast spill data report • 2005 Annual Report • Annual Meeting in Alaska • Announce and present 2005 Legacy Awards • Adopt 2005-2006 Annual Work Plan | <p>WDOE & EC w/CC review EC & Coordinating Committee EC, CC, ADEC EC, CC, Members Task Force Members</p> |
|--|--|

ONGOING or AS NECESSARY:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Database Workgroup continues improvements to data quality • Track double hull conversion rate of TAPS tankers • Track trends in CAIP inspections • Share information on risks from transiting vessels • Participate in and support POSPET • Maintain the Oil Spill Task Force web site • IVRP maintenance and coordination • Maintain 1-800-0ILS-911 spill reporting number • Maintain Task Force contracts and Interagency Agreements • Other communications initiatives including newsletters • Monitor and share information on Topics of Concern • Support efforts to require c-plans for non-tank vessels • Meet with US & CN federal agencies | <p>WDOE, Workgroup, EC WDOE & Coordinating Committee EC & Coordinating Committee All member agencies EC+ member agencies EC EC+ member agencies EC WDOE & member agencies EC & member agencies EC, CC and all agencies EC, CC & all agencies EC & Coordinating Committee</p> |
|---|--|

Annual Workplan Timeline Glossary:

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| <p>ADEC: Alaska Department of Environmental Conservation CC: Coordinating Committee EC: Executive Coordinator HEH: Hawaii Environmental Health MWLAP: BC Ministry of Water, Land, and Air Protection ODEQ: Oregon Department of Environmental Quality OSPR: Office of Spill Prevention and Response, California Department of Fish and Game WDOE: Washington Department of Ecology BIPS: Best Industry Practices</p> |
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PACAREA: US Coast Guard Pacific Area
SOCs: Standards of Care
TAPS: Trans-Alaska Pipeline System
CAIP: Critical Area Inspection Program
POSPET: Pacific Oil Spill Prevention Education Team
IVRP: Integrated Vessel Response Plan
D/E: Drills and Exercises
Hwy/RR Highways and Railroads