



U.S./CANADIAN TRANSBOUNDARY SPILL PLANNING & RESPONSE PROJECT

WORKPLAN

October 2, 2008

I. PROJECT GOAL

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 joint response and planning efforts, as well as for planning and capacity building within each jurisdiction.

II. PROJECT ORGANIZATION AND DELIVERABLES

- The U.S./Canadian Transboundary Spill Planning and Response Project is sponsored by the Pacific States/British Columbia Oil Spill Task Force and will focus only on marine areas affecting the CANUSPAC & CANUSDIX annex areas
- Dave Byers of the Washington Department of Ecology has agreed to serve as Project Chair on behalf of the Pacific States/British Columbia Oil Spill Task Force.
- A Project Workgroup of key stakeholders (see section III below) met on June 11-12, 2008 and reviewed existing protocols/paradigms - i.e., the Joint Contingency Plan, the CANUSDIX and CANUSPAC annexes, the Response Management System, REET, ICS, mutual aid agreements, and the CANUSDIX decision-making protocols. They also discussed/drafted this Project Workplan. The Project Workgroup will provide oversight and guidance for the project, including review of subcommittee work products.
- The Project Workgroup has chartered subcommittees to address preparedness and response topics of mutual concern; subcommittee membership may include appropriate experts from outside the Project Workgroup. Each subcommittee has a designated chairperson to move work along according to the approved timeline and to be responsible for draft reports to the Project Workgroup. These chairpersons are Project Workgroup members.
- These subcommittees will work by email/conference call in order to minimize travel. All "full-time" subcommittee members, whether Project Workgroup members or not, have a vote on the subcommittee. "Observers" will participate at their discretion, but do not wish to vote. Subject specialists may be recruited to review/comment on drafts or participate on the subcommittees short-term; they would not be voting subcommittee members.

- The subcommittee process for developing draft reports will include vetting by stakeholders appropriate to that topic. Subcommittee reports will include recommendations to government and private sector organizations as appropriate, e.g., for exercises and other means of continuously improving paradigms, processes, and protocols into the future. The recommended format for subcommittee reports would include:
 - Findings (brief statements of fact - can include identified problems or conflicts)
 - Discussion (A fuller discussion of the Findings and related problems, successes, etc.)
 - Recommendations (As needed - these should be as specific and as feasible as possible)
 - Sources (documents referenced and persons contacted (by name and title))

- Most project work will be done by the subcommittees in order to minimize travel to full Project Workgroup meetings. It is anticipated that the Project Workgroup meetings will not occur more than 2-3 times, and that the meeting locations will rotate between Washington, British Columbia, and Alaska.

- The Project Workgroup and subcommittees will operate by consensus; failing consensus, a majority vote and a minority report will be allowed.

- The Pacific States/British Columbia Oil Spill Task Force Executive Coordinator will staff the Project Workgroup and the Subcommittees.

- The Project Workgroup will be afforded the opportunity to review and comment on draft subcommittee reports, requesting, if appropriate, additional work by one or more subcommittees. The Project Workgroup will then bring all draft subcommittee reports together into a final draft Project Report to be made available for public comment on the Task Force website (with links from other sites as appropriate), as well as presented to appropriate stakeholder groups for comment. Public comments will be addressed in the final Project Report.

- A final report, with recommendations for improvements as appropriate, will be provided to the agencies and organizations responsible for U.S./Canadian transboundary marine oil spill planning and response for the CANUSDIX and CANUSPAC annex areas, as well as to key stakeholders in the CANUSDIX and CANUSPAC annex areas and to the Members of the Pacific States/British Columbia Oil Spill Task Force.

- Subcommittee Chairpersons should be Project Workgroup members. It is the chairperson's responsibility to move work along according to the approved timeline, and

to be responsible for draft reports to the Project Workgroup. Subcommittees can meet by email/conference call as needed.

- The Project Workgroup has authorized the following Subcommittees: Command, Planning, Operations, Logistics, and Finance/Administration. The Project Workgroup assigned the topics listed in part III below to these subcommittees. Each subcommittee will review its assigned topics on the first conference call in order to develop a workplan and assign topics for research/drafting reports. If a subcommittee wishes to take on additional topics, that Chairperson should email other chairs to ensure that there are no conflicts or problems.

III. SUBCOMMITTEE TOPICS AS ASSIGNED BY THE PROJECT WORKGROUP

Command

- Initial notifications - how handled in each nation and who's on the notification list
- Activation of JCP/Annex - are protocols clearly defined and consistent?
- Response structures - coordinating RMS (CN) and ICS/UC (US & BC) (forms, planning & operational cycles)
- Coordination/communication between Command Centers on both sides of border (as envisioned in the Joint Contingency Plan), including liaison placement, roles, & access to UC
- An RP's representation and role in each command center
- Review the CANUSLANT decision matrix re: formation of a single command center
- How decision-making would be coordinated for an orphan spill versus one with an RP
- How would USCG or CCG decision to take over spill management from the RP be implemented?
- Integrating state/provincial, local government, tribal, and landowner interests into two command centers
- Media/JIC coordination between command centers - of both the JICs and the messages
- Access for investigations
- Natural Resource Damage Assessments (NRDA) (Policies and how coordinated within each management structure)
- MARSEC (how coordinated within transboundary spill response)
- Law enforcement coordination
- Information flow/sharing, including how clean-up endpoints are developed

Planning

- Membership of the Joint Planning groups
- Places of Refuge decision-making (plans, protocols, capabilities)
- Dispersant and ISB decision-making (plans, protocols, capabilities)
- Process for including First Nations, Federally-recognized tribes, and other stakeholders in planning and policy & document development

- Waste management (plans, protocols, capabilities) Note: this topic covers the development of the Waste Mgt Plan (WMP) and not field implementation of the plan
- Wildlife response (plans, protocols, capabilities)
- Historic properties (cultural resources) protection (plans, protocols, capabilities) (placed in the "parking lot" by Subcommittee)
- Fishery closure (plans, protocols, capabilities)
- GRPs or GRSs for Transboundary areas (plans, protocols, capabilities)
- Response capabilities/gaps along borders (equipment, personnel, strategies)
- Volunteer training, management, and liability issues (identify plans that include the use of volunteers)

Operations

- Mutual Aid (OSTF, OSROs, other)
- Traffic control (both vessel and aircraft)
- Cross-training on equipment (tie into joint training & mutual aid agreements)
- Utilization and training of the Fishermen's Oil Spill Emergency Team and marine contractors
- Waste Management Field Operations, including waste tracking and documentation
- Responder immunity issues
- Equipment compatibility
- Documentation Coordination (The Documentation Unit is absolutely critical for maintaining a record of the progress of the response; and it is hard enough to get a strong Documentation Unit going early in the spill to seek and collect the documents that each Section comes up with and don't think to share. If it wasn't in writing (and collected in a central documentation file) it didn't happen.)
- OSHA (U.S. & CN) and PPE equipment standards - any conflicts?
- Legal issues such as liability or the division of tasks irrespective of national boundaries

Logistics

- Availability of man-camps? Waste barges? Pre-identification of same
- Moving people and equipment through U.S. and CN customs, both at border checkpoints and when working on boundary waters
- Compatibility of software systems; can info be exchanged in a functional form? Is it web-based?
- Vessel to vessel to aircraft communications/channel selection
- Pre-identification of possible command center locations (locations will be determined based on available facility attributes and ability to support space, communicational, power and internet capabilities, etc)
- Remote location issues including:
 - Pre-identification of possible command centers
 - communications capabilities
 - Response equipment caches

- ability of vessels to operate in remote locations (access to fuel, waste-water holding limits)

FINANCE/ADMINISTRATION SUBCOMMITTEE TOPICS

- Cost recovery procedures (do U.S./CN policies and standards differ? Is this a problem?)
- Limits of Liability and requirements for Certificates of Financial Responsibility (do U.S./CN policies and standards differ? Is this a problem?)
- Financial reciprocity between the US and Canada regarding 3rd party claims (do U.S./CN policies and standards differ? Is this a problem?)
- Finance section coordination between U.S./CN command centers to avoid duplication of billing/payments

IV. TIMELINE PHASES (PLEASE NOTE: these are target dates)

- 1) 1st draft subcommittee reports (by March 1, 2009)
- 2) Project Workgroup review/comment/discussion by email (by 4/15/2009)
- 3) 2nd draft subcommittee reports (by July 1, 2009)
- 4) 1st draft project report (by August 1, 2009)
- 5) Project Workgroup review/comment/discussion at a meeting hosted Ketchikan, Alaska (by August 15, 2009)
- 6) Revisions to draft report and Project Workgroup review by email (by October 15, 2009) (NOTE: Clean Pacific 9/15-9/16/2009; this can be promoted there)
- 7) Draft Project report available for Public Comment, plus presentations to key groups (October 15 - January 2, 2010)
- 8) Public comments incorporated; report revised (by January 31, 2010)
- 9) Final report approved by Project Workgroup at a meeting in British Columbia (March 1, 2010)ⁱ
- 10) Final report delivered to stakeholders (March 31, 2010)

ⁱ Winter Olympics will be in Vancouver area February 12 to the 28th; the Paralympics will be March 12-21