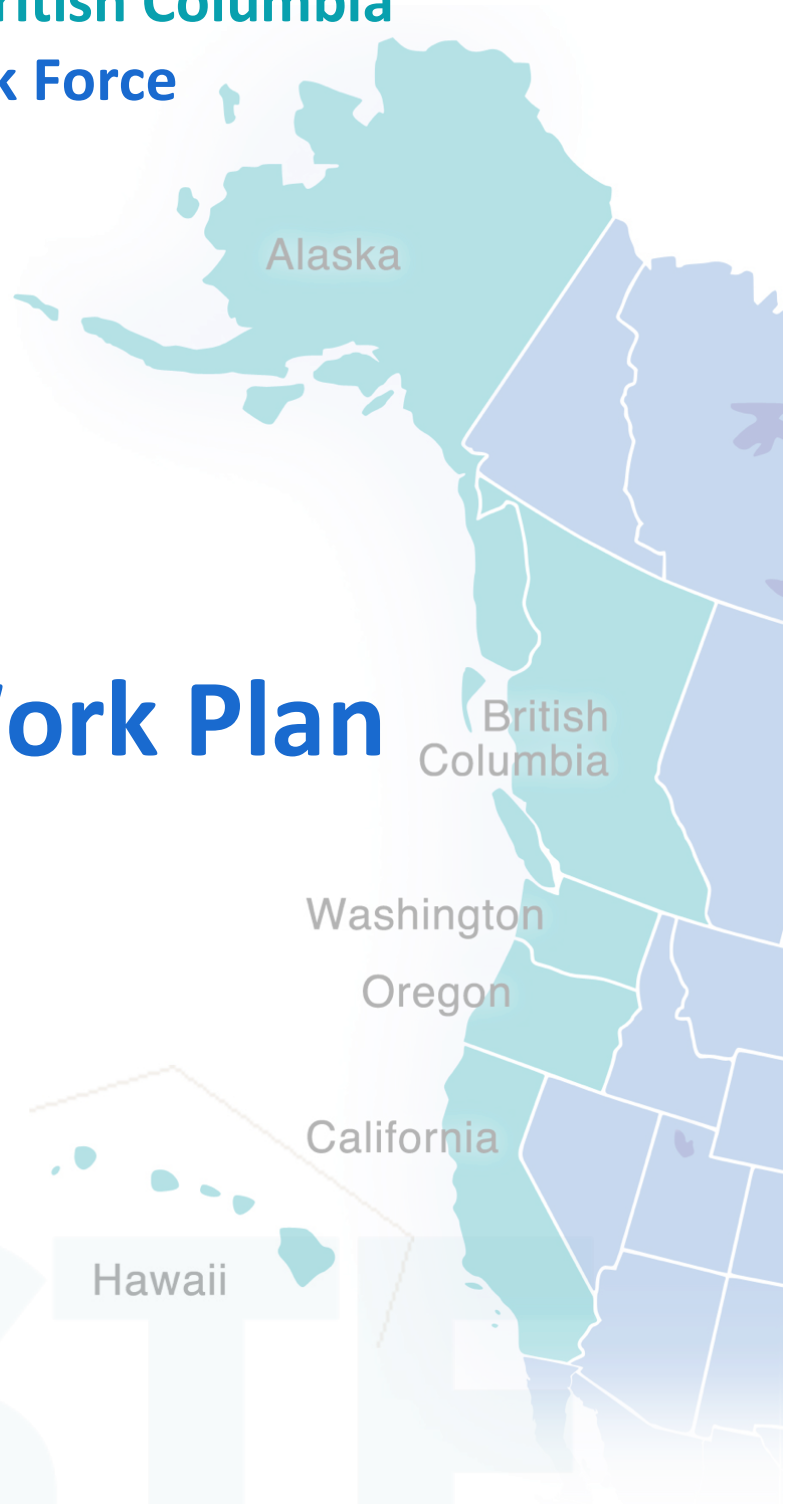




**The Pacific States/British Columbia  
Oil Spill Task Force**

# **2019-2021 Biennial Work Plan**

**Effective July 1, 2019**



**OSTF**



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## STATEMENT OF AUTHORITY

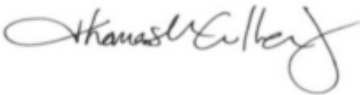
This document represents a consensus of the Pacific States/British Columbia Oil Spill Task Force Members in support of activities identified for the biennium from July 1, 2019 through June 30, 2021. This work plan is the implementation document for the 2019-2025 Task Force Strategic Plan. It was adopted and endorsed on May 1, 2019 by the following Members:



Jason Brune, Commissioner  
Alaska Department of Environmental Conservation



Mark Zacharias, Deputy Minister  
British Columbia Ministry of Environment



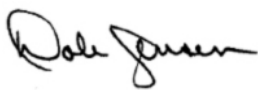
Thomas M. Cullen Jr., Administrator  
Office of Spill Prevention and Response  
California Department of Fish and Wildlife



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



Lydia Emer, Administrator for Land Quality  
Oregon Department of Environmental Quality



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# INTRODUCTION

## OVERVIEW

Welcome to the 2019-2021 Biennial Work Plan presented by the Pacific States/British Columbia Oil Spill Task Force (Task Force). In January 2019, the Task Force members carried out a strategic planning process to review the vision and mission of the organization and to develop goals for the next six years. This biennial work plan identifies specific actions and strategies needed to accomplish each of the five goals in the Strategic Plan<sup>1</sup>, which include (in priority order):

1. Adapt to changes in oil movement and risks
2. Advance readiness and capacity to respond to oil spills
3. Deepen our partnerships to make better decisions and expand our knowledge
4. Build and enhance visibility and relevancy of the Task Force
5. Nurture our organizational health

The 2019-2021 Biennial 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 (EC) Team, Sarah Brace and Hilary Wilkinson. The project work contained within this work plan is executed via the Task Force's biennial budget, which includes budget for operations, travel and Executive Coordinator contractor services (Veda Environmental).

## PLAN ORGANIZATION

This work plan spans from July 1, 2019 through June 30, 2021. The plan is structured around the five goals of the Task Force's strategic plan. For each of the five goals, core tasks were identified. These tasks are the work the Task Force has identified as necessary to make progress towards our goals during this biennium.

Each Task includes the following information:

- Overview of the task including a description of why this task is being conducted
- Year of the biennium (Year 1 or Year 2) that the task will be carried out
- Name and description of the task
- Deliverable or product resulting from the task
- Target date for completion of the deliverable and task
- Lead for task including jurisdiction, Executive Coordinator (EC) or contractor
- Metric for measuring the success of our task (in some cases, the same as deliverable)
- Ranking of the task in the work plan (High, Medium or Low).

Given the number of tasks included in this work plan, the Task Force will focus on the high priority tasks first, and address medium and low priority tasks as member staff and Executive Coordinator time and resources permit.

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<sup>1</sup> [www.oilspilltaskforce.org](http://www.oilspilltaskforce.org)

Roles and responsibilities of Task Force staff are included for each task. Task Force Executive Members will ‘sponsor’ or provide closer oversight and input on particular tasks as indicated. The sponsor member will engage with the Coordinating Committee and Executive Coordinator to provide advice and policy guidance, and help to gain broader stakeholder input where needed to support the successful outcome of the tasks.

We report out 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 semi-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](http://www.oilspilltaskforce.org)



## GOAL 1. ADAPT TO CHANGES IN OIL MOVEMENT AND RISKS

We will evaluate and communicate the risks associated with the changes in transport of crude and petroleum products by rail, vessel and pipeline across the Pacific Coast. We will create tools and resources to share data on volumes of materials moving across the region. We will track oil spills and their causes to help inform our prevention and response efforts.

### **TASK A: Update the Task Force oil movement map and data of volumes transported**

A number of proposed projects 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 such as along railways. The Task Force is tracking the changes in how oil is being moved across the Pacific states and British Columbia and shares this information through a map depicting transport routes, facilities, refineries and transfer facilities.

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. We will also begin tracking crude volumes exported from the Task Force jurisdictions, where available.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Update crude oil movement map	Add/remove transport methods, routes and facilities to reflect changes in crude movement	GIS Map of crude movement across Pacific Coast	June 1, 2020	EC and WA	GIS Map	HIGH
	Compile and report crude oil movement data	Collect and summarize volumes of crude moved by vessel, pipeline, barge and train in 2019	Summary report of crude movement data and graphics	June 1, 2020	EC and Contractor	2019 Summary report	HIGH
Year 2	Update crude oil movement map	Add/remove transport methods, routes and facilities to reflect changes in crude movement	GIS Map of crude movement across Pacific Coast	June 1, 2021	EC and WA	GIS Map	HIGH
	Compile and report crude oil movement data	Collect and summarize volumes of crude moved by vessel, pipeline, barge and train in 2020	Summary report of crude movement data and graphics	June 1, 2021	EC and Contractor	2020 Summary report	HIGH

### Responsibilities:

**Coordinating Committee Members:** Work with appropriate state agencies to procure 2019 and 2020 volume data of crude oil transported via rail, pipeline, barge and tanker ship, as well as crude exports, as available. Provide updates to tracking and reporting tools as needed. Provide reports, studies, policy initiatives, and other documents and materials for sharing on Task Force website.

**Executive Coordinator:** Maintain database of volumes of transported crude oil; regularly update oil transport web pages with relevant information and tools.

### Task B: Compile, summarize and create reports of the 2018 and 2019 oil spill data. Share data with NOAA for ERMA.

The Task Force's regional oil spills database, 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. We also track the number of small spills (less than a barrel), where this information is available. 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 2016. At present, British Columbia does not collect and track oil spill data.

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 NOAA with our spill data for this purpose on an on-going basis.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Collect and summarize 2019 oil spill data	AK, CA, HI, OR and WA complete the Task Force oil spill data template using data dictionary	Summary report of 2019 oil spill data shared via website and listserv	May 30, 2020	EC and Contractor	2019 Oil Spill Data Report	HIGH
	Share oil spill data with NOAA	Task Force oil spill data is made accessible to the public via ERMA	Complete oil spill set	May 30, 2020	EC and Contractor	2019 Oil Spill Data available on ERMA	HIGH
Year 2	Collect and summarize 2020 oil spill data	AK, CA, HI, OR and WA complete the Task Force oil spill data template using data dictionary	Summary report of 2019 oil spill data shared via website and listserv	May 30, 2021	EC and Contractor	2020 Oil Spill Data Report	HIGH
	Share oil spill data with NOAA	Task Force oil spill data is made accessible to the public via ERMA	Complete oil spill set	May 30, 2021	EC and Contractor	2020 Oil Spill Data available on ERMA	HIGH

### 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: Contract with Camille Stephens to obtain Task Force jurisdiction's oil spill 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 C: Scope and review international rules, regulations and conventions and explore if they are tracking changes in oil movement.**

Task Force jurisdictions have invested considerable time and resources into ensuring state/provincial legislation and regulations keep up with the increases to oil-by-rail, new pipeline proposals and the

associated increases in tanker traffic. In addition, task force members have pressed Canadian and United States federal governments for improvements to rules within federal jurisdiction. With continued increases in projected commodity movements, there is value in assessing international regulations and conventions, such as those in place for shipping, to identify areas where Canada and the US could jointly press for improvements.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Review international regulations for changes in oil movement	Research existing international regulations such as IMO to determine if attention is being paid to the changes in oil movement	Gap analysis report	June 30, 2021	B.C. + Intern/student	Completion of the inventory and any subsequent recommendations for the task force to consider.	HIGH

#### Responsibilities:

Coordinating Committee Members: Support BC in developing inventory of regulations, providing information as available.

Executive Coordinator: Provide logistical and facilitation support as-needed.

#### **TASK D: Carry out a cross-walk of types of oil across the Task Force jurisdiction's regulations.**

The types of oil moving across the Task Force jurisdictions are often defined using differing terms. This causes difficulty in comparing regulations, data, and in prevention and response planning. In order to reduce confusion, definitions of the different oils that each jurisdiction addresses in the planning is important.

The Task Force will compile a list of definitions of oil types across jurisdictions.

	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Compile list of definitions of oil types	List will include all definitions of crude, NFOs other	Inventory of oil types and definitions	June 2021	B.C. + CA	Inventory of oil types and definitions	LOW

#### Responsibilities:

Coordinating Committee Members: Provide definitions and terminology used for various types of oil products managed or regulated in Task Force jurisdictions.

Executive Coordinator: Create inventory of terminology used by Task Force jurisdictions to define oil products.

## GOAL 2. ADVANCE READINESS AND CAPACITY TO RESPOND TO OIL SPILLS

We will review and update our agreements for sharing equipment and staff resources across the Task Force jurisdictions. We will continue to share information on new and emerging technology and oil spill research. We will focus on prevention of both small and large spills through outreach and information-sharing.

### TASK A: Conduct and inventory of capability.

The Task Force was formed, through Memorandums of Understanding (MOUs) between jurisdictions, to streamline and simplify sharing of equipment and staff resources in the event of a spill. Yet in some cases, it is unclear if there are limits to what each jurisdiction would be able to share under current Mutual Aid agreements, the mechanisms by which resources are shared. This purpose of this task is to enhance the Task Force members' awareness of inventory and resources, and update current MOUs to reflect current capacities.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Conduct an inventory and analysis of equipment and people capability in Task Force states/province	This inventory of equipment and capability reflects the Task Force capability, not industry or other partners	Inventory of equipment and personnel across jurisdictions	Fall 2019	WA	Inventory of equipment and personnel	HIGH
Year 1	Update MOUs between Task Force jurisdictions	Following inventory step, update MOUs. Communicate how MOUs across jurisdictions work	Revised MOUs between task Force jurisdictions	Spring 2020	WA	Revised MOU	HIGH

#### Responsibilities:

Coordinating Committee: Provide inventory of equipment and staff capability for each jurisdiction; review current MOU; update where needed to reflect current capacity levels.

Executive Coordinator: Coordinate the formation of inventory of capability; revise and update MOU, as needed.

### TASK B: Drill the task Force Mutual Aid Agreements in a table-top exercise or roundtable.

The Task Force Mutual Aid Agreements were created in 1991 and updated in 1996 and 2001. Periodic reviews and updates to the agreements are an important part of preparedness planning across the

Task Force jurisdictions. Until this time, these agreements have never been exercised in a drill. A tabletop drill would allow elements of the agreements to be tested in advance of a real response event and the outcomes reflected in updates to the plans.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Conduct a tabletop drill with Task Force Mutual Aid Agreements	Test the various components of the agreements to ensure they are up-to-date and relevant.	Tabletop drill lessons learned summary	Fall 2020	BC + work group	Complete the drill; analysis of gaps/holes.	HIGH
Year 2	Update Mutual Aid Agreements	Revise Agreements based on take-aways and lessons learned from tabletop drill	Updated Mutual Aid Agreements Metrics:	Spring 2021	BC + work group	Update on whether gaps were filled	HIGH

#### **Responsibilities:**

Coordinating Committee: Participate on tabletop exercise (or designate agency representative) and provide input on gaps and holes in current Mutual Aid Agreements. Support EC in updates to the Mutual Aid Agreements.

Executive Coordinator: Support BC Coordinating Committee member to organize and facilitate tabletop exercises; work closely with Coordinating Committee to update/revise Mutual Aid Agreement updates based on gaps identified during tabletop.

## TASK C: Drills and Exercises Workgroup Quarterly Conference Calls

The Task Force's Drills and Exercises workgroup was formed in 2017 to develop common drill and exercises requirements across the Task Force jurisdictions' plan-holders. The work group consists of the drill program leads from the Task Force jurisdictions. The workgroup completed an inventory of requirements across the jurisdictions in 2018-2019, and will use this inventory to create a common set of requirements in 2019-2020. The workgroup meets quarterly via conference call to share lessons learned from recent drills and exercises.

YEAR	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Create and update list of common drill requirements quarterly	Continue work on common drill requirements from 2018-2019 work plan.	Set of common drill requirements	Fall 2019	EC	Common drill requirements completed	HIGH
Year 1	Quarterly check-calls	90-minute conference calls to share lessons learned and experiences in recent drills and exercises	Four summary notes from calls	Quarterly (Jan/Apr/July Oct)	EC	Four summary notes shared with Task Force members	HIGH
Year 2	Quarterly check-calls	90-minute conference calls to share lessons learned and experiences in recent drills and exercises	Four summary notes from calls	Quarterly (Jan/Apr/July Oct)	EC	Four summary notes shared with Task Force members	HIGH

### Responsibilities:

Coordinating Committee: Participate on workgroup (or designate agency representative) and provide information on current and Task Force requirements; participate in workgroup conference calls.

Executive Coordinator: Coordinate and facilitate workgroup conference calls; support workgroup in drafting cross-jurisdictional exercise requirements.

## TASK D: Annual Conference call with R&D workgroup

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. The Task Force R&D conference call is one of several technology transfer opportunities taking place on the West Coast. Other events include WA Department of Ecology's annual workshop on Best Available Technology, CA OSPR's biennial technology and science symposium (held in

partnership with Chevron), Clean Pacific conferences, and the International Oil Spill Conference that takes place on the West Coast every three years.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Conduct Annual R&D workgroup conference call	Share information on new and emerging oil spill science and technology.	Summary memo	Winter 2020	EC	Summary memo shared with Task Force members	MEDIUM
Year 2	Conduct Annual R&D workgroup conference call	Share information on new and emerging oil spill science and technology.	Summary memo	Winter 2021	EC	Summary memo shared with Task Force members	MEDIUM

#### **Responsibilities:**

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

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

#### **TASK E: Continue work on priority recommendations from 2011 Transboundary Oil Spill Response Capability Report (and 2016 5-yr review).**

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 to review and document existing response plans and capabilities and identify areas for improvement. The [report](#) was released in 2011.

In 2016, the Task Force initiated a five-year review of the transboundary report, including an assessment of the implementation status of each of the original report's 140 recommendations. This review was completed in October 2017 and the Five-Year Review Report is available [here](#). The Task Force will continue with efforts to address the gaps in capabilities and preparedness in the CANUSPAC and CANUSDIX regions as identified in the 5-year review.



Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Continue to assess status of recommendations from original 2001 report	Develop strategies for filling gaps identified in the 5-yr review	Updated status of original report's recommendations	Fall 2020	WA, BC, AK	List of priority gaps	MEDIUM
Year 2	Fill gaps and address recommendations with stakeholder input	Hold a workshop or roundtable to address highest priority recommendations	Summary of workshop / roundtable	Spring 2021	WA, BC, AK	Workshop summary report	MEDIUM

### Responsibilities:

Coordinating Committee: Work closely with Task Force Executive Sponsors and EC to explore options for addressing the gaps in 5-year review recommendations.

Executive Coordinator: Support the Coordinating Committee leads in developing strategies to fill gaps; convene further workgroups or roundtables, as determined.

Task Force Executive Sponsors: Dale Jensen (Washington), Mark Zacharias (British Columbia) and Jason Brune (Alaska)

### **TASK F: 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. The POSPET workgroup promotes the Task Force's oil spill hotline OILS-911 through placards, signage and other outreach materials in marinas and small harbors.

Year	Action	Description	Deliverable/Metric	Target Date	Lead	Metric	Priority
Year 1	Hold quarterly POSPET workgroup conference call	Share information and lesson-learned from education and outreach efforts	Summary report from quarterly calls including progress on outreach and Clean Marina certifications	Quarterly	EC	Meeting Summary shared with Task Force members	MEDIUM
Year 2	Hold quarterly POSPET workgroup conference call	Share information and lesson-learned from education and outreach efforts	Summary report from quarterly calls including progress on outreach and Clean Marina certifications	Quarterly	EC	Meeting Summary shared with Task Force members	MEDIUM

### Responsibilities

Coordinating Committee: A Coordinating Committee Member or designated staff from Task Force jurisdiction or partner organization will serve on the POSPET Workgroup and participate in developing and implementing outreach activities and programs.

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

### TASK G: Abandoned and Derelict Vessel Work Group -- Model ADV Program Development

Across the Task Force jurisdictions, abandoned and derelict vessels pose a serious ongoing pollution and navigation threat. The cost to clean up these vessels can run into the millions of dollars. For example, in 2015, the *Deep Sea* fishing vessel caught fire and sank in Penn Cove WA, closing the local shell fish industry for months and costing the state approximately \$2.3 million to remove. The Task Force ADV workgroup is developing a model "Blue Ribbon" program for jurisdictions to use to build ADV programs within their state/province. The work group will continue the work started in the 2018-2019 work plan on development of the model program.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Create a model ADV program	Continue work from 2018-2019 work plan to develop a "Blue Ribbon" ADV program	Framework of a model ADV program	Fall 2019	EC	Model ADV Program created and shared with stakeholders	HIGH

**Responsibilities:**

Coordinating Committee: Provide support to the derelict vessel workgroup (via agency point of contact or designated Coordinating Committee member from jurisdiction); and deliver information requested by workgroup on model ADV program.

Executive Coordinator: Arrange, coordinate and facilitate workgroup meetings; assign workgroup member tasks, where appropriate; coordinate development of work plan; review and finalize products; share updates via monthly progress with Task Force Executive and Coordinating Committee.

Task Force Executive Sponsor: Thomas Cullen, CA

### GOAL 3. DEEPEN OUR EXTERNAL PARTNERSHIPS TO MAKE BETTER DECISIONS AND EXPAND OUR KNOWLEDGE

We will strive to engage with our collective partners (Tribes and First Nations, federal, state and local governments, non-profit organizations and industry) across our areas of common interest and concern. We will ask for and create opportunities for collaboration and knowledge-sharing.

In order to share information and engage with our partners, a comprehensive outreach strategy is needed that lays out our approach. This strategy should include results of a partner and stakeholder mapping exercise and the development of a communication strategy to identify and prioritize our outreach efforts.

#### **TASK A: Form a workgroup with representatives from all Task Force jurisdictions to discuss our outreach strategy**

This first task is to form a workgroup from the Task Force agencies to discuss and map the process to create a stakeholder and partners outreach strategy.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Create an outreach workgroup	One representative from each for the Task Force jurisdictions plus Executive Coordinator. Create a charter for the workgroup.	Workgroup charter	Winter 2019-2020	EC	Charter approved	MEDIUM

#### **TASK B: Conduct stakeholder analysis utilizing existing survey results and stakeholder inventories; and ID gaps.**

Using various methods, collect a comprehensive list of stakeholders to begin mapping engagement.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Conduct stakeholder mapping and analysis	Drawing from Task Force member surveys and other resources, analyze stakeholders and partners, and map desired level of engagement	Stakeholder analysis report with recommendations	Spring 2020	EC	Stakeholder analysis report with recommendations	MEDIUM

### **TASK C: Develop list of target stakeholders and partners**

A comprehensive list of all stakeholders will include all entities (agencies, academia, industry, public) plus Tribes and First Nations that the Task Force engages through workgroups, meetings, workshops and events.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Compile all essential stakeholders	Create a list of target/key stakeholders and partners for targeted outreach	Comprehensive list of stakeholders across all Task Force jurisdictions	Winter 2019-2020	EC	Comprehensive list of stakeholders across all Task Force jurisdictions	MEDIUM

### **TASK D: Develop stakeholder outreach and communication plan**

A stakeholder outreach and communication plan describes who, when and how to engage with key stakeholders. This plan will include current and future outreach strategies.

Year	Action	Description	Deliverables	Target Date	Lead	Metric	Priority
Year 2	Create a stakeholder outreach and communication plan work group and create draft plan	One representative from each for the Task Force jurisdictions plus Executive Coordinator will form workgroup.	Workgroup charter; draft plan	Winter 2019-2020	EC + BC	Completed draft stakeholder engagement and communication plan	MEDIUM

## TASK E: Execute stakeholder outreach and communication plan

The stakeholder and communication plan will be put into action once the strategies, approaches and timeline are complete (Task D).

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Execute the stakeholder outreach and communication plan	Begin implementation of the new plan	Summary of stakeholder outreach activities for 2020-2021	Spring 2021	EC	Progress report on year one of plan implementation	MEDIUM

### Responsibilities (Tasks A-E):

Coordinating Committee: Provide list of key stakeholders for each jurisdiction; lead the development of draft stakeholder and communication plan (British Columbia)

Executive Coordinator: Support workgroup activities; convene calls/meetings as-needed; review draft outreach plan; implement outreach plan.

Task Force Executive Sponsor: Lydia Emer (OR) and Mark Zacharias (BC)

## GOAL 4. BUILD AND ENHANCE VISIBILITY AND RELEVANCY OF THE TASK FORCE

We will share updates on the progress of our work through various outreach avenues. We will recognize and celebrate the good work being carried out by others in the oil spill community. We will express our collective voice on emerging issues that resonate with our members.

### TASK A: Continue to engage partners, stakeholders and the public

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Continue to engage partners, stakeholders and the public on the work of the Task Force	Plan and coordinate the 2019 and 2020 Annual Meetings; participate in Clean Pacific; IOSC and other externals meetings	Agendas; meeting summaries with key take-aways	On-going	EC + Host jurisdiction (Annual Meetings)	2019 and 2020 Annual Meetings fully executed	HIGH

### TASK B: Explore frequency and opportunity to present Legacy Awards, including during the 30th Anniversary of the Task Force (2019)

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Explore frequency of Legacy Awards; solicit nominations for awards.	Legacy Awards are awarded every 3-4 years (historically). Next awards: 2019 Annual Meeting.	Legacy Awards (up to five recipients)	November 2019	EC	Up to five Legacy Award recipients	HIGH

**TASK C: Serve as a collective voice on the Pacific Coast on emerging issues (e.g. letters to congressional leadership)**

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Track and share comments on emerging issues related to oil spills	Utilize the Task Force's unified voice on the West Coast on federal policy through letters and comments on proposed legislation	Comments, letters, other supporting documents	On-going	EC	Comment letters	MEDIUM

**Responsibilities (Tasks A-C):**

Coordinating Committee: Track and share proposed federal legislation and policy initiatives with the Coordinating Committee on issues and topics relevant to the Task Force. Provide draft language for letters or comments submitted by the Task Force.

Executive Coordinator: Draft comments or letters on behalf of the Task Force with input and guidance from the Coordinating Committee Members; submit to federal organizations as-directed by comment process.



## GOAL 5. NURTURE OUR ORGANIZATIONAL HEALTH

We will support the well-being of our organization's staff and workgroups through regular on-going communication, realistic and achievable biennial workplans, and periodic assessments of our work.

### **TASK A: Create job descriptions for all Task Force members (Executives, Coordinating Committee and Executive Coordinator) and Task Force work groups members**

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Create position descriptions for Task Force staff assignment	Identify roles and responsibilities for Task Force Executives, Coordinating Committee Members, and Executive Coordinator.	Staff position descriptions as Appendix in the Strategic Plan	Summer 2019	EC	Task Force staff position descriptions	HIGH

### **TASK B: Schedule and facilitate regular meetings of the Task Force Executives, Coordinating Committee, and Executive Coordinator.**

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Coordinate calls and meetings	Schedule and arrange for monthly calls and 2-3 in-person meetings per year with Coord. Committee; schedule and arrange annual Executives Meetings	Agendas and summary notes for - Exec. Meetings - Coord. In-person meeting - Monthly Conf. Calls Decisions made, etc.	Throughout the year	EC	Meeting agendas and summaries for all task Force meetings	HIGH

### TASK C: Create the 2021-23 Work Plan and budget

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Create the 2021-23 Work Plan and budget	Work with Task Force members to identify and plan the 2021-2023 biennial budget including Task Force jurisdiction's contributions	2021-2023 Biennial Work Plan and Budget	May 31, 2021	EC	2021-2023 Biennial Work Plan and Budget	HIGH

### TASK D: Conduct periodic pulse-check on Task Force member time commitment and work load

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Check in on work plan workload and commitment	Provide feedback from Task Force members and EC on workload on tasks in current work plan.	Summary memo to Task Force Executives	Quarterly (CC and Execs)	EC	Summary memo	MEDIUM

### TASK E: Identify information sharing platform that will work with jurisdiction's fire walls.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Identify and implement a file and information sharing platform	Explore option for file sharing (check out/in) platform that will work with jurisdiction's fire walls.	File sharing service	Summer 2019	EC	File sharing platform implemented	MEDIUM

#### Responsibilities (Tasks A-E):

Coordinating Committee: Provide support and input on planning outreach events; participate actively on all Task Force calls and meetings; help draft 2021-23 work plan;

Executive Coordinator: Support workgroup activities; convene calls/meetings as-needed; review draft outreach plan; implement outreach plan.

## **EXECUTIVE COORDINATOR (EC) ADMINISTRATION ACTIVITIES**

- Task Force website maintenance
- Biennial budget tracking and reporting
- Work plan tracking and reporting
- Manage regular and on-going communications with Task Force members
- Respond to emails/calls from stakeholders
- Schedule, file, copy arrange travel, and other logistical planning.
- Provide follow-up summaries and memos on Task Force meetings and conference calls as well as conferences, workshops and meetings attended by EC
- Compile weekly or twice-weekly (time permitting) oil spill news clippings and share with subscribers to the Clippings Listserv.
- Provide monthly EC progress reports to Executive Members and the Coordinating Committee.

## **ADDITIONAL ON-GOING TASK FORCE MEMBERS AND EC TASKS**

Maintain & Improve Database

Encourage HSC adoption of Vessel BIPs as SOC's

Implement, promote & monitor 2011+2016 report's transboundary recommendations

Share information on transiting vessels

Support Harbor Safety Committees

Promote BIPs for vessels & tank barges

Maintain & monitor 1-800-OILS-911

Monitor and share information on Topics of Concern

Maintain partnerships with U.S. & Canadian federal agencies

Maintain Task Force contract and Interagency Agreements

Track Federal rulemaking; comment as needed

Track changes to ICS

Monitor Mutual Aid Issues

Maintain contacts with coastal states & provinces

## Task Force Staff

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Lydia Emer, OR Department of Environmental Quality  
Dale Jensen, WA Department of Ecology, Spills Program  
Keith Kawaoka, HI Department of Health  
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### **Executive Coordinator Team**

Sarah Brace, Principal, Veda Environmental  
Hilary Wilkinson, Principal, Veda Environmental

## SCHEDULE OF TASK FORCE MEETINGS, 2019-2021

The following schedule of Coordinating Committee meetings and Task Force Annual Meetings is tentative and subject to updates and any time.

2019-2020	Coordinating Committee Meetings	Other Task Force Meetings
<b>July</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>August</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>September</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>October</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>November</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	Task Force Executive Meeting, Federal Partners Meeting and Annual Meeting Four Points Sheraton, Bellingham, WA
<b>December</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>January</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>February</b>	<i>In-person Meeting – location TBD</i>	
<b>March</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>April</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>May</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>June</b>	<i>In-person Meeting – location TBD</i>	Clean Pacific, Location TBD
<b>2020-2021</b>		
<b>July</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>August</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>September</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>October</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>November</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	Task Force Executive Meeting, Federal Partners Meeting and Annual Meeting Location and dates TBD

<b>December</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>January</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>February</b>	<i>In-person meeting</i> <i>Location TBD</i>	
<b>March</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>April</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>May</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	
<b>June</b>	<i>In-person meeting</i> <i>Location TBD</i>	Clean Pacific, Location TBD
<b>July</b>	Monthly conference call: 2 <sup>nd</sup> Thursday of the month	

#### OTHER NOTABLE MEETINGS / WORKGROUPS / CONFERENCES

- American Petroleum Institute Spills Advisory Group meetings (semi-annual, in Washington D.C.)
- American Waterway Operators (AWO) Quality Steering Committee (semi-annual, West Coast)
- Prevention First (every two years, next event in 2020)
- West Coast Joint Assessment Team (semi-annual, West Coast)
- Task Force/US Coast Guard and Federal Partners Meeting (in conjunction with Annual Meeting)
- Chevron/OSPR R&D Symposium (biennial, next event in 2021)
- WA Ecology Best Achievable Protection Conference
- West Coast Harbor Safety Committee Summit (every two years)

## PACIFIC STATES/BRITISH COLUMBIA OIL SPILL TASK FORCE

### MEMBER AGENCY POINTS OF CONTACT – 2019-2021

#### Prevention

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