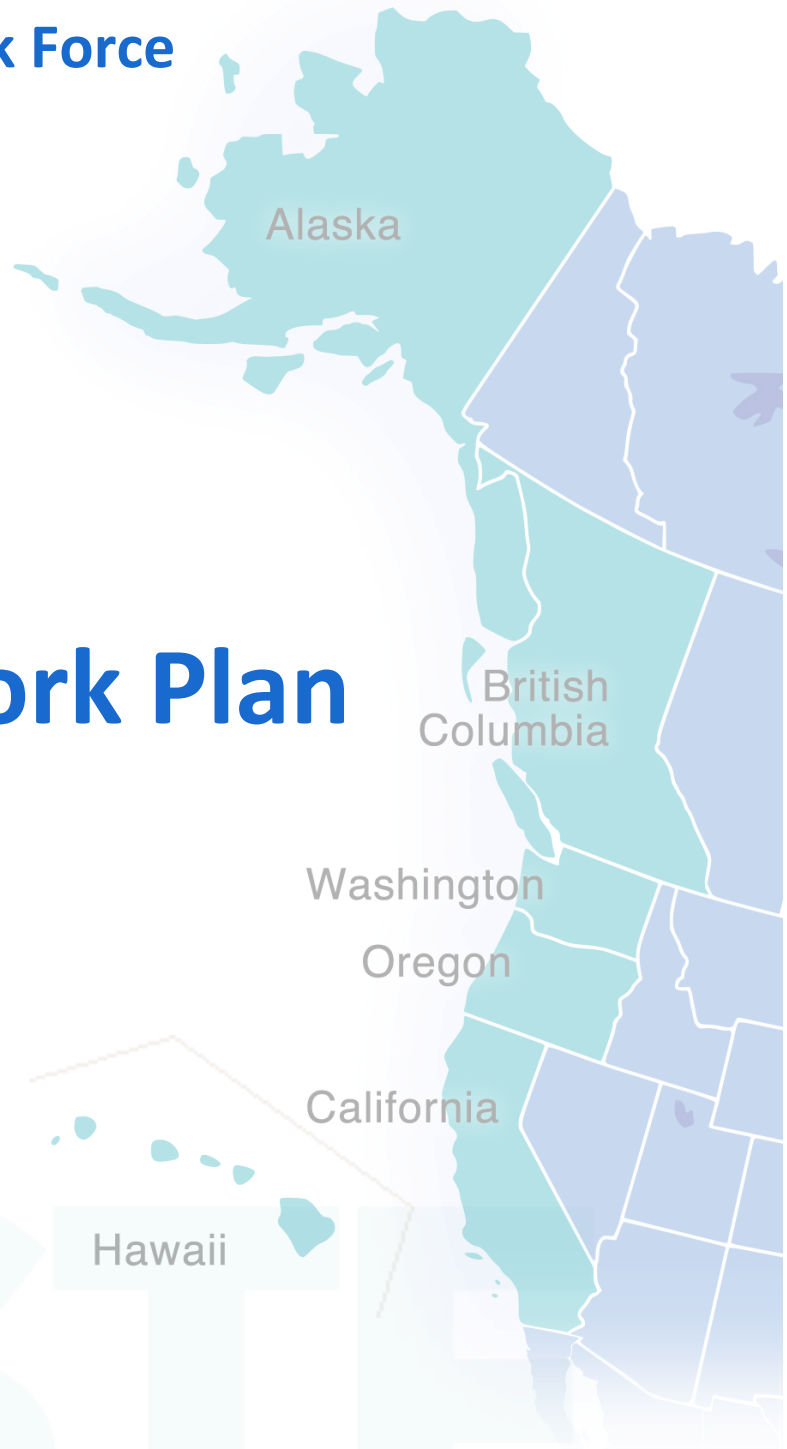




The Pacific States/British Columbia Oil Spill Task Force

2021-2023 Biennial Work Plan

Effective July 1, 2021





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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, 2021 through June 30, 2023. This work plan is the implementation document for the 2019-2025 Task Force Strategic Plan. It was adopted and endorsed on April 15, 2021 by the following Members:



Tiffany Larson, Director Spill Prevention and Response
Alaska Department of Environmental Conservation



Laurel Nash, Assistant Deputy Minister
British Columbia Ministry of Environment and Climate Change Strategy



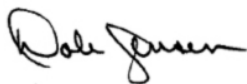
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Hawaii Department of Health



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INTRODUCTION

OVERVIEW

Welcome to the 2021-2023 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 Plan¹, 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 2021-2023 Biennial Work Plan is executed by the Task Force's Coordinating Committee and project-specific workgroups made up of member agency staff, topical experts, partners and stakeholders. Project coordination, facilitation, and organizational support are provided by the Executive Coordinator (EC) Team, Sarah Brace, Hilary Wilkinson. The project work contained within this work plan is executed via the Task Force's biennial budget, which includes funding for operations, travel and Executive Coordinator contractor services with Veda Environmental.

PLAN ORGANIZATION

This work plan spans from July 1, 2021 through June 30, 2023. 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). This ranking helps us prioritize our work, recognizing that all tasks in the work plan are important and worthy of the Task Force's attention.

¹ www.oilspilltaskforce.org

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.

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 Team 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 products on the Task Force website. We also present updates at our Annual Meetings, Clean Pacific Conferences, and other forums. Our Annual Reports capture project milestones and accomplishments on work plan tasks. For additional information on the Task Force and our programs and products, please visit our website: www.oilspilltaskforce.org

HIGHLIGHTS OF 2021-23 WORKPLAN

We will continue our ongoing work in prevention, preparedness and response that includes several long-term, on-going initiatives or projects. These include:

- Tracking movement of crude across the West Coast via vessel, pipeline, rail and barge
- Collecting and reporting the number, type, volume and location of spills by jurisdiction
- Providing support to our education and outreach partners on preventing small spills
- Engaging with our state and federal partners on addressing abandoned and derelict vessels
- Supporting transboundary coordination and collaboration
- Communicating and engaging with our partners, Tribes, Indigenous Nations and organizations, stakeholders and the public

DRIVERS OF OUR WORK

The Task Force members recognized several over-arching themes or drivers to expand and enrich our efforts in the 2021-23 work plan. These important drivers will help the Task Force continue to strengthen collaborative relationships, foster social and environmental justice, and adapt to changes in the energy world, and will be incorporated throughout the plan’s tasks.

1. Strengthen our partnerships with federal agencies
2. Broaden our collaboration with Tribes, Indigenous Nations and organizations
3. Incorporate equity, inclusion and environmental justice into our work
4. Address new and emerging energy products
5. Ensure our work addresses terrestrial, coastal and marine areas
6. Regularly evaluate the value of our work to the Task Force Members and our stakeholders

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, petroleum products and new energy products (such as biofuels) 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 inland and marine 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. In 2013, the Task Force began tracking the changes of oil movement across the Pacific states and British Columbia and shared this information through a map depicting inland and marine 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 continue to track volumes of crude exported from the Task Force jurisdictions, where data is available.

As new non-crude energy sources become available (such as biofuels), the Task Force will track the transport of these materials, where data is available. This information will help Task Force members evaluate the risk these new products pose as they are transported by water and over land.

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, 2022	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 2021	Summary report of crude movement data and graphics	June 1, 2022	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, 2023	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 2022	Summary report of crude movement data and graphics	June 1, 2023	EC and Contractor	2020 Summary report	HIGH

Responsibilities:

Coordinating Committee Members: Work with appropriate state agencies to procure 2021 and 2022 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. Washington Ecology will provide GIS staff time to revise and update the Task Force map.

Executive Coordinator: Maintain database of volumes of transported crude oil; regularly update oil transport web pages with current information.

Task B: Compile, summarize and create reports of the 2020 and 2021 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. In 2021, British Columbia will be including their spill data (from 2020) in the database for the first time.

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. (NW ERMA: <https://erma.noaa.gov/northwest/erma.html#/layers=1+18644&x=-140.82172&y=50.94384&z=4.0&testing=1&view=1457&panel=layer0>)

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Collect and summarize 2021 oil spill data	All six jurisdictions complete the Task Force oil spill data template using data dictionary	Summary report of 2020 oil spill data shared via website and listserv	May 2022	EC and Contractor	2021 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 2021	EC and Contractor	2021 Oil Spill Data available on ERMA	HIGH
Year 2	Collect and summarize 2022 oil spill data	AK, CA, HI, OR and WA complete the Task Force oil spill data template using data dictionary	Summary report of 2022 oil spill data shared via website and listserv	May 2023	EC and Contractor	2022 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 2023	EC and Contractor	2022 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 1	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	Report of gap analysis international laws pertaining to safe oil movement	June 30, 2022	B.C. + Intern/ student	Gap analysis report	LOW

Responsibilities:

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

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

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: Drill the Task Force Mutual Aid Agreement in a tabletop exercises or roundtable.

The Task Force Mutual Aid Agreement was created in 1991 and updated in 1996, 2001 and 2021. Periodic reviews and updates to the agreement is an important part of response planning across the Task Force jurisdictions. Until this time, the agreement has never been exercised. 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 agreement. The purpose of this task is to exercise the Mutual Aid Agreement, revised in 2021, to test how it could be initiated in the case of a spill involving one or more Task Force jurisdictions.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Conduct a tabletop drill with Task Force Mutual Aid Agreement	Test the various components of the agreement to ensure they are up-to-date and relevant.	Tabletop drill lessons learned summary incl. analysis of gaps/holes.	Spring 2022	WA + work group	Completed drill	HIGH

Responsibilities:

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

Executive Coordinator: Work with WA 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 B. 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	Maintain tables of common drill requirements across Task Force jurisdictions on an annual basis	Update table of drill requirements by jurisdiction through yearly review of data, links and other information.	1. Detailed matrix of drill requirements by jurisdiction; 2. High-level summary for public	Winter 2022	EC	Common drill requirements completed	HIGH
Year 1	Quarterly check-calls	60-minute conference calls to share lessons learned and experiences in recent drills and exercises	Meeting summaries with lessons learned and other shared information	Quarterly	EC	Meeting summaries (4)	HIGH
Year 2	Maintain list of common drill requirements across Task Force jurisdictions on an annual basis	Update table of drill requirements by jurisdiction through yearly review of data, links and other information.	1. High-level detailed matrix of drill requirements by jurisdiction; 2. High-level summary for public	Winter 2023	EC	Common drill requirements completed	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	EC	Meeting summaries (4)	HIGH

Responsibilities:

Coordinating Committee: Participate in 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 C: Twice-yearly 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 and research 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 periodic Best Available Technology workshops, 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 in the US every three years.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Conduct Biannual R&D workgroup conference calls	Share information on new and emerging oil spill science and technology.	Summary memo	Winter 2022	EC	Summary memo	MEDIUM
				Spring 2022			
Year 2	Conduct Annual R&D workgroup conference call	Share information on new and emerging oil spill science and technology.	Summary memo	Winter 2023	EC	Summary memo	MEDIUM
				Spring 2023			

Responsibilities:

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

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

TASK D: 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 1	Continue to assess status of recommendations from original 2001 report and 2017 5-yr review	Develop strategies for filling gaps identified in the 5-yr review	Updated status of original report's recommendations	Fall 2022	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 2023	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 (WA), Laurel Nash (British Columbia) and Tiffany Larson (Alaska)

TASK E: 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	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
	Salish Sea Green Boating Webinar Pilot	Convene Salish Sea-focused Green Boating webinar	Green Boating Webinar held; recommendations for how to broaden to include other west coast jurisdictions	Fall 2021	EC	Webinar summary and recommendations	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
Year 2	Green Boating Webinar - west coast	Convene west-coast Green Boating webinar	Green Boating Webinar held; summary report	Fall 2022	EC	Webinar summary	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 F: 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 developed a model "Blue Ribbon" program for jurisdictions to use to build ADV programs within their state/province. The Task Force will continue to broaden awareness of the ADV

issue, and to make the model program available for jurisdictions across the West Coast and beyond.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 and Year 2	Conduct outreach to advance ADV Blue Ribbon Program	Provide presentations when invited (NOAA webinar series) and develop outreach materials for TF members to communicate with state legislators and others.	Presentations (e.g., at Clean Pacific and other venues)	On-going	EC + CA	# of presentations held	HIGH
Year 1	ADV Webinar	Hold ADV webinar focused on progress in advancing Blue Ribbon recommendations among TF jurisdictions	Webinar held; summary report with recommendations (if applicable)	Fall 2021	EC	# of participants; # of actionable items emerging from webinar	HIGH

Responsibilities:

Coordinating Committee: Provide support to the derelict vessel workgroup (via agency point of contact or designated Coordinating Committee member from jurisdiction and help advance the Task Force's 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; engage with partners across all levels of government on promoting funding and support for ADV prevention and response.

Task Force Executive Sponsor: Thomas Cullen, CA. Support and provide guidance to ADV workgroup.

TASK G: Engage in Cascadia Rising/Spill of National Significance event in 2022

Cascadia Rising and BC's Exercise Coastal Response 2022 are a multi-state, or provincial, federal and local government collaborative exercise intended to test comprehensive emergency management plans in the region. The 2022 Cascadia Rising scenario includes a Spill of National Significance scenario, which will allow participants to test the efficacy of specific regional contingency plans. The BC Exercise Coastal Response 2022 scenario will include support and coordinated responses to hazardous material spills, and the establishment and leading of an Environmental Branch within the Provincial Emergency Coordination Centre. This exercise will allow participants to test specific components of integrated and catastrophic response plans.

Although the two exercises are specific to the Pacific Northwest region, lessons learned are captured and can be applied to other Task Force jurisdictions.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Review lessons learned from 2022 exercises to determine relevant applicability to member states.	WA, OR and BC will identify relevant lessons learned for consideration from other Task Force members.	Lessons Learned briefing paper	Year 1	OR, WA and BC + EC	Briefing Paper for Task Force	HIGH

Responsibilities:

Coordinating Committee: WA, OR and BC will meet and review lessons learned capture from exercised and synthesize lessons for consideration by the members.

Executive Coordinator: Support and approve lessons learned recommendations from the Coordinating Committee.

Task Force Executive Sponsor: Dale Jensen (WA), Lydia Emer (OR) and Laurel Nash (BC)

TASK H: Create a Clearing House of Resources on Spill Preparedness and Response

The Task Force currently posts resources that are shared at conferences, workshops and other venues on our website. This task would involve a more directed and targeted effort to serve as a clearing house of resources on oil spill related science, technology and tools.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Compile resources through existing channels	Utilize USCG, NOAA, Univ. of NH CRRC and other sources to pull together information	Links and contacts for resources posted on the Task Force "Resources" web page	Update quarterly	EC	Resources/links on website	MEDIUM

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 design 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 2021-22	EC	Workgroup Scope of work	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 2022	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 Laurel Nash (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 including the Task Force Annual Meetings. 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.

Legacy Awards are presented by the Task Force every two years at the Annual Meeting. The Legacy Awards recognize our partners, stakeholders, Tribes, Indigenous Nations and organizations, and citizens for their outstanding work and leadership in protecting people and the environment from oil spills. The Legacy Awards will be presented in 2021 and 2023.

Host agencies of the Annual Meeting will provide support and funding for all logistics, meeting space and on-site costs associated with the Annual Meeting. Task Force biennial budget will cover EC travel and meeting materials.

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 2021 and 2022 Annual Meetings incl. Legacy Awards Prepare annual reports	a) Annual Meeting agendas b) Legacy Awards (2021) c) Annual Reports	On-going	EC + Host jurisdiction (Annual Meetings) EC + Coord. Committee EC + Coord. Committee	2021 and 2022 Annual Meetings fully executed Annual Reports 2021 and 2022	MEDIUM

TASK B: 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

TASK C: Organize and facilitate roundtable/webinar series

The Task Force tracks new and emerging issues in spill planning, R&D and policy. The Task Force has hosted roundtable and forums on topics such as crude by rail safety, Offshore Vessel traffic, Green Ports, and other topics. During the COVID-19 pandemic, the Task Force pivoted to an on-line platform for the Annual Meeting and will continue to offer opportunities to provide virtual outreach and information-sharing on topics relevant to the Task Force, and our partners and stakeholders, on a regular basis. These shorter (60-90 minute) events will take place in addition to the Task Force's Annual Meetings, and will be open to the public.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1 Year 2	Plan and facilitate public forums for sharing information on current topics/issues	Continue providing a forum for information exchange and learning on spill planning, communications and best practices	3-4 90-minute webinars	On-going	EC + Task Force agency lead	3-4 90-minute webinars	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. Support webinar/roundtable planning (as lead agency per webinar topic) and communications.

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 regular assessments of our work.

TASK A: 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 facilitate monthly calls and periodic in-person meetings with Coord. Committee Schedule and facilitate quarterly Executive Meetings	Agendas and summary notes for all meetings and calls	On-going	EC	Meeting agendas and summaries for all task Force meetings	HIGH

TASK B: Conduct a self-assessment and evaluation of the Task Force programs, projects and organizational purpose.

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 1	Conduct a mid-term review of the Task Force Strategic plan; conduct surveys and polls, as needed	Adjust Goals and Tasks to be in line with Task Force purpose from survey	Revised Strategic Plan	Spring 2022	EC	Revised 2018-2025 Strategic Plan	HIGH

TASK C: Conduct periodic pulse-check on Task Force member time commitment and workload

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 D: Create the 2023-25 work plan and budget

Year	Action	Description	Deliverable	Target Date	Lead	Metric	Priority
Year 2	Create the 2023-2025 Work Plan and budget	Work with Task Force members to identify and plan the 2023-2025 biennial budget including Task Force jurisdiction's contributions and areas of focus to address Strategic Plan goals.	2023-2025 Biennial Work Plan and budget	April 1, 2023	EC + Coord. Comm + Executives	2023-2025 Biennial Work Plan and budget	HIGH

Responsibilities (Tasks A-E):

Coordinating Committee: Provide support and input on planning activities; participate actively on all Task Force calls and meetings; participate in Task Force self-evaluation; help draft 2023-25 work plan;

Executive Coordinator: Support workgroup activities; convene calls/meetings as needed; develop Task Force self-evaluation process; draft, finalize and implement 2023-2025 work plan and budget.

SUMMARY OF DELIVERABLES AND PRODUCTS FOR BIENNIUM

YEAR 1. DELIVERABLES AND PRODUCTS
Crude Oil Movement Map (2022)
Crude Oil Movement Report (2022)
Oil Spill Data Report (2022)
International Oil Spill Regulations Gap Analysis Report
Tabletop drill of Task Force Mutual Aid Agreement Lessons Learned document
Drill requirements table – revised for 2022
Biannual R&D Workgroup Meeting Summaries
Transboundary Capability Report Recommendations – Status Update
POSPET Quarterly Meeting Summaries
Green Boating Webinar and Summary Report
Abandoned and Derelict Vessel Program Presentations (as requested)
Abandoned and Derelict Vessel Webinar and Summary Report
Cascadia Rising and Exercises Coastal Response Drills Lessons Learned Briefing Paper
Resources Page on Website – Update
Stakeholder Outreach Workgroup Charter
Annual Report (2022)
Annual Meeting Agenda
Letters to federal governments and partners on emerging issues
Webinar Series Summaries
Task Force Meeting Summaries (Executive and Coordinating Committee Meetings)
Mid-term Strategic Plan Review Summary
YEAR 2. DELIVERABLES AND PRODUCTS
Crude Oil Movement Map (2023)
Crude Oil Movement Report (2023)
Oil Spill Data Report (2023)
Drill Requirements Table – revised for 2023
Biannual R&D Workgroup Meeting summaries
Transboundary Capability Workshop Summary
POSPET Quarterly Meeting Summaries
Green Boating Webinar and Summary
Abandoned and Derelict Vessel Program Presentations (as requested)
Resources Page on Website – Update
Stakeholder Mapping and Analysis Report
Comprehensive list of Task Force stakeholders
Stakeholder Engagement and Communication Plan
Summary of Outreach Activities for Biennium
Annual Report (2023)
Legacy Awards
Annual Meeting Agenda
Letters to federal governments and partners on emerging issues.
Webinar Series Summaries
Task Force Meeting Summaries (Executive and Coordinating Committee Meetings)
2023-25 Work Plan and Budget

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

Encourage Harbor Safety Committee adoption of vessel best industry practices

Share information on transiting vessels

Support Harbor Safety Committees

Promote Best Industry Practices for vessels & tank barges

Monitor and share information on Topics of Concern

Maintain and enhance partnerships with U.S. & Canadian federal agencies

Maintain Task Force contract and Interagency Agreements

Track Federal rulemaking; comment as needed

Track changes to Incident Command System

Monitor Mutual Aid Issues

Maintain contacts with coastal states & provinces

TASK FORCE BIENNIAL BUDGET

TASK FORCE 2021-23 BIENNIAL BUDGET		
a. Goods and Services	Includes all non-Veda operations support, subcontractors, expenses, and materials	\$ 38,746.32
b. Travel	Travel for meetings and workshops	\$ 8,000.00
c. Veda Contract	Veda staff labor	\$ 274,763.14
TOTAL FOR BIENNIUM		\$ 321,509.46

Contribution by Jurisdiction

SUMMARY OF TASK FORCE MEMBER CONTRIBUTIONS FOR 2021-2023		
	Biennium Contribution	% Overall budget
AK	\$ 26,000.00	8%
B.C.	\$ 35,000.00	11%
CA	\$ 126,000.00	39%
HI	\$ 30,000.00	9%
OR	\$ 20,000.00	6%
WA	\$ 84,509.46	26%
TOTAL	\$ 321,509.46	100%

Task Force Staff

Executive Members

Thomas M. Cullen Jr., CA Department of Fish and Wildlife, Office of Spill Prevention and Response
Lydia Emer, OR Department of Environmental Quality
Dale Jensen, WA Department of Ecology, Spills Program
Keith Kawaoka, HI Department of Health
Tiffany Larson, AK Department of Environmental Conservation
Laurel Nash, B.C. Ministry of Environment and Climate Change Strategy

Coordinating Committee Members

Elizabeth Galvez, HI Department of Health
Nhi Irwin, WA Department of Ecology, Spills Program
Kelli Kryzanowski, British Columbia Ministry of Environment and Climate Change Strategy
Wes Risher, OR Department of Environmental Quality
Ryan Todd, CA Department of Fish and Wildlife, Office of Spill Prevention and Response
Graham Wood, AK Department of Environmental Conservation

Coordinating Committee Alternates

Sara Basic, British Columbia Ministry of Environment and Climate Change Strategy
Mike Greenburg, OR Department of Environmental Quality
Linda Pilkey-Jarvis, WA Department of Ecology, Spills Program
Kathleen Shea, AK Department of Environmental Conservation

Executive Coordinator Team

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

SCHEDULE OF TASK FORCE MEETINGS, 2021-23

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

2021-2022	Coordinating Committee Meetings	Other Task Force Meetings or Events
July	Monthly conference call: 1 st Thursday of the month	Task Force Executives Meeting
August	Monthly conference call: 1 st Thursday of the month	Clean Pacific, August 17 & 18, Renton, WA
September	Monthly conference call: 1 st Thursday of the month	
October	Monthly conference call: 1 st Thursday of the month	
November	Monthly conference call: 1 st Thursday of the month	Task Force Executive Meeting, Federal Partners Meeting, and Annual Meeting (Virtual meeting, date TBD)
December	Monthly conference call: 1 st Thursday of the month	
January	Monthly conference call: 1 st Thursday of the month	
February	<i>In-person Meeting – location TBD</i>	Task Force Executives Meeting (TBD)
March	Monthly conference call: 1 st Thursday of the month	
April	Monthly conference call: 1 st Thursday of the month	
May	Monthly conference call: 1 st Thursday of the month	Task Force Executives Meeting (TBD)
June	<i>In-person Meeting – location TBD</i>	Clean Pacific, TBD
2022-2023		
July	Monthly conference call: 1 st Thursday of the month	
August	Monthly conference call: 1 st Thursday of the month	Task Force Executives Meeting (TBD)
September	Monthly conference call: 1 st Thursday of the month	
October	Monthly conference call: 1 st Thursday of the month	

November	Monthly conference call: 1 st Thursday of the month	Task Force Executive Meeting, Federal Partners Meeting Annual Meeting (LOCATION TBD)
December	Monthly conference call: 1 st Thursday of the month	
January	Monthly conference call: 1 st Thursday of the month	
February	<i>In-person meeting</i> <i>Location TBD</i>	Task Force Executives Meeting (TBD)
March	Monthly conference call: 1 st Thursday of the month	
April	Monthly conference call: 1 st Thursday of the month	
May	Monthly conference call: 1 st Thursday of the month	Task Force Executives Meeting (TBD)
June	<i>In-person meeting</i> <i>Location TBD</i>	Clean Pacific, Location TBD
July	Monthly conference call: 1 st 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 2022)
- 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 2023)
- WA Ecology Best Achievable Protection Conference (periodically)
- West Coast Harbor Safety Committee Summit (every two years)
- International Oil Spill Conference (every 3 years; next one 2024)
- Clean Pacific Conference (annual)
- Oceans Protection Plan Meetings and Workshops (periodically)

PACIFIC STATES/BRITISH COLUMBIA OIL SPILL TASK FORCE

MEMBER AGENCY POINTS OF CONTACT, 2021-2023

Spill Prevention

TASK	ALASKA	BRITISH COLUMBIA	CALIFORNIA	HAWAII	OREGON	WASHINGTON
West Coast Oil Transport	Graham Wood 907-269-7680 Graham.Wood@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@doh.hawaii.gov	Wes Risher 503-347-0092 Risher.Wes@deg.state.or.us	Sean Orr 360-280-6073 Sean.orr@ecy.wa.gov
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Abandoned & Derelict Vessel Spill Risks	Sarah Moore 907-465-5239 Sarah.moore@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Richard Brunke 916-719-5891 Richard.Brunke@wildlife.ca.gov Nicole Gleason 916-206-1747 Nicole.Gleason@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Dave Byers 360-790-6899 dave.byers@ecy.wa.gov
Waste Oil Dumping	Graham Wood 907-269-7680 Graham.Wood@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Mike Lynch 360-951-2787 mike.lynch@ecy.wa.gov
Regulations - General	Rebecca Spiegel 907-269-7543 Rebecca.spiegel@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Christine Kluge 916-327-0910 Christine.Kluge@Wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Wes Risher 503-347-0092 Risher.Wes@deg.state.or.us	Linda Pilkey-Jarvis 360-280-7209 linda.pilkey-jarvis@ecy.wa.gov
Oil Transfer	Graham Wood 907-269-7680 Graham.Wood@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Sara Thompson 425-649-4491 sara.thompson@ecy.wa.gov
Pipeline Spills & Leak Detection	Sarah Moore 907-465-5239 Sarah.moore@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Scott Zimmerman 425-941-7697 scott.zimmerman@ecy.wa.gov

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Towing Vessel inspections	Graham Wood 907-269-7680 Graham.Wood@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Sara Thompson 360-280-5128 sara.thompson@ecy.wa.gov
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NPDES for Vessel Wastewater Discharges	Sarah Mutter 907-465-5138 Sarah.Mutter@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Not assigned	Sara Thompson 360-280-5128 sara.thompson@ecy.wa.gov
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Green Ports	Graham Wood 907-269-7680 Graham.Wood@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Not assigned	Sara Thompson 360-280-5128 sara.thompson@ecy.wa.gov
Ballast Water	Sarah Moore 907-465-5239 Sarah.Moore@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Nicole Dobroski 916-574-0742 Nicole.Dobroski@slc.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Josh Emerson 503-229-6865 Joshua.Emerson@deg.state.or.us	Sara Thompson 360-280-5128 sara.thompson@ecy.wa.gov
Spill Prevention Lessons Learned	Sarah Moore 907-465-5239 Sarah.Moore@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	Ted Mar 916-323-6281 Ted.Mar@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@do.hawaii.gov	Scott Smith 503-229-5370 Smith.scott@deg.state.or.us	Mike Lynch 360-951-2787 mike.lynch@ecy.wa.gov

Spill Preparedness and Response

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U.S. Limits of Liability	Rebecca Spiegel 907-269-7543 Rebecca.spiegel@alaska.gov	N/A	Ryan Todd 916-324-3406 Ryan.Todd@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@doh.hawaii.gov	Wes Risher 503-347-0092 Risher.Wes@deg.state.or.us	Linda Pilkey-Jarvis 360-280-7209 linda.pilkey-jarvis@ecy.wa.gov
Incident Command System (ICS)	Sarah Moore 907-465-5239 Sarah.Moore@alaska.gov	Kelli Kryzanowski 778-698-4929 Kelli.Kryzanowski@gov.bc.ca	David Reinhard 916-500-8238 david.reinhard@wildlife.ca.gov	Liz Galvez 808-586-4249 elizabeth.galvez@doh.hawaii.gov	Wes Risher 503-347-0092 Risher.Wes@deg.state.or.us	Howard Zorzi 425-736-3467 Howard.zorzi@ecy.wa.gov
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TASK	ALASKA	BRITISH COLUMBIA	CALIFORNIA	HAWAII	OREGON	WASHINGTON
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TASK	ALASKA	BRITISH COLUMBIA	CALIFORNIA	HAWAII	OREGON	WASHINGTON
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