



Puerto Rico & U.S. Virgin Islands Area Contingency Plan (PR & USVI ACP) 2025.0



Record of Changes

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1000 General and Administrative Items

1100 Introduction

The Puerto Rico and U.S. Virgin Islands Area Contingency Plan (PRUSVIACP) describes the strategy for a coordinated federal, state, tribal, and local response to a discharge or substantial threat of discharge of oil, or a release or substantial threat of release of hazardous substance(s), within the boundaries of the Puerto Rico and the U.S. Virgin Islands.

This Area Contingency Plan (ACP) shall be used as a framework to evaluate shortfalls and weaknesses in the response structure before an incident and as a guide for reviewing Vessel Response Plans (VRPs) and Facility Response Plans (FRPs) required by the [Oil Pollution Act \(OPA\) of 1990, 33 U.S.C § 2701 et seq.](#) VRPs and FRPs should be consistent with this ACP and address, among other things, the economically and environmentally sensitive areas within the geographic area, the response equipment (quantity and type) available within the area (this includes federal, state, and local government and industry owned equipment); response personnel available; equipment and personnel needs compared to those available, and protection strategies. This ACP is written in conjunction with OPA, the National Oil and Hazardous Substances Pollution Contingency Plan ([NCP, 40 C.F.R. Part 300](#)). As such, when implemented in conjunction with other provisions of the NCP, this ACP should be adequate to remove a worst case discharge under [§ 300.324](#), and to mitigate or prevent a substantial threat of such a discharge, from a vessel, offshore facility, or onshore facility operating in or near the area.

** Note: All specific contacts applicable to this ACP have been combined into one "all inclusive" contact spreadsheet located in [Annex A](#).*

1110 Authority

ACPs are required by OPA, 33 U.S.C.1321(j), to address the development of a national planning and response system. Area Committees have been established for each area of the United States that has been designated by the President. The Area Committees are comprised of personnel from federal and state agencies that coordinate response actions with tribal and local governments and with the private sector. Area Committees, under the coordinated direction of the Federal On-Scene Coordinator (FOSC), are responsible for developing ACPs for their respective designated areas. Area Committees are also required to work with the response community to develop procedures to expedite decisions for the use of alternative response technologies.

1120 Purpose

The purpose of this ACP is:

1. To provide effective implementation of response actions to protect people, natural resources, and property of the coastal zone covered by this plan from the impacts of an oil discharge, substantial threat of discharge of oil, a release of hazardous substance, or substantial threat of a release of a hazardous substance, including Weapons of Mass Destruction (WMD).
2. To promote coordination and strategy for a unified and coordinated federal, state, tribal, local, potential responsible party, response contractor, response cooperative, and community response.
3. To provide guidance to all VRP and FRP reviewers and plan holders to ensure consistency with the PR & USVI ACP.

4. To provide guidance for responders.

Historically, the users of the ACP have been confronted with incidents that were caused by nature (hurricanes, floods, etc.) or from the unintentional actions of individuals (grounding, collisions, etc.). In today's world where terrorism is a greater reality, the intentional discharge of oil, the release of a hazardous substance, biological agent or radiation poses unique challenges to those who respond. Federal and state laws and regulations require oil spills, hazardous substance releases or responses to WMDs be managed with a trained and competent response management organization that accommodates a unified command structure in recognition of federal, state, tribal and local jurisdiction.

The PR & USVI ACP is designed to ensure that the initial actions taken in response to a hazardous substance release, oil spill, radiological, or biological incident that occurs within or threatening the designated coastal zone, are effectively managed from the start and incorporate other agency plans and operating procedures as those agencies arrive on-scene. However, incidents are never identical, and once initial actions have been taken, responders will assess the incident and tailor their strategies and tactics to match the reality of the situation. *As such, notwithstanding any statutory or regulatory requirements, this ACP outlines general response protocols for a notional incident (unknown date, time, location, and variables). This ACP is not intended to be a definitive step-by-step guide on all potential items necessary to mitigate any particular incident.*

1130 Document Organization

The PR & USVI ACP provides guidance for the Area Committee, defines authorities and applicability, outlines plan maintenance and exercise requirements, and describes the overarching strategy for a coordinated multi-agency response to an oil discharge or hazardous substance release. Additionally, the PR & USVI ACP contains an overview of the geographic response strategies (GRSs)/geographic response plans (GRPs) in Section 4600, and overview of the Fish and Wildlife and Sensitive Environments Plan in Annex C, which encompasses the Environmental Annex information required by the [NCP](#). Additionally, the PR & USVI ACP Annexes are described in the next section.

1200 Purpose of the ACP

The mission of the PR & USVI AC is to ensure the highest state of readiness of the spill response community. The PR & USVI AC will strive to accomplish this by developing a comprehensive and useful ACP, preparing the response community through training and exercises, developing coordination mechanisms to facilitate effective responses, and educating our stakeholders and the public. The PR & USVI AC will function as an efficient organization for ensuring effective response to environmental threats in our area. The PR & USVI AC will collaborate, sharing information and resources to produce the best possible plans and creative solutions to problems. The PR & USVI AC will employ the best available research and technology in both problem solving and decision-making. The PR & USVI AC will learn from responses and activities, improve processes, and develop as individuals and as an organization.

1210 Annexes

The PR & USVI ACP Annexes contain Quick Response Cards (QRCs) checklists, and other necessary job aids and documents to assist emergency management preparedness specialists and response personnel; all items are “grab and go” for ease of use. Tables 1 & 2 listed below provide centralized lists of annexes to support personnel in planning for or responding to an oil discharge

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or hazardous substance release within the PR & USVI ACP planning area. To maximize efficiency, all annexes are hyperlinked and incorporated by reference into this ACP.

1210 List/Table of annexes

In the accompanying tables, you will find annexes developed and maintained by the Sector San Juan Area Committee (PR & USVI AC). This list can expand or contract as necessary to meet the needs of local planners and responders.

Each annex in the table is hyperlinked to [hyperlink] where they are housed. If you encounter trouble using the links provided, it is recommended that you [right click] on the link, edit hyperlink and copy and paste the Uniform Resource Locator (URL) into your browser to access the website.

Table 1: List of Standard Annexes	
Annex	Title
Annex A	Contact Spreadsheet Annex
Annex B	Risk Analysis/Risk Profile Annex
Annex C	Fish and Wildlife Annex
Annex D	Hazardous Substances Annex
Annex E	Salvage and Marine Fire Annex
Annex F	Response Tools (Quick Response Guides (QRGs), checklists, forms, job aids, etc)
Annex G	Voluntary Organizations Active in Disaster (VOAD)
Annex H	ESF-10 Annex
Annex M	Consultations

Table 2: List of Area and Regional Annexes	
Annex	Title
Annex AA	Shoreline Cleanup Methods
Annex BB	Places of Refuge Policy
Annex CC	Health and Safety Plan
Annex DD	Public Health and Safety Environmental Health Support Guidance
Annex EE	Public Health and Safety Community Air Monitoring Plan
Annex FF	Public Health and Safety Water Sampling Plan
Annex GG	Disposal Plan
Annex HH	Decanting Plan
Annex II	Tarball Response Plan
Annex JJ	Surface Washing Agent Preauthorization Consultation

1300 Area Committee

The Sector San Juan Area Committee (PR & USVI AC) is a spill preparedness and planning body made up of federal, state, tribal, and local agency members, and with industry, and non-governmental organization representation. The PR & USVI AC, under the direction of the USCG Sector San Juan Captain of the Port (COTP), is responsible for developing an ACP. The PR & USVI AC is also responsible for working with state and local officials to plan for joint response efforts, including appropriate procedures for mechanical recovery, dispersant use, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife. The PR & USVI AC is also required to work with state and local officials to expedite decisions for the use of dispersants and other alternative response technologies.

The Sector San Juan is currently working in parallel and coordination with the Caribbean Regional Response Team (CRRT), but it has not been formalized due to Puerto Rico or the US Virgin Islands not having a designated State/Territory On Scene Coordinator. Charter information will be updated once the Area Committee is formalized.

The geographical boundaries of this plan are defined in Part 2000 of this document.

1310 Organization

The PR & USVI AC is comprised of representatives from federal, state, and local governments as *appointed members* and *members-at-large* from non-governmental agencies such as the maritime industry, wildlife rehabilitation organizations, and academia, as advisors.

1320 Committee Chair and Vice-Chair

The USCG Sector San Juan COTP, as pre-designated Federal On-Scene Coordinator (FOOSC), shall Chair the Area Committee (AC). Representatives from both Puerto Rico and the U.S. Virgin Islands will serve as co-chairs of the Area Committee and the Executive Steering Group. Puerto Rico and USVI do not have an appointed On-Scene Coordinators. Sector San Juan along with the Caribbean Regional Response team is working to resolve this matter. Once resolved, the plan will be updated, and an Area Committee memo will be incorporated.

1321 Executive Steering Group (ESG)

The Executive Steering Group (ESG) is the strategic decision-making body of the Area Committee and consists of both Federal and State On-Scene Coordinators with statutory, decision-making authority and jurisdictional obligations during pollution preparedness and response cleanup efforts. The ESG will provide goals and expectations for the Sub-committees and Working Groups, wherein it will be upon them to work with their counterparts to produce results and brief their status to the ESG as necessary.

Table 3: Executive Steering Group (ESG)		
Personnel from the following entities serve on the ESG:		
1.	Federal	USCG Sector San Juan
2.	State	Department of Natural and Environmental Resources (DNER), aka Departamento de Recursos Naturales y Ambientales (DRNA)
		U.S. Virgin Islands Department of Planning and Natural Resources (DPNR)
3.	Executive Secretary	USCG Sector San Juan Emergency Management and Force Readiness (EMFR)

1322 Executive Secretary / Coordinator

The AC Coordinator from USCG Sector San Juan will coordinate with the Executive Steering Group to prepare meeting agendas, schedules, and meeting notifications. The AC Coordinator will record, draft, and publish meeting summaries and attendance roster and coordinate remote participation access for meeting attendance.

1323 Members and Members-at-Large

A list of PR & USVI AC members can be found on [Table 4](#), and members-at-large on [Table 5](#) in Section 1800 of this document. These lists will be maintained by the AC Coordinator.

Table 4: Area Committee Members		
Below is list of <i>appointed</i> Area Committee Members:		
1.	Federal	U.S. Army Corps of Engineers (USACE)
		U.S. Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA) - Scientific Support Coordinator (SSC)
		U.S. Department of the Interior (DOI)
		U.S. Department of the Interior (DOI), U.S. Fish and Wildlife Service (USFWS)
		U.S. Environmental Protection Agency (EPA), Region 2
		National Weather Service (NWS)
		U.S. Coast Guard Sector San Juan
2.	State	Department of Natural and Environmental Resources (DNER)
		U.S. Virgin Islands Department of Planning and Natural Resources (DPNR)
		Puerto Rico Emergency Management Bureau (PREMB)
		U.S. Virgin Islands Territorial Emergency Agency (VITEMA)
		Commonwealth of Puerto Rico State Historic Preservation Office (SHPO)
U.S. Virgin Islands State Historic Preservation Office (SHPO)		
3.	Local	Puerto Rico Port Authority
		Ponce Port Authority
		USVI Port Authority
		USVI Water and Power Authority

Table 5: Area Committee Members-at-Large

Below is a list of Area Committee <i>Members-at-Large</i>:		
1.	Academia	University of Puerto Rico Oceanography Laboratory
		University of Virgin Islands, Marine Advisory Services
2.	Maritime	Immel’s Marine Inc.
		Puerto Rico Towing
		McAllister Towing
		Harbor Fuels
		Puerto Rico Towing and Barge Co.
		Port of Guanica
		Sea Tow
		San Juan Bay Pilots
		Port of Mayaguez Pilots
		Port of Las Mareas
		South PR Towing
		St. Thomas Pilots
		St. Croix Pilots
3.	Wildlife Care Organization	Wildlife Response Services
		Caribbean Stranding Network
		Culebra Sea Turtle Project
		Tri-State Bird Rescue and Research
		San Juan Bay Estuary Program
		International Bird Rescue Center
		Culebra Leatherback Project
		Pro Health and Ambient of Mayaguez
		Environmental Association St. Thomas/St. John
		St. Croix Foundation for Community Development
		Caribbean Natural Resources Institute
		St. Croix Environmental Association
		Wildlife Response Services, LLC
4.	Salvage Companies	Carlos Jove Pratts and Carlos Jove Roman
		Del Valle Group
		Donjon Marine Co. Inc.
		Gabriel Fuentes Jr. Construction
		Jose Caballero (Independent Contractor)
		Logan Diving and Salvage
		National Oceanic and Atmospheric Administration Fisheries
		Renan Lopez de Azua RLDA Surveying and Mapping
		U.S. Army Corps of Engineers
5.	OSROs	Environmental Restoration, LLC
		Clean Harbors Environmental Services
		ACV Enviro (Allstate Power Vac, Clean Venture)
		Marine Spill Response Corporation (MSRC)
		National Response Corporation (NRC)

1325 Subcommittees

Subcommittees are established to work on functional items pertaining to the AC. They are specifically tasked to complete assigned projects, tasks, and goals that are developed by the ESG. Working Groups may be assigned under a functional subcommittee to complete tasks or large projects as necessary. The PR & USVI AC does not currently have any subcommittees.

1330 Meetings

AC meetings are open meetings. The USCG FOSC Chair shall attend/lead each meeting by: providing an opportunity for participation by each regulatory member, each non-regulatory participant, and any public attendees; ensuring adherence to the agenda; maintaining order; and reviewing recommendations submitted to the ESG. In the absence of the FOSC, these duties shall be performed by the Sector San Juan Deputy Sector Commander, who serves as the Alternate FOSC.

1331 Meeting Frequency

AC meetings shall be held at least semi-annually. The PR & USVI AC consists of membership from Puerto Rico and the U.S. Virgin Islands. Therefore, the AC meeting location will rotate between each area every six months when possible. Holding the AC meeting alongside the Caribbean Regional Response Team (CRRT) meeting is a best practice that promotes valuable interaction and collaboration between stakeholders and port partners, leading to richer discussions.

1332 Remote Access Attendance

The USCG will provide remote access availability to AC members, and participants who are unable to attend meetings in person to maximize stakeholder participation and communication. USCG Sector San Juan currently utilizes Microsoft Teams to provide remote access.

1340 FOSC Annual Report

Sector San Juan shall submit an FOSC Annual Report emphasizing activities and best practices for the previous calendar year NLT May First to USCG Southeast District (drm) for review and endorsement. DRM will review and route Annual Reports through USCG Atlantic Area to USCG Headquarters Office of Marine Environmental Response Policy (CG-MER) for final approval and compilation of nation-wide lessons learned and best practices.

1400 Validation and Testing

The PR & USVI ACP will be updated annually. The PR & USVI ACP shall be reviewed and approved by the PR & USVI AC and USCG Southeast District every five years.

1410 Annual Updates

The PR & USVI AC will review the ACP and document any changes or updates in the Record of Changes page. Additionally, and at a minimum, the AC will update the ACP version number and contact information; confirm phone numbers, addresses, links, and notification procedures; and incorporate lessons learned because of real-world events and/or exercises. Annual updates will continue to be managed locally between USCG Sector San Juan, Vice-Chair, and AC and be completed by May 1st.

1411 Plan Approval and Coast Guard National Review Panel Review

In coordination with the Chair, Vice-Chairs, and other members of the AC, DRM formally reviews and approves coastal ACPs every five years. After approval, DRM submits the ACP for national review by the Coast Guard National Review Panel. (CGNRP). The CGNRP, comprised of CG-MER, USCG Atlantic and Pacific Areas, National Strike Force Coordination Center, and District representatives, convene annually to review selected ACPs nation-wide. Nationwide, each coastal ACP is on a 5-year CGNRP review schedule.

Additional CGNRP information and requirements, including specific scheduling and expectations will be coordinated from District to USCG field units.

1420 Geographic Response Strategies (GRSs) Validation

GRS/GRPs found in [Section 4600](#) contain a set of planned site-specific response strategies that are designed to give responders information to minimize damage to sensitive resources in the first few hours following a spill. Design and information included within GRSs are typically developed using neutral weather conditions and mean-average tidal data and assume a specific location and equipment use.

Once adopted and implemented into the PR & USVI ACP, the minimum level of GRS validation has been met, however, it is recommended that the PR & USVI AC determine additional validation methodologies as appropriate, to determine GRS/GRP accuracy and applicability over time.

A tiered methodology for GRS validation from the lowest level to the highest include: desktop evaluation by Subject Matter Experts (SMEs), on-site visual inspection by SMEs, computer simulations, equipment deployment, Full-Scale Exercises (FSE), and Real-World Events (RWEs).

1430 Area PREP Exercises

Per the [National Preparedness for Response Exercise Program \(PREP\) Guidelines](#), which provides the framework for an effective oil spill and hazardous substance response exercise program, the PR & USVI AC shall hold three annual Incident Management Team (IMT) Tabletop Exercises (TTXs) and one Full-Scale Exercise (FSE) per 4-year period.

1431 Exercise Schedule

USCG Southeast District (drm) will maintain the Area Exercise schedule and ensure visibility by the PR & USVI AC and PREP Compliance, Coordination and Consistency Committee (PREP 4C). The PR & USVI AC will validate the proposed timeframe and identify the industry plan holder who will participate in each PREP exercise. Any schedule change requests shall be routed to drm.

1432 Documentation

Additional PREP-related exercise requirements, including development of Concept of Exercise (COE), After Action Report (AAR), Corrective Actions (CAs), and Real-World Event (RWE) credit requests will be coordinated from District to USCG field units.

1500 The National Response System (NRS)

The National Response System (NRS) is a three-tiered response and preparedness mechanism that supports the predesignated FOSC in coordinating national, regional, and local government agencies, industry, and the responsible party during response operations. The NRS was developed to coordinate all government agencies with responsibility for environmental protection, in a focused response strategy for the immediate and effective clean-up of an oil discharge or a hazardous substance release.

The NRS is designed to support the FOSC and facilitate responses to a discharge or substantial threat of discharge of oil or a release or substantial threat of release of a hazardous substance. The NRS supports the responsibilities of the FOSC in accordance with the NCP. When appropriate, the NRS is designed to incorporate a “unified command and control support mechanism” (Unified Command) consisting of the FOSC, the State On-Scene Coordinator (SOSC), and the Responsible Party’s (RP’s) Incident Commander (IC). The UC structure is further described under [Sub-section 5410](#) of this ACP. Within an established UC, the FOSC plans and coordinates response strategy on scene, using the support of the National Response Team (NRT), Regional Response Team (RRT), Area Committees, and responsible parties, as necessary, to supply trained personnel, equipment, and scientific support to complete an effective response to any oil discharge or hazardous substance release.

1510 Contingency Plans

Contingency plans serve to formalize and document activities to be undertaken to plan for incidents and in the event of an incident. The following diagram depicts the relationship of many of the response plans discussed below.

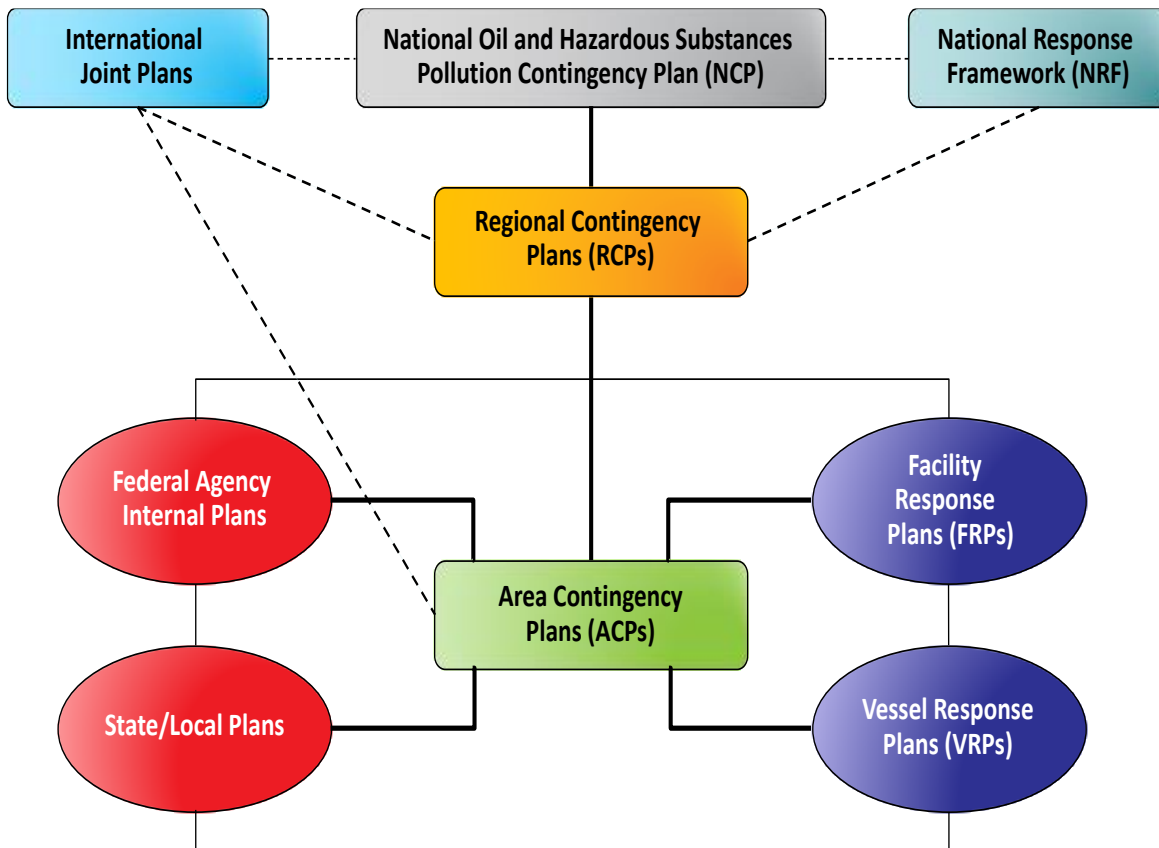


Figure 1: Relationship of Plans

1511 National, Regional, and Area Contingency Plans

There are three levels of contingency plans under the NRS: The National Contingency Plan (NCP), Regional Contingency Plans (RCP), and Area Contingency Plans (ACPs). The [NCP](#) addresses the national response structure and identifies requirements for regional and area preparedness development. RCPs provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, or contaminants by the Regional Response Team (RRT). Coastal ACPs are developed under the leadership of the USCG FOSC, following guidelines within the [NCP](#) and RCP, as applicable. Composed of federal, state, and local governmental representatives, the Area Committee develops an ACP for responses to oil discharges and hazardous substance releases within their geographic area.

1530 Local Plans

Local Emergency Planning Committees (LEPCs) are responsible for the development and maintenance of local emergency response plans in accordance with the [Emergency Planning and Community Right-to-Know Act \(EPCRA\), Sections 301 to 303](#). LEPC membership includes various representatives from local governmental agencies, emergency responders, environmental

groups, and local industry. These emergency plans include, among other things, the identity and location of hazardous materials, procedures for immediate response to a chemical accident, ways to notify members of the public of actions to take in the event of a discharge or release, names of coordinators at plants, and schedules for testing the plan. The local emergency response plan is reviewed by the State Emergency Response Commission (SERC). RRTs may review these plans and provide assistance if the SERC or LEPC makes such a request. Federal contingency plans provide for coordination with local governments.

1513 International Plans

{placeholder}

1514 Responsible Party Plans

Facility response plan (FRP) and vessel response plans (VRP) regulations, including plan requirements for the Coastal Zone, are in 33 C.F.R. 154 and 33 C.F.R. 155 respectively.

1600 National Response Framework (NRF)

The National Response Framework ([NRF](#)) is a guide which provides foundational emergency management doctrine for how the nation responds to many types of incidents, including pollution incidents. The NRF is often activated in anticipation of, or following, a storm event (tropical storm or hurricane) or other natural disaster (flooding event, tornados, etc.). The structures, roles, and responsibilities described in the NRF can be partially or fully implemented in the context of a threat or hazard, in anticipation of a significant event, or in response to an incident. Implementation of NRF structure and procedures allows for a scaled response, delivery of specific resources and capabilities, and a level of coordination appropriate to each incident. Pollution response, under the umbrella of the NRF is possible using plans, capabilities, and partnerships forged in accordance with the NCP, combined with the effective use of the ICS.

Other useful natural disaster response resources include the [National Response Team Abandoned Vessel Authorities and Best Practices Guidance](#) and the NRF's [Emergency Support Function \(ESF\) #10 – Oil and Hazardous Materials Response Annex](#).

1610 Nuclear/Radiological Incident Annex

The Nuclear/Radiological Incident Annex ([NRIA](#)) to the NRF describes the policies, situations, concepts of operations, and responsibilities of the federal departments and agencies governing immediate response and short-term recovery activities for releases of radioactive materials. These incidents may occur on federally-owned or federally-licensed facilities, privately owned property, urban centers, or other areas and may vary in severity from the small to the catastrophic. The incidents may result from inadvertent or deliberate acts. The NRIA applies to incidents where the nature and scope of the incident requires federal response to supplement the state, tribal, and/or local incident response.

Note:-Sector San Juan does not have any nuclear plants in its Area of Responsibility (AOR).

1700 National Incident Management System (NIMS)

The National Incident Management System ([NIMS](#)) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the [National Preparedness System](#). It also defines operational systems that guide how personnel work together during incidents. More specifics on using NIMS ICS for command and coordination in an oil spill or hazardous substance release will be discussed in [Section 5400](#).

1800 Relationship to other Marine Transportation System (MTS)

Focused Response Plans

Depending on the size and complexity of an oil spill discharge or hazardous substance release, the following contingency plans developed for the Sector San Juan Captain of the Port (COTP) Zone may be activated to minimize disruption of the Marine Transportation System (MTS).

1810 MTS Recovery Plan.

The MTS Recovery Plan provides planning and coordination to facilitate the recovery of the MTS following any man-made or natural disaster.

1820 Salvage Response Plan.

The Salvage Response Plan provides planning and coordination to facilitate salvage operations in conjunction with Annex E, the Marine Fire Fighting Plan (MFF).

2000 Geographic Scope Jurisdiction and Boundaries

2100 Geographic Area Covered

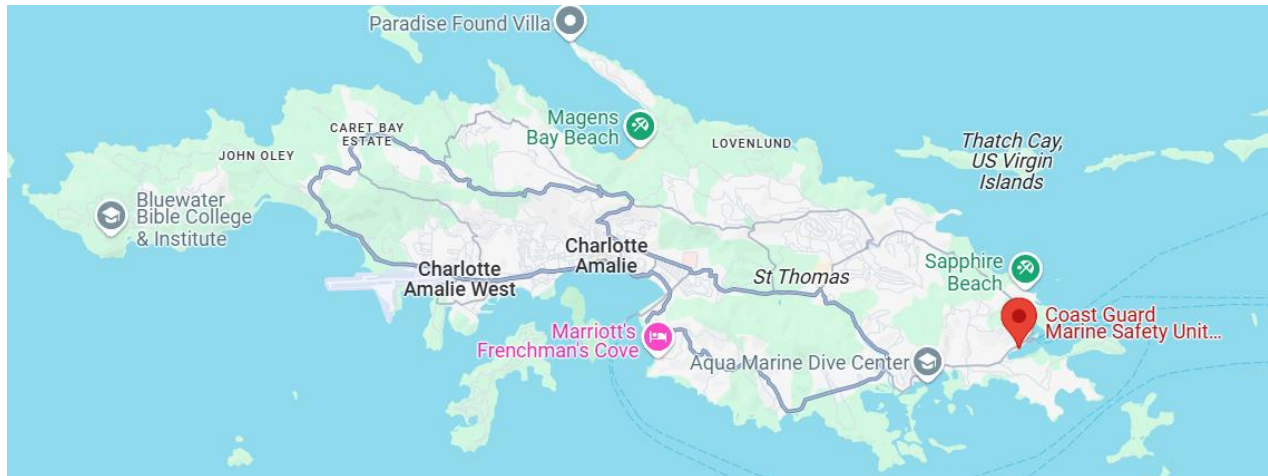
The Sector San Juan COTP Zone is defined in [33 C.F.R. 3.40-35](#) and depicted in [Figure 2](#) below. Within this COTP Zone, the USCG COTP/FOSC area of responsibility for the PR & USVI ACP planning area is the Coastal Zone (see sub-section 2120).



Figure 2: Map of Sector San Juan COTP Zone

2102 MSU St. Thomas

MSU St. Thomas is in Red Hook, St. Thomas, in the Leeward Island chain, between Puerto Rico and the British Virgin Islands. The MSU's area of responsibility includes three of the four islands in the USVI; St. Thomas, St. John, and Water Island. MSU St. Thomas is responsible for the protection of the marine environment and the promotion of the safe passage of marine traffic, carrying passengers, oil, hazardous products, and consumer goods in their AOR.



2103 Resident Inspection Office (RIO) ST. Croix

is in Christiansted, VI and routinely performs Marine Safety related operational functions throughout the island of St. Croix. They include conducting inspections aboard Small Passenger Vessels, Inspected Towing Vessels, and examinations aboard foreign vessels known as Port State Control, including Foreign Freight Vessels, Tank vessels (chemical and oil carriers), and Caribbean Cargo Ships. Along with vessel inspections, the RIO St. Croix office performs container inspections (including joint agency operations), facility inspections on LNG, mobile, and oil transfer facilities, marine casualty investigations, and pollution investigations. RIO St. Croix is also a direct representative and liaison for the Captain of the Port located at Sector San Juan.

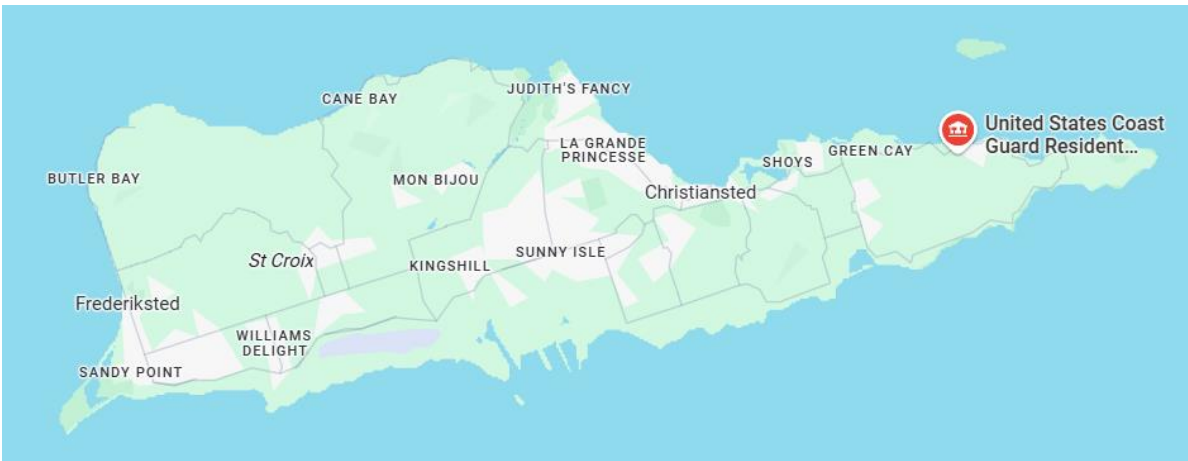


Figure 3: RIO ST. Croix

2104 Navassa Island

Under the jurisdiction of the Sector San Juan FOSC. Navassa Island lies about 100 miles south of Guantanamo Bay, Cuba, between Haiti to the east and Kingston, Jamaica, to the west (latitude 18' 25" N and longitude 75' 02" W) in the Caribbean Sea. The island is approximately 5.2 square kilometers (km) in area, with a 12 nautical mile territorial sea, 200 nm EEZ and is currently uninhabited. It is an unincorporated territory of the United States and administered by the U.S. Fish and Wildlife Service as a National Wildlife Refuge. (depicted in [Figure 6](#)). See also Navassa Island Annex.

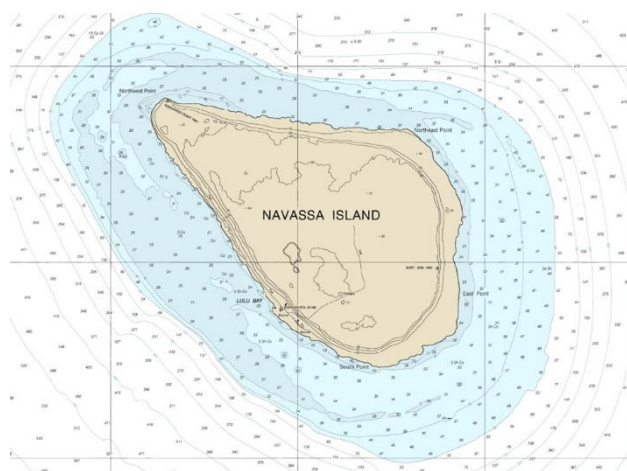


Figure 6: Navassa Island

2110 Inland/Coastal Zone Boundary Designation

The precise inland zone and coastal zone response boundary is agreed upon between the U.S. Coast Guard Southeast District and EPA Region 2 and is documented in the [Memorandum of Agreement \(MOA\) dated 28 Aug 2017](#).

Specifically, a dashed line on a layer within NOAA's Environmental Response Management Application (ERMA) depicts the [Inland Zone / Coastal Zone boundary](#) within the PR & USVI ACP planning area.

2111 Inland Zone

The U.S. Environmental Protection Agency (EPA) Region 2 provides the predesignated FOSC for pollution response in the Inland Zone. All discharges or releases, or substantial threats of such discharges or releases of oil or hazardous substances within or threatening the Inland Zone are the responsibility of the EPA. Included are discharges and releases from unknown sources or those classified as "mystery spills."

2112 Coastal Zone Boundary

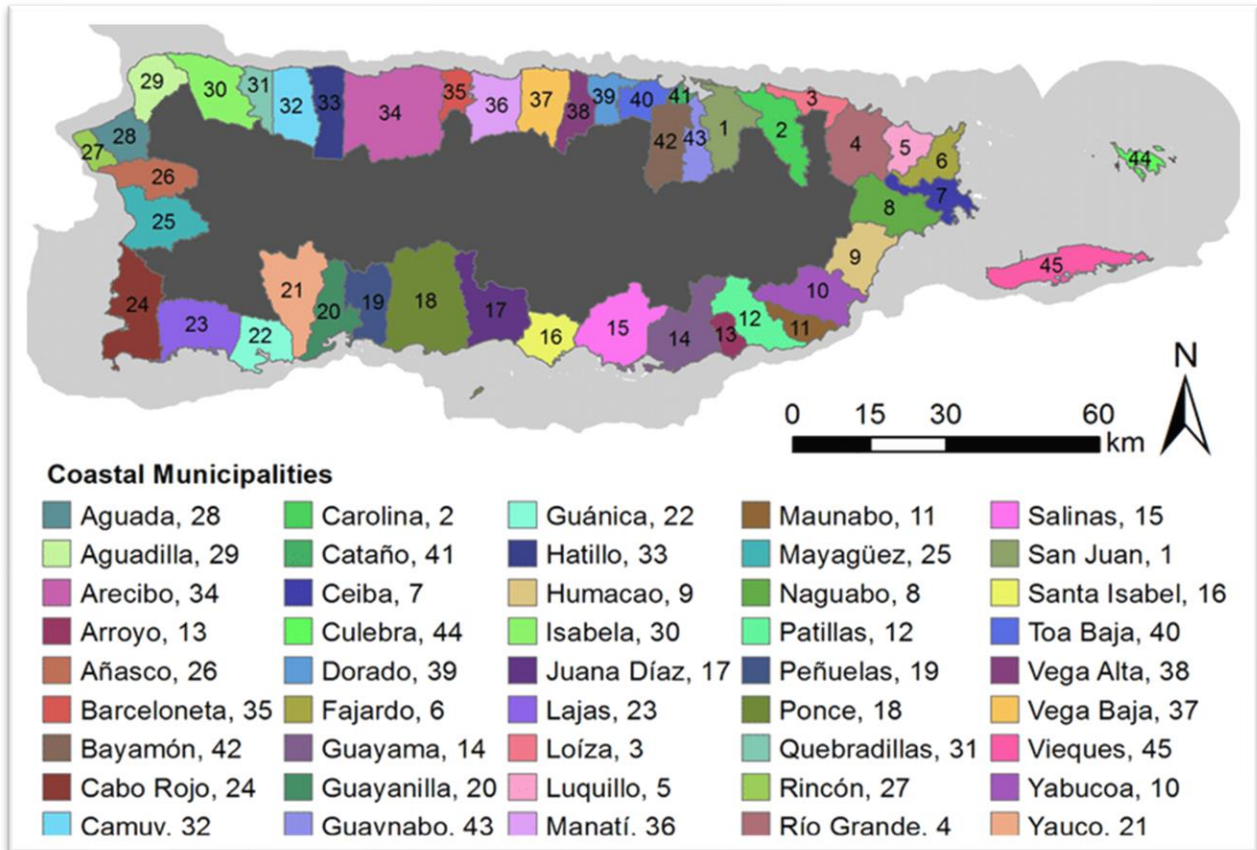
The relevant coastal USCG COTP is the predesignated FOSC for pollution response in the Coastal Zone. All discharges or releases, or substantial threats of such discharges or releases of oil or hazardous substances within or threatening the Coastal Zone are the responsibility of the USCG FOSC. Included are discharges and releases from unknown sources or those classified as "mystery spills."

Although the Sector San Juan COTP and predesignated coastal zone FOSC is responsible for all pollution planning, preparedness, and response within the defined coastal zone, the two subordinate units (Marine Safety Unit (MSU) ST. Thomas and Resident Inspection Office (RIO) ST. Croix are assigned responsibility to respond to oil discharges and hazardous substance releases within their defined AORs.

2120 Sub-geographic Areas

The coastal zone counties covered in the PR & USVI ACP planning area include:

2121 Puerto Rico



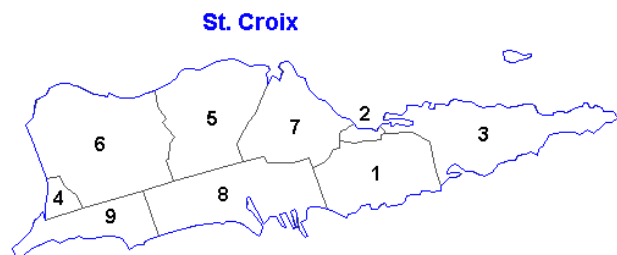
There are 46 coastal municipalities (depicted in figure 7).

Figure 7: Puerto Rico Coastal Municipalities

2122 U.S. Virgin Islands:

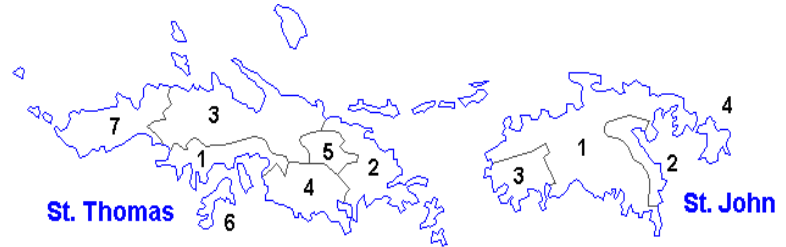
2122.1 St. Croix

1. Anna's Hope Village
2. Christiansted
3. East End
4. Frederiksted
5. Northcentral
6. Northwest
7. Sion Farm
8. Southcentral
9. Southwest



2122.2 Saint Thomas:

5. Charlotte Amalie
6. East End
7. Northside
8. Southside
9. Tutu
10. Water Island
11. West End



2122.3 Saint John:

1. Central
2. Coral Bay
3. Cruz Bay
4. East End

3000 Roles and Responsibilities

3100 Federal Agency Roles and Responsibilities

Nationally, the U.S. Coast Guard (USCG) has designated its coastal Captains of the Port (COTP) as the pre-designated Federal On-Scene Coordinator (FOSC) within the coastal zone. As such, the USCG FOSC is the Chair of the respective Area Committee (AC) and oversees the development, maintenance, and implementation of the Area Contingency Plan (ACP) for their COTP zone.

3110 Caribbean Regional Response Team

The CRRT serves as the regional body for planning and preparedness activities before a response to a major or other significant oil or hazardous substance incident is taken, and for coordination and advice during such response actions.

Co-chaired by EPA and the U.S. Coast Guard, with membership and participation from approximately 20 federal, commonwealth and territorial government agencies, the CRRT meets semi-annually to review and comment on recent response actions or other issues related to the preparation, implementation, or exercise of regional and/or local plans; to conduct advance planning for use of dispersants or other chemical agents in response to oil spills; and to conduct or participate in training and exercises as necessary to encourage preparedness activities of the response community within the Caribbean region.

3200 State Agency Roles and Responsibilities

3210 Puerto Rico

Government agencies of the Commonwealth of Puerto Rico are assigned responsibilities according to Executive Orders No. 1991-26 and 4916-A and Commonwealth Laws Numbers 13, 81, and 9 as they pertain to the integration and coordination of oil and hazardous substance releases and environmental emergencies.

3211 Department of Natural and Environmental Resources (DNER)

DNER is the lead agency representing the Commonwealth of Puerto Rico for all oil spills that threaten Puerto Rico. DNER is also the lead agency representing the Commonwealth of Puerto Rico for coordinating and providing technical assistance on all hazardous materials releases that threaten Puerto Rico. DNER plays a major role in all spills as the natural resource trustee agency, including assessment of damages to natural resources resulting from the incidents. The DNER Ranger Corps serves as the law enforcement arm of DNER. Its primary function is to enforce all laws applicable to the protection, preservation, and conservation of the natural resources and overall environment of Puerto Rico.

3212 The Puerto Rico Fire Department

PR Fire Department has four hazardous materials response vehicles and has an emergency response team capable of performing emergency Level “A” entries.

3220 U.S. Virgin Islands (USVI)

3221 US Department of Planning and Natural Resources (DPNR)

DPNR, as mandated by Title 12, Chapter 17 of the Virgin Islands Code, is the lead state agency for all oil and hazardous materials spills that threaten the U.S. Virgin Islands. The Division of Environmental Enforcement serves as the law enforcement arm of the DPNR. Its primary function is to enforce laws applicable to the protection, preservation, and conservation of natural resources and overall environment of the USVI.

3222 USVI Territorial Emergency Management Organization (VITEMA)

For all Spills of National Significance (SONS) and spills requiring the resources of two or more local agencies, VITEMA will participate in the UC Response Organization. In larger cases where numerous local resources need coordinating, VITEMA will activate its Emergency Operations and Disaster Control Plan to ensure all needed USVI government agencies are incorporated into the IMT.

3230 Puerto Rico and USVI State Historic Preservation Office (SHPO)

La Oficina Estatal de Conservación Histórica (OECH/ SHPO) and Virgin Island SHPO are the designated State Historic Preservation Offices (SHPO) for Puerto Rico and USVI and are responsible for the protection of antiquities and archeological sites on state public lands and waters, in compliance with the [National Historic Preservation Act \(NHPA\)](#). Protocols for notifications and consultations during response activities can be found in Annex M.

3300 Local Agency Roles and Responsibilities

The focus of local responders is usually directed toward abating immediate public safety threats. Local agencies take mitigating actions of a defensive nature to contain the incident and protect the public. The degree of local response will depend upon the training and capabilities of local responders relative to the needs of the specific emergency. In many instances, responsible parties or local agencies are capable of an aggressive response and quick abatement of immediate hazards. In some cases, the need may be to identify the nature and scope of the hazard. This information is then passed on to state and federal responders who are activated to address the situation with specific expertise and/or capabilities to ensure that cleanup is complete, and remediation is sufficient.

A major role of local organizations during all emergency incidents is to provide security for all on-scene forces and equipment. Activities include establishing local liaison with hospital, emergency services, and police personnel, as well as restricting entrance to hazardous areas to all but essential personnel. Coordination with the local governmental organizations of counties, cities, or towns is especially important for traffic control, land access, and disposal of oil or hazardous materials removed during response operations.

Landowners are also encouraged to participate in planning and response. Landowners are a valuable resource due to their local knowledge. The landowner, to the extent practical and based on the FOSC's judgment, may be included in the planning and response activities, under the direction of the FOSC. Landowners who provide access to or are affected by a discharge or release have jurisdiction over their lands and warrant special consideration by the responding agency or

Unified Command. In the event an incident poses, or has the potential to pose, an imminent threat to human health or the environment, it is in the best interest of the landowner to provide access to an on-scene coordinator.

3400 Natural Resource Trustees

CERCLA and OPA authorize the United States, individual States, and Indian Tribes to act on behalf of the public as Natural Resource Trustees for natural resources (Natural Resource Trustees or Trustees) under their respective trusteeships (CERCLA §107(f)(1); OPA §1006(c)). OPA also authorizes foreign governments to act as Trustees (OPA §1006 [b][5]). Following hazardous substance release or oil discharge, Natural Resource Trustees have responsibilities for assessing resulting injury to the environment.

3410 Natural Resource Damage Assessment (NRDA)

NRDA is the process by which trustees collect, compile, and evaluate data to determine the extent of injury to natural resources. The information gathered is used to assess damages, determine the restoration required to compensate for the injured natural resources and lost use of resources, and seek recovery of those damages from the responsible party. NRDA's are typically initiated concurrently with response activities. More information regarding National Resource Damage Assessments can be found here:

3411 NOAA

[Damage Assessment, Remediation, and Restoration Program](#) | (A list of trustees is under development)

3412 US FWS.

[Office of Restoration and Damage Assessment](#) | [U.S. Department of the Interior](#).

3500 Technical Support Available to the FOSC

Various sources of technical/scientific and administrative support are available to the FOSC either through telephone contact, virtual means, or actual dispatch of teams to the field. Support agencies and groups available to the FOSC include the following.

3510 Federal Agency Scientific/Technical Support

3511 U.S. Coast Guard (USCG)

3511.1 The USCG National Strike Force (NSF)

The NSF's mission is to provide highly trained, experienced personnel and specialized equipment to the Coast Guard and other federal agencies to facilitate preparedness and response to oil and hazardous substance pollution incidents in order to protect public health and the environment. The NSF's area of responsibility (AOR) covers all Coast Guard Districts and Federal Regions.

3511.1.1 The National Strike Force Coordination Center ([NSFCC](#))

The NSFCC manages the NSF which is authorized as the National Response Unit required under OPA, with responsibility for administering the USCG Strike Teams, and maintaining response equipment inventories and logistical networks. The NSFCC offers technical assistance and equipment for spill response, assistance in coordinating resources during oil discharge response, Area Contingency Plan (ACP) or Regional Contingency Plan (RCP) review, coordination of spill

response resources information, and inspection of Oil Spill Removal Organization (OSRO) response equipment.

3511.1.2 USCG Strike Teams (Atlantic, Gulf, and Pacific)

The three USCG Strike Teams are available 24 hours a day. If the Strike Team contacted is already committed, another Strike Team will be deployed. Each Strike Team maintains trained personnel and specialized equipment to assist with training in responding to spills, stabilizing and containing spills, and monitoring and/or directing response actions of the RPs and/or contractors. The [Atlantic Strike Team \(AST\)](#), based in Joint Base McGuire-Dix Lakehurst, New Jersey provides response coverage to Puerto Rico and USVI. Strike Teams provide trained personnel and specialized equipment to assist the FOSC in training for spill response, stabilizing and containing the spill, and monitoring or directing response actions of the responsible parties (RPs) and/or contractors.

3511.1.3 Public Information Assist Team (PIAT)

[PIAT](#) is an element of the NSFCC staff available to assist the FOSC to meet the demands for public information during a response or exercise. PIAT provides interagency crisis communication team(s) and technical expertise to assist ICs and FOSCs meet their objectives of truth and transparency of operations for the public. PIAT provides emergency risk communication support to ICs and FOSCs during incidents such as oil spills, hazardous substance releases, hurricanes, floods, or other disasters. Its use is encouraged any time the FOSC requires outside public affairs support. Requests for PIAT assistance may be made through the NSFCC or National Response Center (NRC). See the [Spill of National Significance \(SONS\) Public Affairs Reference](#) for more information.

3511.1.4 Incident Management Assistance Team ([IMAT](#))

The IMAT was developed by the USCG to supply a ready-made team of highly trained individuals to assist the local Incident Command (IC) in dealing with a major incident. The IMAT is in Norfolk, VA. The team is trained for initial quick responses to a regionally or nationally significant event. The team consists of Incident Command Systems (ICS) process experts that can quickly set up and assist in transitioning from the initial emergency phase to a more sustained planning process. The IMAT deploys with a limited amount of equipment to ensure ICS functionality within an Incident Command Post (ICP).

3511.2 National Pollution Funds Center ([NPFC](#))

NPFC is responsible for implementing those portions of OPA Title I delegated to the Secretary of the Department in which the USCG is operating. NPFC is responsible for addressing funding issues arising from actual and potential discharges of oil. Responsibilities of the NPFC include: (1) issuing Certificates of Financial Responsibility ([COFRs](#)) to owners and operators of vessels to pay for costs and damages incurred by their vessels as a result of oil discharges, (2) providing funding to various response organizations for timely abatement and removal actions related to oil discharges, (3) providing equitable compensation to claimants who sustain costs and damages from oil discharges when the RP fails to do so, (4) recovering monies from persons liable for costs and damages resulting from oil discharges to the full extent of liability under the law, and (5) providing funds to initiate Natural Resource Damage Assessment (NRDA) activities.

3511.3 USCG District Response Group (DRG)

DRGs assist the FOSC by providing technical assistance, personnel, and equipment. Each DRG consists of the combined USCG personnel and equipment, including marine firefighting equipment, of each port in the district and a district response advisory team. Specifically, the

USCG's Seventh District Response Advisory Team (DRAT) and the Incident Management and Preparedness Advisor (IMPA) provide pollution planning, preparedness, and response policy guidance and assistance to an FOSC and staff on a regular basis.

3512 U.S. Environmental Protection Agency ([EPA](#))

3512.1 Environmental Response Team ([ERT](#))

In the event of a continuing release or discharge, FOSC has access to EPA's ERT, stationed in Edison, New Jersey; Cincinnati, Ohio; Erlanger, Kentucky; Las Vegas, Nevada; and Research Triangle Park, North Carolina. The ERT provides Scientific Support Coordinators (SSC) with expertise in treatment technology, biology, chemistry, hydrology, geology, and engineering. The ERT also has access to special decontamination equipment and can provide advice on a wide range of issues such as a multimedia sampling and analysis program, on-site safety (including development and implementation plans), cleanup techniques and priorities, water supply decontamination and protection, application of dispersants, environmental assessment, degree of cleanup required, and disposal of contaminated material. The FOSC may designate an SSC as principal advisor on scientific issues who also communicates with the scientific community and assists in requests to state and federal agencies.

3512.2 Chemical, Biological, Radiological, and Nuclear (CBRN) Consequence Management Advisory Division ([CMAD](#))

The CBRN CMAD, present at five geographic locations, provides 24/7 scientific and technical expertise to the FOSC or response customer for all phases of consequence management. With a focus on operational preparedness, CBRN CMAD facilitates the transition of the latest science and technology to the field response community to provide tactical options for screening, sampling, monitoring, decontamination, clearance, waste management, and toxicological/exposure assessment during decontamination of buildings or other structures following an incident involving releases of radiological, biological, or chemical contaminants. CBRN CMAD maintains critical partnerships with: (1) EPA's National Homeland Security Research Center and the EPA's special teams; (2) other federal partners including the U.S. Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI), DoD, and Centers for Disease Control and Prevention (CDC)/ Department of Health and Human Services (HHS); and (3) international partners.

3512.3 Radiological Emergency Response Team ([RERT](#))

RERTs have been established by EPA's Office of Radiation Programs (ORP) to provide response and support during incidents or at sites containing radiological hazards. Expertise is available in radiation monitoring, radionuclide analysis, radiation health physics, and risk assessment. RERTs can provide on-site support including mobile monitoring laboratories for field analysis of samples as well as fixed laboratories for radiochemical sampling and analyses. Requests for support may be made 24 hours a day via the NRC or directly to the EPA Radiological Response Coordinator in the ORP.

3513 National Oceanic and Atmospheric Administration ([NOAA](#))

NOAA provides scientific support for responses and contingency planning in coastal and marine areas, including assessments of the hazards that may be involved, predictions of movement and dispersion of oil and hazardous substances through trajectory modeling, and information on the sensitivity of coastal environments to oil or hazardous substances. NOAA provides scientific expertise on living marine resources it manages and protects. It also provides information on actual

and predicted meteorological, hydrologic, ice, and oceanographic conditions for marine, coastal, and inland waters, as well as tide and circulation data. The Secretary of the U.S. Department of Commerce (DOC), through NOAA, also acts as trustee for natural resources managed or controlled by DOC, including their supporting ecosystems.

3513.1 Scientific Support Coordinators (SSC)

The SSC, in accordance with the National Contingency Plan (NCP), will provide the FOSC scientific advice regarding the best course of action during a spill response. The SSC will help facilitate consensus from the Federal natural resource management agencies and provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC will be the point of contact for the Scientific Support Team from NOAA's Hazardous Material Response and Assessment Division. More information on SSC support can be found here: [Emergency Response Division | response.restoration.noaa.gov](https://www.noaa.gov/emergency-response-division)

3513.2 National Weather Service ([NWS](#))

NWS, a federal organization within NOAA, can provide various types of support to an Incident Command (IC)/Unified Command (UC) operating in Puerto Rico and USVI area through the San Juan, PR office. The IC/UC will be provided with a direct unlisted number to the lead forecaster's desk, through which continuous information on wind speeds, temperatures, and other atmospheric data can be obtained.

3514 U.S. Department of the Interior ([DOI](#))

DOI has jurisdiction over the National Park System, National Wildlife Refuges, fish hatchery, and public lands. The Regional Environmental Officer ([REO](#)) manages the department's response programs for oil and hazardous substance spills and oversees the department's responsibilities as a trustee for natural resources. The DOI may become involved in spill response once contacted by the REO who a designated member of the CRRT is. The REO for the CRRT is in Atlanta, Georgia.

3514.1 U.S. Fish and Wildlife Service ([USFWS](#))

The Secretary of the Interior acts as trustee for resources managed or protected by DOI Bureaus, including USFWS and Bureau of Reclamation ([USBR](#)). USFWS, an office within DOI, is responsible for the management of migratory birds, federally listed endangered and threatened species, and interjurisdictional fish within PR & USVI ACP planning area. National Wildlife Refuge lands established in/near the ACP planning area include:

3514.1.1 [Desecheo National Wildlife Refuge](#) (Desecheo Island, PR)

3514.1.2 [Cabo Rojo National Wildlife Refuge](#) (Cabo Rojo, PR)

3514.1.3 [Laguna Cartagena National Wildlife Refuge](#) (Boqueron, PR)

3514.1.4 [Vieques National Wildlife Refuge](#) (Vieques Island, PR)

3514.1.5 [Culebra National Wildlife Refuge](#) (Culebra Island, PR)

3514.1.6 [Buck Island National Wildlife Refuge](#) (Buck Island, USVI)

3514.1.7 [Sandy Point National Wildlife Refuge](#) (ST. Croix, USVI)

3514.1.8 [Green Cay National Wildlife Refuge](#) (ST. Croix, USVI)

3514.1.9 [Navassa Island National Wildlife Refuge](#) (Navassa Island, Caribbean Sea)

When a spill occurs, the appropriate [USFWS office\(s\)](#) will provide timely advice on measures necessary to protect wildlife from exposure, as well as priority and timing of such measures. Protective measures may include preventing the oil from reaching areas where migratory birds and other wildlife are located or deterring birds or other wildlife from entering areas by using wildlife hazing devices or other methods.

If exposure of birds and other wildlife to oil or hazardous substances cannot be prevented, an immediate decision will be made regarding rescue and rehabilitation of “oiled” birds and other wildlife. Decisions to rescue and rehabilitate “oiled” wildlife must be made in conjunction with other federal and state natural resource management agencies. Wildlife rehabilitators will need federal, and state permits to collect, possess, and ban migratory birds and threatened/endangered species.

For more information see the Fish and Wildlife Endangered Species Act (ESA) consultation form found within the [CRRT RCP](#).

3514.2 U.S. Geological Survey ([USGS](#))

USGS maintains expertise in water quality characterization, oil fingerprinting, submerged oil and oil-particle formation, transport and resuspension of oil in fresh waters, riverine two-dimensional (2D) particle transport/hydrodynamic simulations, ecotoxicology, time-of-travel studies for freshwater systems, and geospatial data collection of visible spill plumes applicable to spill response events in freshwater environments. In addition, USGS can provide biological survey assistance for natural resources and contaminants and contribute information about sensitive species (e.g., birds, invertebrates). USGS also provides extensive expertise and information for natural resource damage assessments (NRDAs) (e.g., aerial surveys, abundance estimation, remote sensing, etc.).

3514.3 Bureau of Safety and Environmental Enforcement ([BSEE](#))

BSEE works to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. BSEE’s Offshore Regulatory Program develops standards and regulations to enhance operational safety and environmental protection for the exploration and development of offshore oil and natural gas on the U.S. Outer Continental Shelf (OCS). BSEE’s [region 2](#) covers Puerto Rico and USVI but does not currently have an office within this AOR.

3515 U.S. Department of Health and Human Services ([HHS](#))

HHS, through the Agency for Toxic Substances and Disease Registry ([ATSDR](#)), serves the public by using the best science, taking responsive public health actions, and providing trusted health information to prevent harmful exposures and disease related to toxic substances. The ATSDR is directed by a congressional mandate to perform specific functions concerning the effects on public health of *hazardous substances* in the environment. These functions include public health assessments of waste sites, health consultations concerning specific hazardous substances, health surveillance and registries, response to emergency release of hazardous substances, applied research in support of public health assessments, information development and dissemination, and education and training concerning hazardous substances.

3515.1 The National Institute for Occupational Safety and Health ([NIOSH](#))

NIOSH provides national and world leadership to prevent work-related illness, injury, disability, and death by gathering information, conducting scientific research, and translating the knowledge gained into products and services, including scientific information products, training videos, and recommendations for improving safety and health in the workplace.

In response to requests from workers (or their representatives), employers, and other government agencies, NIOSH Health Hazard Evaluation conduct workplace assessments to determine if workers are exposed to hazardous materials or harmful conditions and whether these exposures are affecting worker health. NIOSH evaluates the workplace environment and health of employees by reviewing records and conducting on-site environmental sampling, epidemiological surveys, and medical testing.

See the [NIOSH Pocket Guide](#) for more information.

3516 U.S. Department of Agriculture ([USDA](#))

USDA has scientific and technical capability to measure, evaluate, and monitor, either on the ground or by use of aircraft, situations where natural resources including soil, water, wildlife, and vegetation have been impacted by hazardous substances and other natural or man-made emergencies. The USDA may be contacted through the U.S. Forest Service emergency staff officers who are the designated members of the RRT.

USDA maintains trusteeship of national forest, wilderness areas, and wildlife within USDA-controlled forests, archaeological sites, range and farm lands, fisheries, and lands enrolled in the [Wetlands Reserve Program](#). Additionally, the USDA plays a key role in the closing and re-opening of fisheries before, during, and after clean-up operations.

3517 U.S. Department of Energy ([DOE](#))

The Secretary of Energy has trusteeship over natural resources under its jurisdiction, custody, or control. DOE's landholdings include national research and development laboratories, facilities, and offices.

3518 U.S. Department of Transportation ([DOT](#))

DOT provides response expertise pertaining to transportation of oil or hazardous materials by all modes of transportation. Through the Pipeline and Hazardous Materials Safety Administration ([PHMSA](#)), DOT-PHMSA offers expertise in the requirements for packaging, handling, and transporting regulated hazardous materials.

3519 U.S. Department of Defense ([DoD](#))

3519.1 U.S. Army Corps of Engineers ([USACE](#))

The Secretary of the DoD has trusteeship over the natural resources on all lands owned by DoD or the Army (including lands and facilities managed by the USACE, Navy, Air Force, and Defense Logistics Agency). These lands include military bases and training facilities, research and development facilities, and munitions plants. USACE has trusteeship over natural resources under its jurisdiction, custody, or control. USACE landholdings include national research and development laboratories, facilities, and offices. The USACE [Caribbean District](#) provides information and coverage for the PR & USVI ACP planning area.

3519.2 U.S. Navy Supervisor of Salvage ([SUPSALV](#))

SUPSALV has an extensive salvage/search and recovery equipment inventory, and the requisite knowledge and expertise to support these operations including specialized salvage, firefighting, petroleum, oil, and lubricants offloading capability even in open sea response incidents. SUPSALV can also provide equipment for training exercises in support of national and regional contingency planning objectives. The FOSC may request assistance directly from SUPSALV. Formal requests are routed through the Chief of Naval Operations.

3519.3 National Guard Civil Support Teams ([CSTs](#))

CSTs were created in 1999 to respond to terrorist incidents involving WMD, as well as other disasters and catastrophic events, both natural and man-made. There are 57 CSTs located throughout the United States, with at least one in each state and territory. The mission of a CST is to support civil authorities at a domestic CBRNE (Chemical, Biological, Radiological, Nuclear, and high-yield Explosives) incident site with responsibilities such as identification and assessment of hazards, advising civil authorities, and facilitating the arrival of follow-on military forces during emergencies and incidents.

CSTs normally operate as a State asset, under the command and control of the State Governor, but upon deployment, the unit provides direct support to the IC. CSTs support local emergency responders (Fire, Police, and EMS), as well as State and Federal agencies such as the DOE, FBI, EPA and FEMA. The Puerto Rico 22nd CST is located at Ft. Buchanan, San Juan, PR and the 23rd CST is located in the Virgin Islands.

3520 Non-Governmental Organization (NGO), Academia, and Other Technical Support

3521 Science and Technology Advisors (S&T Advisors)

S&T Advisors consist primarily of academia and represent specialized capabilities to provide knowledge, based on science and other technical experience, to supplement and strengthen that of the Incident Management Team (IMT).

The advisory capability may consist of individuals or institutions and may be identified during the preparedness phase or by incident-specific needs. The relationship may be as informal as a list of names and contact information in a directory, or a more formal pre-spill relationship defined through letter of agreement.

3523 Volunteers

In times of crisis or trouble, many citizens feel compelled to help or lend their assistance and expertise to the response effort. This help can be welcomed if the demands of an incident exceed the available resources or if a particular set of skills are in short supply. Volunteers can support response efforts in any number of ways such as conducting beach surveillance, providing logistical support, or assisting in the treatment of impacted wildlife. The decision to employ volunteers will consider the benefits that might be gained weighed against safety and liability realities. The UC, in the early stages of the event, will make the decision whether volunteers will be employed and in which capacities they can serve.

For more details about the use of volunteers, please refer to Voluntary Organizations Active in Disaster (VOAD), Annex G of this plan, and the National Response Team's [Use of Volunteers Guidelines for Oil Spills](#).

3524 Certified Marine Chemist ([CMC](#))

The United States Coast Guard and the Occupational Safety and Health Administration ([OSHA](#)) require that a certificate issued by a Marine Chemist be obtained before hot work or fire producing operations can be carried out in certain spaces aboard a marine vessel.

In complying with both the U.S. Coast Guard and OSHA regulations, the CMC applies the requirements contained in National Fire Protection Association Standard 306. NFPA 306, Control of Gas Hazards on Vessels, describes conditions that must exist aboard a marine vessel. A survey by the Marine Chemist ensures that these conditions are satisfied. In addition, a CMC is able to perform similar evaluations on other than marine vessels where an unsafe environment exists for workers, or hot work is contemplated on a system that might contain residues of a flammable or combustible product or material.

3530 Federal Agency Legal and Investigative Support

3531 U.S. Department of Justice ([DOJ](#))

DOJ can provide expert legal advice on complicated legal questions arising from discharges or releases and federal agency responses. The DOJ represents the federal government, including its agencies, in litigation relating to discharges.

3531.1 Federal Bureau of Investigation ([FBI](#))

The FBI, under the DOJ, is the lead federal agency for responding to threats from weapons of mass destruction (WMD). The Bureau investigates and collects intelligence on WMD-related threats and incidents to prevent attacks and respond to them when they occur. WMD Directorate (WMDD) is part of the FBI's [National Security Branch](#). The WMDD leads the FBI's efforts to mitigate threats from chemical, biological, radiological, nuclear, or explosive weapons. The WMDD provides leadership and expertise to domestic and foreign law enforcement, academia, and industry partners on WMD issues. The FBI approaches these issues through four major areas: preparedness, countermeasures, investigations/operations, and intelligence.

3532 U.S. EPA Criminal Investigations Division ([EPA CID](#))

The EPA CID investigates allegations of criminal wrongdoing prohibited by various environmental statutes. Such investigations involve, but are not limited to, the illegal disposal of hazardous waste; the export of hazardous waste without the permission of the receiving country; the illegal discharge of pollutants to a water of the United States; the removal and disposal of regulated asbestos containing materials in a manner inconsistent with the law and regulations; the illegal importation of certain restricted or regulated chemicals into the United States; tampering with a drinking water supply; mail fraud, wire fraud, conspiracy and money laundering relating to environmental criminal activities. CID Special Agents are sworn federal law enforcement officers with statutory authority to conduct investigations, to make arrests for any federal crime, and to execute and serve any warrant.

3533 U.S. Coast Guard Legal

The Seventh Coast Guard District has legal staff that is available to provide support to the USCG FOSC. Additionally, and as needed, USCG Atlantic Area and headquarters can provide legal assistance to the USCG FOSC.

3534 U.S. Coast Guard Investigative Service (CGIS)

CGIS Agents are available to investigate criminal violations of environmental laws enforced by the Coast Guard. CGIS should be notified and consulted regarding all cases that may be referred to in the Department of Justice for criminal prosecution. CGIS Agents are trained criminal investigators who are familiar with the legal issues associated with prosecution of a criminal case. Additionally, CGIS Agents regularly work with agents of other Federal, State, and local law enforcement agencies and frequently become aware of violations of environmental laws and ongoing criminal investigations through these sources.

Unless expressly directed by the Chief of CGIS or higher authority, CGIS will not conduct an environmental crime investigation in a COTP zone without first notifying and, thereafter, coordinating with the COTP. Likewise, COTP should avoid committing the Coast Guard to participate in criminal investigations, either solely or in coordination with other enforcement agencies, without first consulting the District Commander who will ensure appropriate coordination with CGIS. In the event exigent circumstances require the initiation of a criminal investigation before such notification or consultation can occur, the required communication must occur as soon as practical thereafter.

3535 National Transportation Safety Board ([NTSB](#))

In accordance with the USCG/NTSB MOU and [46 C.F.R. 4.40-15\(b\)](#) the NTSB shall conduct the investigation of certain major marine and public/nonpublic vessel casualties. Except for the preliminary investigation, a separate Coast Guard casualty investigation will not be conducted, nor will parties in interest be designated by the Coast Guard. Although these investigations are conducted by the NTSB in accordance with their procedures, the Coast Guard will participate fully as a party.

4000 Pre-spill Risk Analyses, Consultations, and Response Strategies

This Part of the ACP outlines emergency preparedness efforts within the PR & USVI planning area including identification of worst-case planning scenarios for all transportation modes, pre-spill consultations, the establishment of priority protection areas, and the development of response strategies for consideration in the initial stages of an incident.

4100 Worst Case Planning Scenarios

As per the [Clean Water Act](#), a Worst Case Discharge (WCD) is defined as, in the case of a vessel, a discharge in adverse weather conditions of its entire cargo, and in the case of an offshore facility or onshore facility, the largest foreseeable discharge in adverse weather conditions. The following tables identify WCDs for oil products and hazardous substances in the PR & USVI planning area.

4110 WCD Tables for Oil Products in PR & USVI Planning Area

Table 6: Worst Case Discharges for Oil Products in the PR & USVI ACP Planning Area (all transportation modes)				
FOSC-Sector San Juan				
Port of San Juan				
Type	Owner/Operator or Vessel/Facility Name	Location	Amount	Product
MTR Facility	Puma G-2	Cataño	50,400 BBLS 2,118,480 GLS	Oil Products
Vessel		San Juan		Oil products
Rail	N/A	N/A	N/A	N/A
Port Of Ponce				
MTR Facility				Oil products
OCS Facility				Mid Light Crude Oil
Pipeline	Contact DOT PHMSA Hotline (888) 719-9033			Crude Oil
Pipeline-Breakout Tank				Crude Oil
Vessel	Large Oil/product Carrier	Guayanilla, PR	450,000 bbl. 18900000 gals	Oil products
Rail	N/A	N/A	N/A	N/A
ST. Thomas				
MTR Facility	TransMontaigne Southwest	Port of Brownsville	94,318,142 gals	Gasoline, Distillates, Asphalt, Glycols
Vessel	Tank vessel	Port of Brownsville	500,000 bbl.	Oil products
Rail	N/A	N/A	N/A	N/A

4120 WCD Table for Hazardous Substances in PR & USVI Planning Area

Table 7: Worst Case Discharges for Hazardous Substances in the PR & USVI ACP Planning Area (all transportation modes)				
FOSC-Sector San Juan				
Port of San Juan				
Type	Owner/Operator or Vessel/Facility Name	Location	Amount	Product
Facility	Puma Energy	San Juan	120,000	Benzene
Vessel	Tanker/Barge	San Juan	80,000	TBD
Rail	N/A	N/A	N/A	N/A
Port of Ponce				
Facility	N/A receives Oil products	Ponce	TBD	TBD
Vessel	N/A receives Oil products	Ponce	TBD	TBD
Rail	N/A	N/A	N/A	N/A
ST. Thomas				
Facility	Under development	Port of Brownsville	TBD	TBD
Vessel	TBD	Port of Brownsville	TBD	TBD
Rail	N/A	N/A	N/A	N/A

4130 Area Planning and Risk Analysis

Additional risk analysis and area specific worst case scenario planning information for PR & USVI ACP is located in Annex B.

4200 Pre-Spill Endangered Species Act (ESA) Consultations

In the event of an oil spill or hazardous substance release, the ESA must be considered in the development of Federal response activities and actions during an oil spill response. Within the coastal zone, the USCG is the Action Agency, and as such, it is the USCG FOSC's responsibility to address any ESA Section 7 Consultation requirements by engaging the Services (USFWS and NMFS) on the potential effects for all potential response actions that may be implemented during the emergency response.

4210 Preauthorization and Best Management Practices (BMPs)

Pre-spill consultations have been completed for the PR & USVI planning area for dispersant use and preauthorization for use of Surface Washing Agents (SWAs). Frequently used BMPs can be found:

- [Dispersants Pre-Authorization 2015](#)
- [In-Situ Burning Pre-Authorization 2015](#)
- [CRRT BMPs for Oil Response Operations 2020](#)

4220 Threatened and Endangered Species within PR & USVI Planning Area

A list of all threatened and endangered species and designated critical habitat for the PR & USVI planning area is available from the all-inclusive [Listed Species Spreadsheet](#), located at the U.S. Fish and Wildlife Service, Caribbean Ecological Services Field Office site.

4300 National Historic Preservation Act, Section 106

The National Historic Preservation Act, Section 106, among other requirements, requires that “Federal agencies take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) with a reasonable opportunity to comment.” Additionally, it requires that the Federal agency involved “consult on the Section 106 process with State Historic Preservation Offices (SHPO)” ([36 CFR 800](#)).

4400 Priority Protection Areas

Area Committees (ACs) are directed by OPA and the NCP to identify environmentally, socio-economic, and otherwise sensitive areas within their defined ACP planning area. These areas are often referred to as *priority protection areas*. ACs have broad latitude to develop specific criteria for identification. Response plans required by federal law or regulation associated with oil exploration, production, transport, or storage, e.g., Oil Spill Response Plans, Vessel Response Plans, and Facility Response Plans must ensure maximum protection of Area Committee identified priority protection areas.

4500 Areas of Special Economic or Environmental Importance

As required by [40 C.F.R. 300.210\(c\)\(3\)\(i\)](#), areas of special economic or environmental importance shall be identified for protection from the impacts of a spill. Considerations include each location's significance, sensitivity to oil, anticipated impacts, and the extent to which potential losses can be recovered/ restored/ compensated. Potential economically sensitive areas include water intakes, high tourism coastal areas, significant port/industrial facilities, marinas, aquaculture sites, and fishing grounds.

4510 Economically and Environmentally Sensitive Areas

{Under development}

4600 Geographic Response Strategies (GRSs)

Once priority protection areas are identified and adopted, ACs have the flexibility to provide information that may be useful to ensure appropriate strategies are implemented during any oil removal operation. One methodology is often referred to as GRSs. Puerto Rico and USVI existing GRSs/GRPs can be viewed here: [ERMA site](#).

Although GRSs are developed and available for use during the planning and response phases, the IC/UC and OSROs must remain flexible and utilize on-scene initiative and their experience and competence in determining actual pollution mitigation “tactics” for a particular incident. GRSs are developed using neutral weather conditions and mean-average tidal data and assume an incident response location. The scenarios for pollution incidents are nearly limitless; every spill is different and there are no absolutes. As a result, GRS locations should be reviewed and considered, but with the understanding that incident-specific mitigation tactics will likely be developed and executed on-scene. Factors such as current and projected winds, water currents/flows, tidal cycles, equipment limitations, bottom conditions, seasonal implications, exact incident location, potential hazards, and the type of oil can have a significant effect on any proposed strategy and should be carefully considered. **If applicable, modifications to any preplanned strategies should be expected.**

4700 Potential Places of Refuge

NRT POR Guidelines

The purpose of these guidelines is to provide: (1) an incident-specific decision-making process to assist U.S. Coast Guard (USCG) Captains of the Port (COTPs) in deciding whether a vessel needs to be moved to a place of refuge (POR) and, if so, which place of refuge to use; and (2) a framework for pre-incident identification of potential places of refuge for inclusion in appropriate Area Contingency Plans (ACPs).

USCG personnel should also refer to Commandant Instruction M16000.14 (series), USCG Marine Environmental Response and Preparedness Manual (Chapter 4) for more information.

5000 Response

This Part of the ACP provides information outlined in the NCP, [40 C.F.R. 300.300 Subpart D](#). Response protocols are guidelines for the response community to ensure success in meeting all legal and statutory requirements before, during, and upon completion of an oil discharge or hazardous substance release incident.

5100 Initial Reporting, Notifications, and Preliminary Assessment

When oil is discharged or a hazardous substance is released in the PR & USVI ACP planning area, the responsible party is required to notify the [National Response Center \(NRC\)](#): (800) 424-8802.

The NRC is the national communications center for handling activities related to response actions. The NRC acts as the single federal point of contact for all pollution incident reporting. Notice of an oil discharge or release of a hazardous substance in an amount equal to or greater than the harmful or reportable quantity must be made immediately in accordance with the CWA and CERCLA under 33 C.F.R. part 153, Subpart B, and 40 C.F.R. part 302, respectively. All notices of discharges or releases received at the NRC will be relayed immediately to the appropriate predesignated FOSC. Notifying individual state offices does not relieve the responsible party from the requirements to notify the NRC. Refer to the Contact Spreadsheet, Annex A.

5110 Preliminary Assessment

The FOSC shall, to the extent practicable, collect pertinent facts about the discharge or release, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged or released materials; the probable direction and time of travel of the discharged or released materials; the pathways to human and environmental exposure; the potential impact on human health, welfare, and safety and the environment; the potential impact on natural resources and property that may be affected; priorities for protecting human health and welfare and the environment; and appropriate cost documentation. These efforts must be coordinated with other appropriate Federal, State, local, and tribal agencies. The FOSC will also promptly notify the appropriate trustees for natural resources of discharges or releases that are injuring or may injure natural resources under their jurisdiction.

5120 Cleanup Assessment Protocol

When discharged oil contaminates shoreline habitats, responders survey the affected areas to determine the appropriate response. Although general approvals or decision tools for using shoreline cleanup methods can be developed during planning stages, responders' specific cleanup recommendations utilize field data on shoreline habitats, type and degree of shoreline contamination, and spill-specific physical processes. Cleanup endpoints should be established early so that appropriate cleanup methods can be selected to meet the cleanup objectives. Annex AA, Shoreline Cleanup Methods, provides guidance on the applicability of various cleanup methods for typical shoreline habitats found in Puerto Rico and USVI.

Additional tools to assist responders in establishing cleanup methodologies can be found in Annex F, Planning and Response Tools.

5200 Emergency Consultations

5210 Endangered Species Act (ESA), Section 7

Whenever an FOSC makes a determination that federal response actions *may affect* ESA-listed (threatened or endangered) species and/or designated Critical Habitat or *may adversely affect* Endangered Fish Habitat (EFH), the action agency (USCG within the coastal zone) shall initiate emergency consultation protocols as appropriate. The FOSC initiates this emergency consultation as soon as practicable, via email to the Services, after the response is initiated.

Endangered Species Act (ESA) and Essential Fish Habitat (EFH) procedures can be found here: Appendix 6 [Documents List - NRT](#)

5220 National Historic Preservation Act (NHPA), Section 106

Within the coastal zone, the USCG is the Action Agency, and as such, it is the USCG FOSC's responsibility to address any NHPA Section 106 Consultation requirements by engaging the SHPO. The FOSC initiates this emergency consultation as soon as practicable after the response is initiated. Please see Annex M of this ACP and [Appendix 6](#) of the CRRT for SHPO protocols in Puerto Rico and USVI.

5300 General Hierarchy of Response Priorities

The NCP ([40 C.F.R. 300.317](#)) lists four broad national response priorities:

- Safety of human life
- Stabilizing the situation
- Use of all necessary containment and removal tactics in a coordinated manner
- Minimize adverse impact to the environment.

Note: These national priorities do not preclude the consideration of other priorities that may arise on an incident-specific basis. Although removal actions will primarily consist of mechanical means, e.g., boom, skimmers, etc., [Subpart J](#) of the NCP (Use of dispersants and other chemicals) provides additional techniques for consideration to mitigate oil discharges. Please see Part 7000 of this ACP for information on specific techniques and processes preauthorized within this ACP planning area.

5310 Safety

As noted in the priorities outlined in the NCP, the health and safety of the responders and the public are of primary importance. To ensure that this priority is successfully met each and every time, personnel involved in oil spill response activities must comply with all applicable worker health and safety laws and regulations. The primary federal safety regulations for responders are established by OSHA and can be found in [29 C.F.R. 1910.120](#); these set the safety standard for hazardous waste operations and emergency response (HAZWOPER). Incidents also may pose threats to those communities where the incident occurred, creating significant health safety threats which must be addressed as part of the response.

5320 Priority Identification and Protection Strategies

Environmental resources at risk are identified in Part 4000 of this document, Environmentally and Economically Sensitive Indexes (ESIs), and in Annex C, the Fish and Wildlife and Sensitive Environments Plan (FWSEP).

5330 Risk Assessment for Sensitive Area Prioritization

The initial response is focused on minimizing impacts through the strategic objectives of:

- Stopping the Source,
- Containment,
- Cleanup,
- Recovery, and
- Protection of Sensitive Areas.

In a pollution event, sensitive area protection prioritization should be determined by three considerations: (1) which sites are at risk (how soon the oil product will get to each sensitive site); (2) the predefined hierarchy of protection priorities; and (3) the time and response resources available to implement a specified protection strategy. Responders should not assume that sensitive locales equidistant from the source of a spill are at equal risk from the oil.

For the purpose of prioritization, “risk” is defined as “the probability of discharged oil reaching the vicinity of a sensitive site of concern.” This means that the urgency to protect key resources is first determined by the likelihood that it will be impacted in the near future and mobilization time for requisite response staff and equipment (can the sites at risk be protected by available resources before oil arrives?). If the sites are too numerous to protect with the response resources available within projected times of impact, then triage of protection follows as the prescribed general hierarchy as identified for a specific area in the Geographic Response Strategies/ Geographic Response Plans (GRSs/GRPs).

5340 Environmentally Sensitive Areas

During a response, all the appropriate environmentally sensitive areas will be referenced, and a determination will be made as to which areas will be directly affected, which areas could potentially be affected, and which areas have no threat of being affected. The previously referenced GRSs in [Section 4600](#) can be used for guidance, taking into account any special response considerations that will need to be addressed. Additionally, when threatened and endangered species, designated critical habitats, or historical/cultural properties may be affected by response

actions, consultations with the appropriate agencies must be initiated. Specific guidelines and requirements for environmentally and economically sensitive resources can be found in the ESI maps and best used with [ERMA](#).

5350 Wildlife Rescue & Recovery

The protection, rescue, and recovery of impacted wildlife during a response requires close coordination with those individuals and entities which have the expertise, authority, and equipment to safely and successfully execute it. This complex and high visibility operation is conducted by the Wildlife Branch within a Unified Command structure. The Wildlife Response Plan was developed to outline the policy and procedures for Wildlife Branch operations. Additionally, it lays out the activation criteria and factors to consider when developing wildlife response and recovery actions as well as the organizational infrastructure needed for these operations. For more details about wildlife rescue and recovery operations, please refer to Annex C [03_Annex.C_Fish.And.Wildlife.And.Sensitive.Environments.Plan \(COMPLETE 07222025\).pdf](#)

5360 Aligning Natural Resource Damage Assessment (NRDA) with Response

Under OPA and CERCLA and various state statutes, Responsible Parties (RPs) are liable for damages for injury to, destruction of, loss of, or loss of use of, natural resources from a hazardous substance release or oil discharge as well as damages from the response to the release or discharge (or substantial threat of discharge/release). The measure of damages includes the cost to restore, rehabilitate, replace, or acquire the equivalent of the injured natural resources; the decline in value of resources pending restoration; and the reasonable cost of assessing the damages. Designated federal, state, and tribal natural resource trustees (Natural Resource Trustees) are responsible for assessing damage through the Natural Resource Damage Assessment (NRDA) process.

As described by the U.S. Coast Guard Incident Management Handbook (IMH), [NRDA](#) activities generally do not occur within the structure, processes, and control of the Incident Command System (ICS). However, given that NRDA activities usually overlap with those of the response, a plan for coordination and cooperation between the two efforts is necessary. Please refer to the [DARPP](#).

5400 National Incident Management System (NIMS)

The PR & USVI AC will manage spill incidents in accordance with the NIMS version of the Incident Command System (ICS). The [Coast Guard Incident Management Handbook \(IMH\)](#) is designed to assist Coast Guard personnel in the use of the NIMS ICS during response operations and planned events. This handbook outlines specific details related to NIMS ICS, including position job aids, forms, and other information to guide responders during an event. Brief discussion of a few NIMS ICS concepts are included below, and a link to the handbook may be found in Annex F, Planning and Response Tools.

5410 Unified Command (UC)

When appropriate, a UC shall be established consisting of, at a minimum, the FOSC, the SOSC, and the RP's Incident Commander (IC). The UC can be established "virtually" as deemed necessary. The UC structure allows for a coordinated response effort, which takes into account the federal, state, local, and RP concerns and interests when implementing the response strategy. A

UC establishes a forum for open, frank discussions on problems that must be addressed by the parties with primary responsibility for response operations.

Note: NIMS ICS also provides for local and/or tribal representation within the UC. As such and at a minimum, consideration should be given to expand the UC to accommodate local and/or tribal interest during a particular response.

5420 FOSC Decision Authority

The FOSC has the ultimate authority in a response operation and will only exert this authority, consistent with the [NCP](#), if the other members of the unified command are not present or are unable to reach consensus quickly.

5430 Responsible Party (RP)

Each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge, into or upon the navigable waters, adjoining shorelines, or the Exclusive Economic Zone of the United States, is liable for the removal costs and damages specified in OPA. Any removal activity undertaken by an RP must be consistent with the provisions of the [NCP](#), the Regional Contingency Plan ([RCP](#)), this ACP, and the applicable vessel or facility response plan required by OPA. If directed by the UC at any time during removal activities, the RP must act accordingly. Specific responsibilities and requirements for the responsible party during a pollution incident can be found in the [NCP](#), [33 C.F.R. 154 Subpart F](#), and [33 C.F.R. 155 Subpart D](#).

5440 Common Operating Picture (COP)

The COP provides visual up-to-date response information so the UC can make informed decisions on the effectiveness of response strategies and future operations. The Coast Guard has adopted NOAA's Environmental Response Management Application ([ERMA](#)) as the platform to display a COP during a response. ERMA is a viewer that pulls real-time and static data to display a single interactive map. Generally speaking, RPs will provide their own COP, but ERMA can be used in conjunction with other platforms to make it easy for users to visualize an active environmental situation or long-term incident assessment.

Note: Internet Explorer is not compatible with ERMA; please use Google Chrome or Microsoft Edge.

5450 Incident Command Post (ICP)

When a UC is established – beyond a “virtual UC” - to manage a multi-day response, an ICP will be established as near as practicable to the spill site. All responders (federal, state, tribal, local, and private) should be incorporated into the response organization at the appropriate level. A list of potential pre-identified ICPs can be found in Annex A.

5460 Public Information

Considering the high level of environmental awareness in many communities, any pollution incident is likely to generate interest from the public and the media. The public's perception of a response's success or failure is often determined early in the response; this makes the need to provide the public with timely, accurate information critical. For smaller responses these efforts can be managed by a Public Information Officer or appropriate Branch Chief; however, large, more complex events will require the establishment of a Joint Information Center (JIC) to manage

information access and flow. For more information, please refer to the [National Response Team's \(NRT\) Joint Information Center Model](#).

5500 Oil Spill Containment, Recovery and Cleanup

The goal of most oil containment and recovery strategies is to collect the spilled oil from the water and prevent it from reaching sensitive resources. Unfortunately, this is not always possible and sensitive resources do get oiled despite response efforts, especially during large oil spills. In those cases, the goal will be to minimize environmental impact using a variety of booming, containment, and recovery techniques.

5510 Containment

Before discharged oil can be effectively recovered, the spreading of the oil must be controlled, and the oil contained in an area accessible to oil recovery devices. Generally, discharged oil is contained using oil containment boom. Typical boom has a floatation section that provides a barrier on and above the water surface and a skirt section that provides a barrier below the surface. The physical dimensions of the boom to be used for a particular spill will be dependent on local conditions. In the open water, it may be necessary to use a boom that is several feet tall. In a protected marsh, a boom that is only a few inches tall may be appropriate.

There are limitations on the effectiveness of any boom. Oil will be lost if the conditions create are such that there is splash-over from breaking waves. Oil will also be carried under the boom skirt (entrainment) if it is deployed in such a way that currents cause the oil to impact on the boom with a velocity perpendicular to the boom of greater than 0.7 knots. Once a boom has been deployed, it may be necessary to reposition it due to changing tides and currents. It is desirable to have personnel available to readjust the boom as required. In all cases of boom deployment, consideration must be given to protecting the safety of those involved in the activity.

Various booming strategies are used to prevent spreading and to concentrate the oil so it can be skimmed or vacuumed. Factors that need to be considered are the type and size of boom required for weather, winds, tides, and currents in the vicinity of potential spill areas; the type of deployment vessel needed; the amount of boom needed for effective containment; and available skimming capabilities. Fixed or natural anchor points should be selected.

Sorbent booming is useful when the amount of oil is minimal, when tides and currents are light, or when shorelines require protection. Heavier oil can be recovered using adsorbent snare (oil "sticks" to the boom) and lighter fuels generally are recovered using absorbents (sausage, sweep, or pads). Sorbent booming can also be used as a backup for other types of booming to recover products that may have entrained past the primary barrier.

As oil escapes containment, it becomes increasingly difficult to recover. Additional measures must be included to deal with escaping oil. This is particularly necessary where oil booming is subjected to winds, waves, and strong currents; oil entrains or is splashed over boom. To counter oil escapement, deployments should include preplanning to anticipate where it may happen and measures to prevent it.

5520 Shoreline Protection Options

Coral reefs are among the world's most complex and biologically diverse marine ecosystems and are increasingly threatened by pollution and other human activities. Coral reefs are directly impacted by marine-based pollution. Leaking fuels, anti-fouling paints and coatings, and other chemicals can leach into the water, adversely affecting corals and other species. Due to the fragile nature of this ecosystem, this habitat type was given a Class A priority.

In 2000, Congress enacted the Coral Reef Conservation Act (CRCA) for the protection and management of coral reefs which included appropriations and authorities to NOAA and establishment of the US Coral Reef Task Force. Two species of coral in the Area Committee's AOR have been added to the Endangered Species List.

5521 Predicted Oil Impacts to Coral:

Most quantities of oil, typical cargoes to Sector San Juan AOR, should remain near the surface of the water with little or no immediate danger to deeper water colonies. Depth of water is a critical component to exposure. Corals that are spawning at the time of an oil spill, however, can be damaged because the eggs and sperm, which are released into the water at very precise times, remain at shallow water depths for various times before they settle. Thus, in addition to compromising water quality, oil pollution can disrupt the long-term viability and reproductive success of corals, rendering them more vulnerable to other types of disturbances. Timing of a spill is also a critical component to exposure. Excessive silting in shallower water may occur due to heavy response boat traffic causing potential suffocation of polyps. Excessive damage can occur from multiple booming anchors in the vicinity of coral colonies. Any actual, suspected, or potential damage to these corals require immediate notification to NOAA for impact assessment and consultation.

Best management practices can be found in the [Caribbean Regional Response Team Information and Lessons Learned during Emergency Response Operations for Vessel Groundings over Coral Reefs and Seagrass Habitats](#).

5522 Predicted oil impacts to Sea Grass Beds:

Sea grass meadows are one of the most important biological communities. Sea grasses are highly productive and are a major basis for inshore food chains. Their physical structure provides living space and protection from predation for a variety of organisms. Sea grass beds are essential nursery and feeding grounds for many marine organisms, especially commercial and recreationally important species and endangered manatee and sea turtles. Sea grasses stabilize sediments and play a key role in nutrient cycling.

Large areas of shallow (<1 m) sea grass meadows occur in Sector San Juan water bodies. The most abundant species is shoal grass (*Halodule wrightii*). Other sea grass species occurring in the plan area are manatee grass (*Syringodium filiforme*), widgeon grass (*Ruppia maritima*), star grass (*Halophila engelmanni*), paddle grass (*Halophila decipiens*), and turtle grass (*Thalassia testudinum*).

Predicted Oil Impacts: Oiling of sea grass blades would result in blade defoliation as well as loss of sea grass and algal production, habitat and food for marine organisms. Recovery could take 6 to 12 months. The greatest impact to grasses would occur during low tide. Heavy or weathered oil

could sink and smother grass beds. Oil has toxic effects (lethal and sublethal) on invertebrates and fishes inhabiting grass beds. Juvenile forms are most vulnerable. The greatest toxic effects occur in shallow (<1 m) grass beds. Oiling of sediments impact sea grass rhizomes and roots (below ground plant tissues) and infauna. This is likely to occur if oil sinks. Potential effects: below ground sea grass mortality; infauna mortality; productivity loss; sediment destabilization; and habitat destruction. Effects are greatest in shallow grass beds. Recovery time is at least 1 to 2 years, likely more.

Best management practices can be found in the [Caribbean Regional Response Team Information and Lessons Learned during Emergency Response Operations for Vessel Groundings over Coral Reefs and Seagrass Habitats](#).

5530 On-Water Recovery

5531 Open Water

Oil removal and recovery in open water is accomplished using skimming devices once the oil has been contained. Skimmers can be freestanding, in which the skimmer is a separate piece of equipment which pumps the oil-water mixture from the contained surface into tanks on a vessel. These skimmers are usually driven by hydraulic units on board a vessel. Self-propelled skimmers have a skimmer as an integral part of the vessel. The skimming vessel positions itself at the head of a concentrated or contained pool of oil and recovers the oil into tanks on board the vessel. There is also a type of skimmer in which the weir or collection zone of the skimmer is an integral part of the boom which is close to the skimmer.

5532 Near-shore/Shallow Water

Oil recovery techniques and equipment are different in near-shore/shallow water locations than in open water locations. Shallow draft vessels and smaller boom and skimmers are used in these situations. These vessels can maneuver into tight places behind and under wharfs or in sloughs and can skim next to shore in many near-shore locations.

Strategies for near-shore cleanup can differ depending on the depth of the water and the location. Near-shore operations, within a bay or inlet, will also require shallow draft vessels, workboats, and skimmers. However, the vessels may only be operable at high tide. At or near low tide, the operation may evolve into a shoreline cleanup operation. Any boom towing boats or skimmers must be able to withstand going aground without sustaining major damage.

5533 High Current Environments

In the PR & USVI ACP planning area, it is not uncommon to encounter currents in excess of three knots per hour. With appropriate skimmer operations, it is possible to recover spilled oil in these high current areas. Standard skimming techniques must be modified somewhat to optimize oil recovery.

To be successful, most containment and skimming systems must encounter oil at speeds of less than one knot. Typically, skimmers are operated in conjunction with containment boom. If oil encounters the boom/skimming system with a perpendicular velocity greater than 0.7 knots, the oil will carry under the boom and be lost. Therefore, the most important consideration for skimming in high currents is to keep the speed of the skimming system below one knot relative to the water's surface.

As a basic example: A skimmer pointed upstream in a 5-knot current would be proceeding downstream or backwards at four knots to keep its velocity relative to the water's surface at one knot. Gauging a skimmer's velocity relative to the water's surface can be somewhat difficult. Often the most reliable method is for the skimmer operator to closely monitor the skimming system. They should look for signs of oil entrainment as well as ensuring the integrity of the containment system. As current speeds change, so must the speed of the skimmer. The skimmer monitoring can be aided by using an aerial asset (helicopter, plane, or drone) with an observer. The observer can tell if oil is lost by the skimmer as well as direct the skimmer to the best skimming location.

Boom is often deployed in front of the skimmer forming a 'V' thus directing oil into the skimmer. The practice increases the area being covered by the skimmer. Ideally this 'V' should be as wide as possible. In high currents, as the 'V' width is increased, the speed of the oil encountering the boom perpendicularly is increased.

Oil will spread more quickly in the direction of the current flow; skimmers should operate in an up and downstream orientation. The oil slick will be elongated in the direction of the currents. Skimmers will encounter the most oil as they proceed up and downstream within the slick. Operating back and forth across stream and across the slick will result in sub-optimal recovery efficiency.

5540 Non-floating Oil Recovery and Protection

Non-floating oil that is spilled and transported subsurface either remains suspended in the water column or is deposited on the seabed, usually after interaction with suspended sediments or sand. Different strategies for containing these oils can depend on the location of the oil. The recovery of sunken oil has proven to be very difficult and expensive because the oil is usually widely dispersed. Several of the most widely used recovery methods are manual removal, pump and vacuum systems, nets and trawls, dredging, and onshore recovery.

5550 Shore-side Recovery and Natural Collection Points

There are predictable locales where recovery efforts can be optimized at shorelines. There are two situations where oil collection should be vigorously attempted at the shoreline:

- Places where oil naturally collects at the shoreline because of winds and currents
- Diversion and capture of oil as it flows past or along the shoreline to locations with low environmental sensitivity

Oil is a substance that spreads primarily in two dimensions on the water's surface while water moves in three dimensions; oil will spread thin, but it will also accumulate at predictable locales; it will accumulate wherever water has downward currents: such as tide rips along mud flats, and at windward coves. Responders are encouraged to also consider barge staging areas in the vicinity of a response for collection/pocketing of oil.

5560 Shoreline Cleanup

While skimming and recovery operations are being conducted, concurrent cleanup efforts will need to be taken to address the impacts resulting from an oil spill's contact with shorelines, man-made infrastructure, areas of vegetation, vessels, etc. The appropriate cleanup technique required will vary greatly and primarily depend upon the type of oil spilled, the degree of contamination,

the sensitivity of the area and its economic or ecological importance and the ability to conduct the cleanup without causing further damage or trauma.

Following an oil spill's impact to a shoreline, an FOSC will need to identify those areas requiring treatment, establish cleanup priorities, and monitor the effectiveness and impact as a cleanup progresses. The information gathered during the surveys described in Sub-section 5120 and decision-making tools provided in Annex AA can assist the FOSC in selecting the most appropriate cleanup method(s) based on the kind of oil spilled and the type of shoreline habitat impacted. While evaluating cleanup options, an FOSC may determine that the use of a burning agent chemical countermeasure in support of the In-Situ Burn (ISB) technique provides the greatest net environmental benefit. For more information on the policy, procedures and checklists for burning agent use in support of the ISB technique within the [CRRT RCP Appendix 6](#).

For hard surface man-made areas impacted by a spill (sea walls, pier faces, rip rap, vessel hulls, etc.), evaluation of the options for removing the oil require the same care and consideration as naturally occurring areas of the environment. The challenges posed by the cleanup of these areas can be compounded by economic pressures as well as environmental, making the issue of a timely cleanup all the more urgent. In addition to having some of the same techniques available for the cleanup of a shoreline (manual removal, low/high pressure washing, passive use of sorbents, etc.), an FOSC may determine that use of a Surface Washing Agent (SWA) chemical countermeasure may be appropriate. For more information on the policy, procedures and checklists for SWA use within the CRRT Region coastal zone please refer to the CRRT Surface Washing Agent (SWAs) policy located within the [CRRT RCP Appendix 3](#).

5570 Decontamination

Decontamination is the process of removing or neutralizing contaminants that have accumulated on personnel and equipment during an oil spill response. Effective decontamination procedures protect responders from having unnecessary contact with oil that contaminates and permeates the protective clothing, respiratory equipment, tools, vehicles, and other equipment used during the response. It also protects people and the environment by minimizing the transfer of oil into clean areas of the response site and prevents the uncontrolled transportation of contaminants from the site into a community.

A Decontamination Plan should be developed (as part of the Site Safety Plan) and set up before any personnel or equipment may enter areas where the oil recovery or cleanup is taking place. The decontamination plan should at a minimum:

- Determine the number and layout of decontamination stations;
- Determine the decontamination equipment needed;
- Determine appropriate decontamination methods;
- Establish procedures to prevent contamination of clean areas;
- Establish methods and procedures to minimize responder contact with oil during the removal of personal protective clothing and equipment (PPE), and;
- Establish methods for disposing of clothing and equipment that are not completely decontaminated.

For more information about recommended decontamination procedures and practices please refer to the [Occupational Safety and Health Administration \(OSHA\) Decontamination Site](#).

5580 Disposal

During the course of any response involving the collection and removal of oil, it becomes necessary to address the proper disposal of those materials which were contaminated by oil. The Resource Conservation and Recovery Act (RCRA), also known as the Solid Waste Disposal Act, addresses this issue. RCRA directs that the generation of hazardous waste is to be reduced or eliminated as expeditiously as possible and that when it is generated, it be treated, stored, or disposed of to minimize the threat to human health and to the environment. In order to ensure the proper disposal of materials contaminated by hydrocarbons in accordance with all regulations (local, state, federal), please refer to the Disposal Plan, Annex GG.

Puerto Rico prohibits the disposal of all oil/hazardous materials in municipal landfills. The RP and the FOSC during the spill cleanup operations must coordinate and plan for the proper debris collection and segregation, to the extent possible, into categories of waste disposal methods. As much of the waste debris, as can be determined, will be directed to appropriate facilities for disposal. The remaining debris will be sent to the selected staging area(s) for further characterization and storage, while additional waste disposal options are being reviewed.

5590 Terminating Cleanup Operations

When to terminate specific oil spill cleanup actions can be a difficult decision; “When is clean, clean enough?” The increasing cost of the cleanup and the damage to the environment caused by cleanup activities must be weighed against the ecological and economic effects of leaving the remaining oil in place. The decision to terminate cleanup operations is site-specific. Cleanup usually cannot be terminated while one of the following conditions exist:

- Recoverable quantities of oil remain on water or shores
- Contamination of shore by fresh oil continues
- Oil remaining on shore is mobile and may be refloated to contaminate adjacent areas and near shore waters

Cleanup may normally be terminated when the following conditions exist:

- The environmental damage caused by the cleanup effort is greater than the damage caused by leaving the remaining oil or residue in place
- The cost of cleanup operations significantly outweighs the environmental or economic benefits of continued cleanup
- The FOSC, after consultation with the members of the Unified Command, determines that the cleanup should be terminated

Per [CFR :: 40 CFR 300.320 -- General pattern of response](#), removal shall be considered complete when so determined by the FOSC in consultation with the Governor(s) of the affected state(s).

5600 Response Funding and Cost Recovery

The Oil Spill Liability Trust Fund (OSLTF) is available to the FOSC for the payment of removal costs determined by the FOSC to be consistent with the National Contingency Plan as a result of,

and damages resulting from, a discharge, or substantial threat of a discharge of oil impacting the navigable waters of the United States. The OSLTF was established by Section 311(k) of the Federal Water Pollution Control Act ([FWPCA](#)) and is administered by the U.S. Coast Guard's National Pollution Funds Center (NPFC). In the event of an oil spill, an FOSC, state, claimant, or trustee can obtain access to these federal funds through the processes outlined in the following sections.

5610 Hazardous Substance Pollution Response Funding

An MOU between the USCG and Environmental Protection Agency (EPA) authorizes the USCG to access the Hazardous Substance Trust Fund (Superfund) when it undertakes response activities pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). A USCG FOSC has the authority to approve the expenditure of these funds to prevent or mitigate immediate and significant harm to human life or health or to the environment from the release or potential release of hazardous substances. The process through which a USCG FOSC accesses these funds is outlined below (FOSC Access to the Federal Funds). The NPFC is responsible for the administration of the USCG's portion of the Superfund, while the EPA retains overall responsibility for the fund's general administration.

5620 FOSC Access to Federal Funds

When federal actions are authorized by the Clean Water Act or CERCLA, the OSLTF or the Superfund, respectively, may be accessed to fund them. A USCG FOSC uses the NPFC's Ceiling and Number Assignment Processing System (CANAPS) to establish and manage a Federal Project Number (FPN) for an oil spill or a CERCLA Project Number (CPN) for a Hazardous Substance incident. CANAPS interfaces with the Coast Guard's Financial Management and Procurement Services (FSMS) to create an accounting line to provide funding support to the FOSC. For specific guidance regarding the administration of a FPN or a CPN, refer to the "Procedures for Accessing the Funds" as well as the "CANAPS User Guide" in the [NPFC User Reference Guide](#).

5630 Funding Authorizations for Other Agencies

Federal, state, local, and tribal governments assisting the FOSC during a response may receive reimbursable funding through a Pollution Removal Funding Authorization (PRFA). The NPFC can be consulted regarding PRFAs, but authorization to establish and use this funding source is provided by the FOSC. The decision to use another agency to help with the response must be documented in writing (to include what is required and why it is needed) and must be signed by the FOSC. After the PRFA has been approved by the FOSC, the other agency is required to follow the same cost documentation procedures used by the FOSC. If additional or an increase in funding is required, the request must be made to the FOSC. For more information about PRFAs please refer to [NPFC User Reference Guide](#).

5640 State Access to the OSLTF for Immediate Removal or Prevention Costs

OPA allows state Governors to request payment of up to \$250,000 from the OSLTF for removal costs required for the immediate removal of a discharge of oil, or prevention of a substantial threat of a discharge of oil. Requests are made directly to the FOSC who will determine eligibility. If a state anticipates the need to access the OSLTF, they must submit a request which must include the person's name, title, address, telephone number, and the capacity in which they are employed. FOSCs will provide initial coordination of the request and subsequent coordination and oversight. For more information about a state's access to the OSLTF please refer to [Technical Operating Procedures for State Access to the OSLTF](#).

5650 Trustee Access to the OSLTF

OPA provides access to the OSLTF by Trustees for the purpose of conducting a Natural Resource Damage Assessment (NRDA). Executive Order 12777 introduced the concept of a Federal Lead Administrative Trustee (FLAT) in an effort to provide a focal point for addressing natural resource issues associated with a specific incident. The NPFC will only accept requests for initiation of a NRDA from, and normally work directly with, the designated FLAT. For purposes of requests for initial funding for a NRDA, State and Tribal Trustees must work through a FLAT. When a request for a NRDA has been made, the NPFC Natural Resource Damage Claims Division will then assign a claims manager to coordinate the approval process. Together, the NPFC Natural Resource Damage Claims Manager and the FLAT will execute a request and authorization for obligation of funds through an Interagency Agreement (IAA). For more information about the process of initiating a Natural Resource Damage Assessment (NRDA) and for the regulations and procedures for making a Natural Resource Damage (NRD) claim please refer to [NPFC Natural Resource Damage Claims](#).

5660 Local and Tribal Government Access to the Superfund

Local and federally recognized tribal governments may request reimbursement of cost to carry out temporary measures to protect human health and the environment without a contract or cooperative agreement. All costs for which local governments are seeking reimbursement must be consistent with the NCP and Federal cost principles outlined by the Office of Management and Budget. Reimbursements are limited to \$25,000 per hazardous substance response. In addition, reimbursement must not supplement local government funds normally provided for emergency response. States are not eligible for reimbursement from the Superfund and no state may request reimbursement on behalf of political subdivisions within the state.

The EPA will make all decisions regarding recovery of expenditures from the Superfund. All agencies expending Superfund money must submit an itemized account of all funds expended in accordance with the provisions of contracts, Interagency Agreements (IAA), or Cooperative Agreements with EPA. These agreements must be in place prior to the expenditure of funds. For more information on the Local Government Reimbursement (LGR) program please refer to [EPA Local Government Reimbursement Program](#).

5670 Military Interdepartmental Purchase Request

When an FOSC makes the determination that a DoD asset or DoD resources are necessary to conduct a response (i.e., US Navy SUPSALV), a Military Interdepartmental Purchase Request (MIPR), vice a PRFA, must be established. For more information about establishing a MIPR please refer to [NPFC Technical Operating Procedures - Chap 5 \(MIPR\)](#).

5680 Documentation and Cost Recovery

Maintaining a thorough and complete record of response actions and expenditures is a critical element to any successful response. Keeping a thorough record aids in the recovery of costs and can be used to generate best management practices and lessons learned as well as support the restoration of natural resource injuries.

5681 National Contingency Plan (NCP) Documentation Requirements

The NCP outlines broad documentation and cost recovery requirements and can be found in [40 C.F.R. 300.315](#). During significant and protracted pollution responses, the FOSC is encouraged to

mobilize one of the USCG's Type 1 Documentation Unit Leaders to oversee all facets of incident-related documentation. Type 1 Documentation Unit Leaders contact information is provided in Annex A.

5682 Cost Documentation Procedures

Costs generated against the fund during a response will be paid by the NPFC through the line of accounting established by the FPN or CPN. Upon completion of the response, the NPFC will seek to recover those costs from the RP. Only through careful documentation of those costs and expenditures is cost recovery possible; this makes maintaining a detailed cost documentation process a critical part of any response. For specific information on cost documentation requirements and cost recovery procedures, please refer to the [Technical Operating Procedures for Incident and Cost Documentation](#). NPFC

5683 NPFC User Reference Guide

The NPFC User Reference Guide is designed to serve as a reference tool during an oil discharge or hazardous substance release when the FOSC is providing oversight or conducting response operations under the NCP. This guide includes all relevant Federal regulations, technical operating procedures (TOPs), forms and sample letters, and other documentation designed to make funding of recovery operations and the recovery of Federal expenditures as efficient and easy as possible. This guide is available to all interested parties and can be found at: [NPFC User Reference Guide](#).

5690 Oil Spill Claims

5691 Claims to the OSLTF

Claimants (individuals, corporations, and government entities) can submit claims for uncompensated removal costs or certain damages caused by an oil spill (as listed below) to the OSLTF, administrated by the NPFC, if the Responsible Party for the discharge does not satisfy their claim. The NPFC adjudicates claims and pays those with merit.

The categories of uncompensated losses covered by the OSLTF are:

- Removal costs,
- Real or personal property damages,
- Loss of profits or earning capacity,
- Loss of subsistence,
- Loss of government revenues,
- Cost of increases to public services, and
- Damages to natural resources.

Generally, claims for all costs and damages resulting from an oil pollution incident must be presented first to the Responsible Party or its guarantor. For more information about the claims process, please refer to the [NPFC Claimant Guide](#).

5692 NOAA Damage Assessment Procedures

NOAA published a final rule to guide Trustees in assessing damages to natural resources from discharges of oil. The rule provides a blueprint that enables Natural Resource Trustees to focus on significant environmental injuries, to plan and implement efficient and effective restoration of the injured natural resources and services, and to encourage public and responsible party involvement in the restoration process.

Under the rule, the NRDA process is divided into three phases:

- Pre-assessment: The trustees evaluate injury and determine whether they have the authority to pursue restoration and if it is appropriate to do so;
- Restoration Planning: The trustees evaluate and quantify potential injuries and use that information to determine the appropriate type and scale of restoration actions; and
- Restoration Implementation: The trustees and/or responsible parties implement restoration, including monitoring and corrective actions.

This process is designed to rapidly restore injured natural resources and services to the condition that would have existed had the spill not occurred and to compensate the public for the losses experienced from the date of the spill until the affected natural resources and services have been recovered. For more information about this process please refer to [NOAA NRDA Process](#).

5700 Hazardous Substance Response

5710 Introduction

This segment of the ACP provides general guidelines for initial response actions necessary to abate, contain, control and remove the released substance and describes some of the unique issues associated with a hazardous substance release. Hazardous substance response is outlined within Subpart E of the NCP. [40 C.F.R. Part 300 Subpart E](#) establishes methods and criteria for determining the appropriate extent of response authorized by CERCLA and CWA Section 311(c). These include:

- When there is a release of a hazardous substance into the environment; or
- When there is a release into the environment of any pollutant or contaminate that may present an imminent and substantial danger to the public of the United States.

The release of hazardous substances is unique compared to an oil spill in that hazardous substances have a greater potential to impact human health. In general, oil spills are of great concern due to their potential to cause long-term damage to the environment. However, oil spills do not routinely pose an immediate threat to human life. On the contrary, hazardous substance releases can pose an immediate danger to humans when released in even the smallest quantities.

The definition of a Hazardous Substance is: Any substance designated as such by the administrator of the EPA pursuant to the CERCLA ([42 U.S.C. Sec. 9601](#) et seq.), regulated pursuant to Section 311(c) of the federal CWA ([33 U.S.C. Sec. 1321](#) et seq.)

5720 Environmental Support to the FOOSC

In the event of a Spill of National Significance (SONS) or pollution incident which poses a threat to public health, local, state, and national health, public officials shall be notified. For more information about environmental support available to the FOOSC, please refer to Annex DD.

5730 State Policy

{Under Development}

5800 Post-spill Consultations

For actions not covered by a pre-spill consultation that are used, or are considered for use during an emergency response, the FOSC must follow ESA and/or EFH emergency response procedures and complete ESA and/or EFH consultations in collaboration with the Services once the emergency phase of the response has ended. To the extent applicable, post-spill NHPA Section 106 consultations with the SHPO (and possibly others) would also need to be completed if not initiated or completed during the emergency phase.

Additionally, the following annexes are also applicable to Endangered Species Act (ESA), Essential Fish Habitat (EFH), and National Historic Preservation Act (NHPA) mandates: The Caribbean Regional Response Team (CRRT) Regional Contingency Plan [Appendix 6 and 10](#).

6000 Response Resources

The Oil Pollution Act of 1990 (OPA) amended the Federal Water Pollution Control Act (FWPCA) to require the preparation and submission of response plans by the owners or operators of certain oil-handling facilities and for certain oil-carrying tank and non-tank vessels (referred to here as plan holders). These plan holders are required to submit response plans which identify and ensure either by contract or other approved means (i.e., Letter of Intent), the availability of response resources (i.e., personnel and equipment) necessary to remove a worst case discharge (WCD), including a discharge resulting from fire or explosion, and to mitigate or prevent a substantial threat of such a discharge. Additional response resources for marine firefighting and salvage are identified in Annex E.

6100 Oil Spill Removal Organizations (OSROs) and Equipment

6110 OSRO Classification Program

The U.S. Coast Guard created the voluntary OSRO classification program so that plan holders could simply list OSROs in their response plans rather than providing an extensive, detailed list of response resources. If an OSRO is *classified* by the U.S. Coast Guard, it means their capacity has been determined to be equal to, or greater than, the response capability necessary to ensure plan holder compliance with the statutory requirements. A more in-depth discussion of the classification program can be found here: [USCG OSRO Guidelines](#).

6120 Response Resource Inventory (RRI) database

As part of maintaining their classification, OSROs must provide detailed lists of their response resources to the Response Resource Inventory (RRI) database. The National Strike Force Coordination Center (NSFCC) administers this database, along with the OSRO classification program. The RRI database is the backbone of the classification program, and its capabilities are two-fold: a classification element and an inventory function. The classification element of the RRI database complements the Facility Response Plan (FRP) and Vessel Response Plan (VRP) development and review processes by systematically classifying OSROs' response capabilities to meet the plan holders' response capability requirements. An OSRO's classification levels are based on its ability to meet time delivery requirements for containment boom, temporary storage capacity and skimmer capacity. Once entered into the system by the OSRO, the RRI database translates the information into an estimated daily recovery capacity (EDRC) that determines an OSRO's level of classification for each of the six various operating areas (Rivers/Canals, Great Lakes, Inland, Nearshore, Offshore, and Open Ocean) in a particular COTP zone.

The inventory function of the RRI database makes a great deal of information available to response and contingency planning personnel; it not only outlines the locations and amount of "core equipment" (boom, skimmers, temporary storage), but includes other important support equipment including vessels, dispersant application platforms, aerial oil tracking capabilities and personnel. To access the inventory functions of the RRI database, administrator log-in privileges are required. These privileges are issued by the NSFCC and are limited to members of the USCG and those OSRO members designated by their company to maintain the equipment inventory. To make a request for administrative login privileges, contact the NSFCC at: [Contact NSFCC for RRI Administrative Access](#).

6130 Classified OSRO listings for the Sector San Juan COTP Zone

The NSFCC maintains a portion of the RRI database that allows all interested parties (no administrative access required) open access to reports about a company's mechanical, dispersant, marine fighting and salvage, and non-floating oil classifications. This site also provides a point of contact report (listed by name/company number) for all the OSROs in the United States. The mechanical classification reports can be viewed by company name, by USCG District, or by COTP zone, and outline which operating environments the classification has been granted (rivers/canals, nearshore, open ocean, inland, etc.) and for which volume of discharge. To see which OSROs are classified within the Sector San Juan COTP zone, please refer to: [RRI Classification and POC Reports site](#).

6140 Basic Ordering Agreements (BOAs)

The U.S. Coast Guard's Commander, Operational Logistics Command (LOG), Contracting Office (LOG-9) Contingency and Emergency Support Branch (LOG-92) maintains a list of pre-established emergency response contracts known as BOAs. These contracts are established with OSROs around the country and are available for use at any time by a USCG FOSC. LOG-92 negotiates the terms and rates of these contracts ahead of time, enabling an OSRO to be quickly hired to provide pollution response services when the FOSC needs to conduct oil removal or hazardous substance response operations under the NCP. While an FOSC always has the option to exercise a BOA contract, this does not preclude the hiring or contracting of a non-BOA pollution response service provider should the FOSC deem it necessary. LOG-92 contracting officers are available 24/7 to support the FOSC.

6150 Oil Spill Response Cooperatives and Consortiums

There are numerous industry-funded major oil spill response cooperatives and consortiums in the United States today. Unlike a classified OSRO which is hired by a single plan holder to ensure compliance with statutory requirements, these organizations are formed to provide pollution response services to companies from the oil and gas industry which elect to become members and pay for the coverage or service. Each consortium or cooperative makes the decision about the type and quantity of equipment they offer to their member clients. This equipment is often highly specialized and tailored to serve a specific sector of the oil and gas industry (exploration and production, or transportation, for example) and allow them to meet worst case discharge planning standards.

6200 Hazardous Substance Response

6201 Introduction

This segment of the ACP provides general guidelines for initial response actions necessary to abate, contain, control, and remove the released material and describes some of the unique issues associated with a hazardous substance release. Hazardous substance response is outlined within Subpart E of the NCP, 40 C.F.R. 300.400. Subpart E establishes methods and criteria for determining the appropriate extent of response authorized by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Clean Water Act (CWA) section

311(c). These include:

- When there is a release of a hazardous substance into the environment; or

- When there is a release into the environment of any pollutant or contaminate that may present an imminent and substantial danger to the public of the United States.

The release of hazardous substances is unique compared to an oil spill in that hazardous substances have a greater potential to impact human health. In general, oil spills are of great concern due to their potential to cause long term damage to the environment. Oil spills do not routinely pose an immediate threat to human life. On the contrary, hazardous substance releases can pose an immediate danger to humans when released in even the smallest quantities.

The definition of hazardous substance is: Any substance designated as such by the administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability.

6210 Hazardous Substance Response Resources and Technical Expertise *Under development.*

6300 Salvage and Marine Firefighting Resources

Major marine firefighting incidents will likely require the coordinated efforts of federal, state, and local resources to carry out the level of response required. The purpose of this plan is to provide guidance to the Captain of the Port (COTP) and local fire agencies concerning fighting fires on vessels to ensure coordinated response to marine fires occurring throughout the Puerto Rico and United States Virgin Islands (USVI) region.

This regional contingency plan has the following major objectives:

1. To promote safety for first responders, protect lives and property within the ports communities of Puerto Rico and U.S. Virgin Islands;
2. Identify jurisdiction and clarify lines of authority and response during a response.
3. To secure a relationship among responsible federal, state, and local municipalities and commercial facilities so that resources may be employed to affect a swift, well-coordinated response to vessel and waterfront fire emergencies.

The Coast Guard, under the provisions of the Port and Waterways Safety Act, has broad authority to prevent damage to, or the destruction/loss of any vessel, bridge or any other structure on or in the navigable waters of the United States. This includes land structures and shore areas immediately adjacent to those waters. This statute, along with the provision of 14 USC 88(b), provides authority for such assistance against fires as the Coast Guard may support with its available resources. This authority is exercised so as not to preempt other jurisdiction's or agency's fire fighting responsibilities. The Federal Fire Prevention and Control Act of 1974 (PL 93-498), declares that fire fighting is and should remain a state/territory local function.

High Risk Areas and Cargoes

Those following areas within the San Juan and USVI region with stored regulated liquids in bulk include:

PASSENGER VESSELS: Port of San Juan/ Port of Fajardo/ Charlotte Amalie
ST Thomas/ Frederiksted St Croix.

The Puerto Rico fire department has currently one fire boat; 27 feet Boston Whaler with a 2 exit monitor of 2.5 inch with a capacity of 750 gallons per minute located in the Cata o Municipality Fire Station. 14 members from their organization are currently certified in land based marine firefighting. These firefighters are located throughout the island: USVI has no marine firefighting personnel currently. There are no fire boats, but they do have private tugs and salvage vessels that have some marine firefighting capabilities. For further information please contact VITEMA.

For additional information regarding Salvage and Marine Firefighting, please refer to Annex E.

7000 Response Technologies

7100 Response Technologies for Oil Spill Response

While mechanical recovery (e.g., booms, skimmers, etc.) will typically be the most widely used response option, there are several other tools available to mitigate oil spills. The NCP directs that Regional Response Teams (RRTs) and Area Committees address, as part of their planning activities, the desirability of using certain alternative response technologies when removing or controlling oil discharges. The Caribbean RRT (CRRT) has developed several policy documents to address the approval and use of these chemical countermeasures. Links to these policy documents, which are all located on the [CRRT RCP](#).

7110 Dispersants

Dispersants are chemical agents (similar to soaps and detergents) that help break up an oil slick into very small droplets, sending them from the surface down into the water column. These agents are typically sprayed onto discharged oil by specially outfitted boats or aircraft. While dispersants do not remove the spilled material, they do allow the smaller dispersed particles of oil to be more easily biodegraded by the water's naturally occurring microbes. The application of this chemical countermeasure can be a critical element in preventing significant oiling of sensitive habitats during an oil spill response. Before a dispersant can be used, it must first be listed on the NCP Product Schedule (see [Sub-section 7140](#) of this document). Within the CRRT, the use of dispersants within the offshore environment has been preauthorized.

In some instances, oil discharges do not originate from sources on the surface, but rather from oil exploration, production, and/or transmission facilities located hundreds, and often thousands, of feet below them. These discharges can result from any number of casualties including loss of well control or loss of a pipeline's integrity. In cases such as these, dispersants can be injected directly into the flow at the oil discharge's source using the technique known as Subsea Dispersant Injection (SSDI). By reducing oil droplet size at the source, SSDI reduces the amount of oil

reaching the sea surface. This in turn, lowers the potential for oil to impact wildlife on the surface or to impact environmentally sensitive areas on the shore.

Note: Preauthorization extends only to the aerial and surface spray application of dispersants; SSDI is not preauthorized.

For the most up-to-date policy, procedures, and checklists when conducting a surface dispersant application operation in the offshore environment of the CRRT coastal zone, please refer to [CRRT Dispersant Pre-Approval Guidelines Appendix 2](#).

7120 Burning Agents (In-Situ Burn)

The word “in-situ” is the Latin term for “in-place.” An In-Situ Burn (ISB) refers to the initiation of a controlled burn of discharged oil as a means to mitigate the oil’s harmful impacts. The fuels to feed an ISB are provided by the vapors from the spilled oil and, for those spills with impacts inshore or on land, any other organic materials with which the oil may have come into contact. Often the source of ignition is insufficient to light the oil and start the burn; in these instances, FOSCs may decide to use burning agents to help start the burn. Burning agents are defined by the NCP as “...*those additives that, through chemical or physical means, improve the combustibility of the materials to which they are applied.*” Burning agents are not required to be included in the NCP Product Schedule.

Within the CRRT, burning agent use has been preauthorized within the offshore environment; the terms and conditions of this preauthorization may be found in the CRRT RCP [Appendix 4](#). Burning agent use has not been preauthorized within the inshore/nearshore environment.

7130 Surface Washing Agents (SWAs)

SWAs are chemicals that are used to enhance oil removal from hard surfaces. They generally contain a mixture of a non-polar solvent and a surfactant. The solvent dissolves into the highly viscous or weathered oil to create a less viscous and somewhat uniform liquid oil or oily mixture. The surfactant reduces the interfacial tension between the liquid oil and the surface the oil has adhered to. Depending on environmental conditions and the combination of solvents and surfactants, the removed oil will either float or disperse. The latter may have a negative environmental impact, making SWAs with the “*lift and float*” characteristics generally preferable. SWAs cannot be used unless they are listed on the NCP Product Schedule (see Section 7140 of this document).

The CRRT has determined that there is not a need to develop pre-authorization for the use of SWA. The CRRT does not feel that the effective use of SWA would be subject to a time-critical window of opportunity. Refer to the CRRT Surface Washing Agent and Evaluation Protocol in the CRRT RCP [Appendix 3](#).

7131 Solidifiers

Solidifiers are considered an alternative to sorbents or mechanical recovery to recover small amounts of oil or thin sheens from the water surface. They also have been shown to be useful by creating solid barriers that can limit spreading, thereby enhancing containment, collection, and recovery. Before a Solidifier can be used, it must first be listed on the NCP Product Schedule (see section 7140 of this document).

For the most up-to-date policy, refer to the CRRT RCP [Appendix 5](#).

7140 NCP Product Schedule

Subpart J of the NCP directs the EPA to prepare a schedule of spill mitigating devices and substances that may be used to remove or control oil discharges; this is known as the NCP Product Schedule. The NCP Product Schedule lists the following types of products authorized for use on oil discharges: Dispersants, Surface Washing Agents, Bioremediation Agents, Solidifiers, and Herding Agents.

Note: Before any chemical countermeasure may be used, the FOSC must first seek CRRT approval through the consultation and concurrence process or have its use preauthorized. The only exception to this is when the FOSC uses the provision listed in [40 C.F.R. § 300.910\(d\)](#).

Per [40 C.F.R. § 300.965](#), the listing of a product on the NCP Product Schedule does not constitute approval or recommendation of the product. The listing means only that data has been submitted to EPA as required by Subpart J of the NCP. For the most current listing of approved substances for use, please refer to the [NCP Product Schedule](#).

7200 Monitoring and Evaluation of Alternative Response Technologies

7210 Special Monitoring of Applied Response Technologies (SMART)

The Special Monitoring of Applied Response Technologies (SMART) protocols are a set of cooperatively designed monitoring standards utilized when conducting In-Situ Burn or Dispersant operations. SMART establishes a monitoring system for the rapid collection and reporting of real-time, scientifically-based information, in order to assist the UC with decision-making during in-situ burn or dispersant operations. SMART recommends monitoring methods, equipment, personnel training, and command and control procedures that strike a balance between the operational demand for rapid response and the UC's need for feedback from the field.

7220 Dispersant Monitoring

When making a dispersant application, the UC needs to know if the operation is effectively dispersing the oil. The SMART dispersant protocols are designed to provide the UC with real-time feedback on the efficacy of the dispersant application and consist of three different levels (or tiers) of monitoring. It should be noted that the SMART dispersant protocols may be useful for evaluating the dilution and transport of the dispersed oil, but they do not monitor the fate, effects, or impacts of the dispersed oil. The three tiers of monitoring are Tier I, Tier II and Tier III:

7221 Tier I

Tier I consists of visual observation by an observer to provide a general, qualitative assessment of a dispersant's effectiveness. Visual monitoring may also be enhanced by advanced sensing instruments such as infrared thermal imaging or other like devices. However, sometimes a dispersant's effectiveness is difficult to determine by visual observations alone.

7222 Tier II

Tier II protocols employ a monitoring team to confirm visual observations by taking water samples and running them through a fluorometric instrument while on-scene.

7223 Tier III

Tier III follows Tier II procedures, but also collects information on the transport and dispersion of the oil in the water column. This level of monitoring can help to verify that the dispersed oil is diluting toward background levels. Tier III is simply an expanded monitoring role and may include monitoring at multiple depths, the use of a portable water laboratory, and/or additional water sampling. It also can be moved to a sensitive resource (such as near a coral reef system) as either a protection strategy or to monitor for evidence of exposure.

7230 In-Situ Burn (ISB) Monitoring

Air monitoring is an important component of any ISB operation. These measurements allow the FOSC to continuously evaluate air quality data, ensuring that human health and safety are safeguarded in real-time. Typical by-products from an in-situ burn include carbon dioxide, water vapor, soot (particulate matter), and other gaseous compounds. Of these, the soot, being comprised of very fine, carbon-based materials, is responsible for a smoke plume's dark/black appearance and pose the greatest inhalation hazard.

The SMART protocols for air monitoring are used when there is a concern that the public or response personnel may be exposed to the hazardous components of the burning oil's smoke. These monitoring operations are conducted by one or more teams, depending upon the size of the operation. Each monitoring team uses a real-time particulate monitor capable of detecting the small particulates emitted by the ISB (ten microns in diameter or smaller), a global positioning system, and other equipment required for collecting and documenting the data. Each monitoring instrument provides an instantaneous particulate concentration as well as the time-weighted average over the duration of the data collection. The readings are displayed on the instrument's screen and stored in its data logger. SMART protocols direct that particulate concentrations be logged manually every few minutes by the monitoring team in a recorder data log.

Monitoring teams are deployed at designated areas of concern to determine ambient concentrations of particulates before the burn starts. During the burn, if the team's instruments detect high particulate concentrations or if the time weighted averages approach exceed pre-established levels, the information is passed to technical specialists within the UC for further review and possible action (i.e., personnel evacuation, termination of burn, etc.). To review the complete set of SMART protocols for ISB and Dispersant operations, please refer to [Special Monitoring of Alternative Response Technologies \(SMART\)](#).

7240 Alternative Response Tool Evaluation System (ARTES)

While actively mitigating the effects of an oil discharge or, when engaging in the preparedness effort to do so, the FOSC has any number of mechanical or chemical countermeasures' use to consider. These responses or planning efforts can often generate interest within a local community, region, or even the nation. As this interest grows, members of the general public, companies or sectors of industry can feel compelled to approach the FOSC to offer their non-conventional service or idea to help the response or preparedness effort. In these instances, the FOSC may be requested to consider using a non-conventional alternative countermeasure (a method, device, or product that has not been or is not typically used for spill response). To assess whether a proposed countermeasure could be a useful response tool, it is necessary to collect and quickly evaluate information about it.

To assist an FOSC in evaluating the efficacy of a non-conventional alternative countermeasure, a process known as the Alternative Response Tool Evaluation System (ARTES) was developed. The ARTES is designed to evaluate potential response tools on their technical merits against established, consistent criteria either during an actual incident or during pre-spill planning. Using a series of forms which examine a proposed response tool and document its properties, a designated team can rapidly evaluate it and provide feedback to the FOSC with a documented recommendation regarding its use.

Under the ARTES framework, when it has been determined that it would be appropriate for a product to be evaluated, a vendor or supplier will complete and submit the [Proposal Worksheet \(PWS\)](#); this form is designed to capture data about the product and once filled in, is provided to a review team for analysis and evaluation.

Once the vendor has filled out and submitted the PWS, it will then be reviewed by either one of two review teams depending upon whether the request for evaluation was being made during an actual spill response, or during a period of pre-spill planning. The Response Tool Subcommittee (RTS) will conduct the review during a pre-spill planning effort, and the Alternative Response Tool Team (ARTT) does so during an actual incident. To document their review and evaluation of the product and the PWS, the review team will complete a [Data Evaluation Worksheet \(DEW\)](#).

Once the evaluation has been completed and documented on the DEW, the review team then will formulate their recommendation and document it on the [Summary Evaluation Worksheet \(SEW\)](#). The SEW captures the team's recommendation of whether the proposed response tool should be used, and is provided to the FOSC as well as to the initiator of the evaluation request (vendor).

It should be noted that that the FOSC need not wait for the ARTES recommendation when deciding whether to use a response tool. The ARTES is designed to help assist in the decision-making process but does not limit or prevent an FOSC from using a product they deem necessary.

Note: Completion of the ARTES evaluation does not mean that a product is pre-approved, recommended, licensed, certified, or authorized for use during an incident.

7300 Response Technologies for Hazardous Substance Response

Under development.

Puerto Rico & US Virgin
Islands
Area Contingency Plan
(PRUSVI ACP)

Contact Spreadsheet

Annex A
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

Record of Changes

Change Number	Change Description	Part Number	Change Date	Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Puerto Rico & US Virgin Islands Area Contingency Plan

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1000 Contact List Introduction

The Contact List serves as a comprehensive collection of contact information for those federal, state, and local agencies, as well as tribal authorities, which may have jurisdiction or regulatory authority over a pollution event, or that which can provide support/expertise to a response effort. In addition, contact information for Non-Government Organizations, firefighting experts, salvage equipment providers, oil pollution response cooperatives, oil pollution response equipment providers, and members of academia who focus on issues relevant to pollution response have been included.

This list is not intended to be complete and will require routine maintenance and refreshing as personnel in certain positions transfer and as companies, agencies and organizations change. The links below are provided in the best attempt to provide the most up to date information.

2000 Federal Agencies

2100 United States Coast Guard

NRC 1-800-4248802

Sector San Juan CMD Center (787) 729-6800

2200 Environmental Protection Agency

EPA Region 2 (877) 251-4575

Local Rep- Carlos Huertas (787) 692-9453

2210 State Emergency Response Commission

[State Emergency Response Commissions Contacts | US EPA](#)

2300 U.S. Fish and Wildlife Service

Local Rep- Felix Lopez (786) 244-0081 / Mobile (305) 304-1128

Caribbean_es@fws.gov

2310 U.S. Fish & Wildlife Service, Caribbean Ecological Services Field Office

[Caribbean Ecological Services Field Office | U.S. Fish & Wildlife Service](#)

2400 NOAA

Local Rep- Nicolas Alvarado (202) 253-9536 / Nicolas.alvarado

2410 NOAA Fisheries, Emergency Essential Fish Habitat Consultations in the Southeast

[Emergency EFH Consultations in the Southeast | NOAA Fisheries](#)

3000 Puerto Rico Agencies

3100 Puerto Rico Emergency Management Agency (PREMA)

(787) 724-0124

Puerto Rico & US Virgin Islands Area Contingency Plan

3200 Puerto Rico Department of Natural and Environmental Resources
(787) 237-4251 Amarilys Rosario

4000 US Virgin Islands Agencies

4100 USVI Port Authority
340-277-4253 / 340-774-2244 Daryl Jacshen

4200 USVI Police Department
ST. Thomas 340-715-5548
ST. Croix 340-712-6001

4300 VITEMA
340-773-2244

Emergency Management Contact List

Ayala-Rubio, Hernan	President of Luis A. Ayala Colon Sucrs, Inc. & Co-Chair of AMSC ESC	787-510-6085
Bajandas, Noel	Alternate FSO, Pan American Grain	787-479-0029
Balazik, Thomas J	D7 Cybersecurity Specialist	305-394-5602
Beauchamp, Sonny	FEMA - Preparedness & Response	787-342-1925
Bellew, Todd	CBP Area Port Director USVI	340-244-2501
Benggio, Brad	NOAA SSC	954-684-8486
Bermudez, Carlos	POC - Business Intel	787-398-3463
Bernabe, Kasim	FSO, Harbor Bunkering 404 Ave Fernandez Juncos, San Juan	787-508-6172
Berrios, Luis	Vice-President - Progas Division Tropigas	787-641-8002
Betancourt, Miguel	PRPA	787-232-8325
Blake, Phil	FSO IGY Marina St Thomas	340-642-5644
Blanco, Lara	FSO of Petroleum Products Supply, Guaynabo, San Juan	C 787-567-9449 C 787-565-4731
Bonini, Miguel	State Historic Presevation Office (SHPO)	7
Bryan, Wayne	Co-Chair of USVI AMSC Director, USVI Fusion Ctr VITEMA	O 340-776-3013 C 340-201-3475
Busto, Tomas	San Juan Bay Pilot	787-435-9799
Cabrera, Marlon	General Manager	787-404-9697
Canas, Omar	FBI Maritime	787-664-8378
Cartagena, Digno	Security Manager Genera Power	787-340-7339
Cases, Carlos	Director, Corporate Security, Genera (Previous PREPA)	787-307-6909
Centeno, Javier	FSO Genera Palo Seco & Alternate FSO Cambalache	C 787-955-5700
Chacon, Julio	CBP Port Director, Port of Ponce	O 787-841-3130 C 787-664-1949
Cintron, Hector	PSS Sector San Juan	787-525-7472
Collazo, Alejandro	Chief of Prevention Sector San Juan	537-839-4138
Colon, Nitza	FSO, PREPA Aguirre	787-644-1895
Conow, Bridget	VIPD Captain	
Constantine, Mervyn	FSO VIPA in St Croix	340-626-0920
Coombs, Coleen	Co-Chair of St Thomas & St John AMS Subcommittee & Owner of C&C Port Services	O 340-776-2616 C 340-690-5311

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Correa, Richie	FSO Genera Yabucoa, Daguao, Vieques, & Culebra	787-340-5628
Cranston, "Joey" Joseph	VIPA Marine Manager St Thomas	340-643-0354
Cranston, Joseph	FSO St Thomas WAPA Virgin Islands Wtr & Pwr Authority	340-643-0355
Cruz, Alex	Co-Chair of PR South AMS Subcommittee & Captain, President of Southeast Pilots	787-642-4307
Cruz, Bianca	Executive Assistant (Secretary) of ASAC FBI San Juan	
Cruz, Jose	CSO Base San Juan	787-669-6227
Cruz, Lorna	FEMA Region 2 Program Analyst	202-322-4062
Danas, Roque	Intel Officer	808-489-1612
Davila, Fernando	FSO, Royal Petroleum PR Ruta 856, km ??, Toa Baja	787-593-9103
De Jesus, Jorge	FSO, Aqua Clean Ships Caribe Avenida C, Lote 8, Puerto Nuevo	939-216-5178
De Jesus, Jorge	Stericycle	787-690-9944
De Jesus, Jose Luis	AFSO Pro Caribe	787-308-0553
De Jesus, Noel	CBP	787-729-6950
Delgado, "Tuskie" Jose	Capitan Policia Municipal San Juan, Director de la Unidad Maritima y Busos	939-216-8663
Diaz, Kenny Capt	President San Juan Pilots Corporation P.O. Box 9021034 San Juan, PR 00902	
Dochtermann, Brian	LCDR, MSD STT Supervisor	340-201-1596
Dorta, Samuel	A/Special Agent in Charge FBI San Juan	
Dowe, Latoyia	FSO Yacht Haven Grande Marina St Thomas	340-690-4027
Dubose, Quinton	Cybersecurity SME	980-722-2613
Echevarria, Luis	Alternate FSO Demaco Corp, Guayanilla	787-329-8194
Fabian, Leonard	Chief, USVI Fire Service	O 340-774-1211 C 340-513-1348
Faris, Carlos	FSO, New Fortress Energy 954 Ponce De Leon, Suite 400 San Juan	786-417-0978
Felix, Ivan	FSO, Oil Energy Systems Inc, Mayaguez	939-252-4374

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Felix, Ivan	Oil Energy System, Inc	939-252-4374
Felling, Brad	TSA AFSD LE USVI	340-227-9127
Fernandez, Johnny	Flexi Tank Co.	
Figueroa, Carlos	Department of Transportation	202-550-9013
Figueroa, Enrique	Director de Operaciones Tote Marine	787-646-3992
Figueroa, Javier	Capt, Secretario, Tesorero Comision Practicaje de PR (Pilotos San Juan)	787-723-1982
Figueroa, Josuel	Safety Officer Port of Ponce	787-310-3059
Flamon, Bruce	USVI Governor's Office, Outreach Coordinator of Gun Violence Prevention	340-513-4041
Flowers, Jennifer	LCDR, Chief of Insp SSI	808-224-3649
Flynn, Louis	Co-Chair STX AMS Subcommittee, Chief VIPD STX, & FSO Gordon Finch Molasses Pier St Croix	C 340-514-7788 C 340-719-6215
Flynn, Richard Capt	Vice President San Juan Pilots Corporation P.O. Box 9021034 San Juan, PR 00902	
Francis, Joseph	USVI Chief of Security & PFSO for (WICO) West Indian Co Limited P.O. Box 7660, St. Thomas, VI 00801	O 340-774-1780 X2216 C 340-473-8926
Froning, David	LT, RIO Ponce Supervisor	787-502-7148
Fuentes, Vicente	POC - Business Intel	787-422-9808
Galloway, Carolyn	Assist FSO WAPA St Croix	340-626-4473
Garcia, Rosemerie	CAPT's Assistant	O 787-729-2300 C 915-231-8463
Garcia-Cabrera, Larissa	State Historic Presevation Office (SHPO)	787-721-3737
Giffit, Gerald	Assist Fed Security Director of Law Enforment for TSA in USVI	214-505-8594
Gonzalez, Francisco	A-FSO AES Puerto Rico, LP, Guayama	787-614-4453
Gonzalez, Joseph	Comisionado, Negociado de la Policia de PR	787-210-8066
Gonzalez, Julio	CISA Region 2	787-244-8195
Gonzalez, Marie	R2 CAD Response / IMAT / Planning	O 787-296-3506 C 787-307-7525
Gopaul, Jeffery	Assist FSO Saintnals STX & STT	340-690-9066

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Gossett, Charlotte	Chief Director of Hispanic Federation	
Griffith, Sal Alphonso	FSO Topical St Thomas	340-514-6864
Hallet, Andrew	MST1 RIO Ponce	
Hernandez, Jose	FSO Panamerican Grain	787-507-3770
Hesse, Paul	Department of Transportation	518-431-8888
Hill, Anthony	MST3 at MSD St Thomas	630-346-0738
Hodge, David	USVI VIFS Chief	
Holland, Lisa	Civil Engeneering Technician, USCG Liaison, USACOE Jacksonville, FL	904-762-8594
Horrach, Wilfred	USVI & PR District Commander, DHS Federal Protective Service	O 787-766-5395 C 404-519-9117
Huguet, Dalia	AFSO, Buckeye Caribbean Terminals Carretera 901, km 2.7 Barrio Camino Nuevo, Yabucoa	787-900-2687
Ishida, Kayla	LT, EMD	808-634-4796
Jackson, Lloyd	FSO Westin Resort & Villas St Thomas	340-643-2919
Jacshen, Daryl	Director, VITEMA	O 340-774-2244 C 340-277-4253
Jimenez Marrero, Nilda	DNER Endengared Species (DRNA)	787-230-5555
Jones, Jacqueline	LT EMFR	
Joshua, Admed	USVI Deputy AFSD-Screening TSA 8100 Lindberg Bay, Suite 63, St. Thomas, VI 00802	O 340-779-7454 C 340-642-0697
Kearns, "Dom" Dominic	DHS Countering WMD Ops Coordination Division, Southeast Region, Miami, FL	202-689-4183
Keogh, Terence	FSO Saintnals LLC STT & STX	340-473-3147
Koslen, Joel	President, Moran Tugs	787-722-1500
LaDow, Elizabeth "Liz"	PHMSA HAZMAT Safety Supervisor Southern Region 230 Peachtree St NW. Suite 2100 Atlanta, GA 30303	O 404-832-1154 C 404-519-9748
Lago, Mari	POC at Coalicion de Servicios de Salud Ponce/Mayaguez/Aguadilla	787-233-5558
Laurencin, Gabriel	NPS STX Supervisor	340-277-6863
Lavada, Spruce	FBI St Thomas	787-340-8091
Laware, Robert	Assist FSO Saintnals St Thomas	340-474-7446
Leon, Carlos	FSO, Best Petroleum Corp (Fixed)	787-400-3824

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Lewis, Quincy	IT Manager Ocean Point Terminals	340-692-3014
Loperena, Mariely	Fed Security Director TSA	O 787-253-9347 C 954-205-9347
Lopez, Felix	U.S. Fish and Wildlife Service	305-304-1128
Lopez, Feliz	FSO, Tallaboa PR LLC	939-238-0984
Lord, Liza	Director of Ops 8168 Crown Bay Marina, Suite 528 St Thomas, VI 00802	340-774-2255
Lorenzo, Bonilla	Best Petroleum	787-223-6800
Loubriel, Steve	Operations Officer of Puerto de Ponce	O 787-848-4955 C 787-213-2045
Lugo Ortiz Milagros, Gloria	State Historic Preservation Office (SHPO Deputy)	787-721-3737
Lugo, Jose	FSO Stericycle	939-216-5178
Lugo, Roberta	PhD Port Health Protection Officer, Med Emergencies on Commercial Ships & Cruise Ships	787-306-5431
Maillard, George	Co-Chair AMS St Croix Subcommittee & FSO Ocean Point Terminal, St. Croix	340-643-7918
Maillard, George	Co-Chair AMS St Croix Subcommittee & FSO Ocean Point Terminal, St. Croix	340-643-7919
Malavet, Edwin	Recursos Naturales(DRNA)	787-394-0722
Maldonadol, Jose	Best Petroleum	787-412-0150
Marchand, Jose	Director, FEMA PR	787-647-7770
Mari, Francisco	FSO Genera Aguirre	787-543-9055
Marte, Edwin	FSO, Crowley Maritime Corp Calle Lindberg Front of Isla Grande Airport, San Juan	787-444-1136
Marte, Edwin	Crowley	787-444-1136
Martinez, "Joy" Jose	DHS	787-298-0867
Martinez, Angel	AFSO Tropigas	787-224-1742
Martinez, Jan	PFSO of ARGOS Puerto Rico	787-679-2876
Martinez, Pedro	FSO Eco-Electrica, LP	787-487-6043
Martinez, Steven	TSA Explosives Tech	787-397-0089
Martinez, Yolanda	Recursos Naturales(DRNA)	787-999-2200 ext. 5911
May, Chris	President, Puerto Rico Terminals	905-855-1260
Medina, Hiram	FSO Priority RORO St Thomas #1	787-473-9277

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Medina, Nelson	FSO Genera Cabalache & Mayaguez	787-436-5888
Melecio, John	Director FAA San Juan	O 787-253-8790 C 617-285-8556
Mercado, Johnny	P-FSO, San Juan Cruise Port	787-920-4957
Michael Evan	USVI Director Fish & Wildlife	305-587-8824
Miranda, Amarilys	CBP	
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Moralez, Ernesto	NOAA National Weather Service	787-253-4586
Morkan, Thomas "Tom"	Director, South Atlantic Gateway Region Office MARAD	347-872-2919
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Mosquera, Shakira	New Fortress Energy	786-409-8727
Navarro, Carlos	FSO Puma Energy St Thomas	
Nazario, Jose	FSO Crowley Caribbean Services	340-201-6574
Nibbs, Clarence	FSO Tote Maritime St Thomas	O 340-249-0350 C 787-354-9666
Nichols, James	Assits MSD Supervisor	340-227-7741
Nieves, Christian	A/Assistant Special Agent in Charge San Juan	O 787-987-6280 C 787-647-9093
Nieves, Jose	General Security Director, PRPA	787-690-2515
Ohno, Kosei	Owner Crown Bay Marina	425-505-8873
Olivera, "Landy" Orlando	FEMA,	O 787-296-3500 C 787-342-7780
Oliveras, F	Asst FSO Priority RORO St Thomas	
Oliveras, N'gai	CISA Cybersecurity Advisor	202-826-8916
Oquendo, Camille	FSO, Molinos de Puerto Rico Calle Desembarcadero Sabana Industrial Park, Barrio Amelia	787-346-0673
Ortega, Carlos	LCDR, Chief of WWM SSJ	787-729-2380
Ortega, Reynaldo	Assistant FSO, Trailer Bridge Old Army Terminal, PR Ruta 165 Guaynabo	787-249-1479
Owens, Avray	FSO Puma Energy St Thomas	787-223-2599
Padilla, Maritere	Senior Director of Policy and Advocacy	

Emergency Management Contact List

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Pagan, Eligio	FSO, PRO Caribe	939-940-0080
Pasarell, Henry	FSO, Edelcar, Ave Central & San Pablo Area, Industrial Waterfront, Barrio Amelia	787-399-6880
Pereira, Xaimara	CBP Human Capital Division	202-255-3186
Perez, Domingo	FSO Puma Energy San Juan	787-600-7234
Perez, Domingo	Puma Energy Caribe	787-600-7234
Perez, Edgar	FSO, Trailer Bridge Old Army Terminal, PR Ruta 165 Guaynabo	787-349-2454
Perez, Jennie	Puerto Nuevo Terminals	787-342-1671
Perez, Pablo	CWO at RIO Ponce	
Perez-Silva, Jennie	Co-Chair of AMSC PR North FSO, PR Terminals LLC Zona Portuaria, Ave C, Pier H Puerto Nuevo	787-342-1671
Pilgrim, Sherwin	USVI Director Total Energies	O 340-772-6044 C 340-513-4031
Piñero, Eulando	Fire Chief, PR Volunteer Fire Dept Industrial Zone Luchetti Bayamon Public Safety Complex East Side Highway 5 Bayamon, PR 00956	787-448-2761 787-448-2531
Piza, Joel	PRPA Director	
Plaza, Felix	IT at New Fortress Energy San Juan	
Pratt, Elizabeth	FBI WMD Coordinator	787-987-6500
Quijano, Rafael	Sargento Policia Maritima Municipal San Juan	787-455-6722
Quinones, "Tony" Jose	CORCO (Commonwealth Oil Refining Corp)	787-519-3026
Quinones, Rodolfo	FSO, Tropigas Urbanizacion Industrial Luchetti Calle C, Lote 30, Bayamon	939-644-4969
Ramos, Carlos	FSO, Puma Energy Caribe PR Ruta 28, km 2.0, Bayamon	787-405-2956
Ramos, Carlos	San Juan Bay Pilot	
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Emergency Management Contact List

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Reyes, Miguel	Alt FSO Trailer Bridge	787-526-2410
Richard, Richard	CISA Region 2 NY	631-241-3662
RIO Ponce Staff	Staff of RIO Ponce	
RIO St Croix Staff	Staff of RIO St Croix	340-201-4099
Rivera, Mirmin	FSO, Peerless Oil & Chemical	787-299-8867
Rivera, Shajaida	Assist FSO Renaissance Group, Molases Pier St Croix	340-201-2705
Rivera, Wenda	PRSA Administrative Assistance	787-722-1105
Rivera, Yarixa	WWM SSJ	787-604-0169
Rivera-Torres, Yaritza	NOAA Marine Debris Program CRC	202-770-8227
Rodriguez, Angel	Recursos Naturales(DRNA)	787-999-2200 ext.5913
Rodriguez, Bianca	Intel Analyst, PR Fusion Center	787-903-5602 Ext 6043
Rodriguez, Carlos	FAA Air Traffic Manager SJU	O 787-253-8790 C 787-398-7664
Rodriguez, Ernesto	NOAA National Weather Service	787-253-4586
Rodriguez, Evelyn	Gerente de Division, Servicios Admin, Policia Municipal San Juan	787-367-1026
Rodriguez, Fermin	President of FR Consulting	340-643-2265
Rodriguez, Frances	AFSO Pro Caribe	787-552-8176
Rodriguez, Jose	President of All Environmental Services	787-529-3007
Rodriguez, Luis	Co-Chair of AMS-ESC & FMSC	787-729-2300
Rodriguez, Lukas	LCDR, Chief, EMFR	409-749-7676
Rodriguez, Mervet	Director of Emergency Ops, Readiness and Response, LUMA PR	787-307-8945
Rodriguez, Osvaldo	PR Asphalt Terminal	787-458-2504
Rodriguez, Ramses	SSJ CG Aux Coord	787-632-1669
Rolon, David	FSO, ADM - Nutrimix Feed Company Calle Desembarcadero Final Barrio Sabana, Guaynabo	787-479-7903
Roman, Henrick	FSO of AES Coal Facility Guayama	787-342-9299

Emergency Management Contact List

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Sala, Ricardo	Alternate FSO, Island Stevedoring San Juan	787-243-3665
Salazar, Boris	Puma Energy Caribe	787-664-4686
Saldana, Jeff	FSO of Wilfred "Bomba" Allick Marine Facility St Croix	340-626-9886
Sanchez, Enrique	FSO WAPA St Thomas	340-6265787
Santiago, Jamie	Towing Vessel Manager McAllister	787-721-8888
Santiago, Ramon	President of Catano Villa Pesquera	787-368-1573
Schantz, Aaron	MST3 at RIO Ponce	
Sepulveda, Edwin	FSO Federacion Agro Pecuarias P.O. Box 2635 Malecon Zona Portuaria Mayaguez, PR 00681	787-649-5731
Shackleford, Michael	LT at RIO St Croix	340-201-4099
Sierra, Wilfredo	Peerless Oil & Chem, Senior Manager - Terminals	939-579-0135
Silva, Carmelo	FSO, Buckeye Caribbean Terminals Carretera 901, km 2.7 Barrio Camino Nuevo, Yabucoa	O 787-893-2441 C 787-382-0807
Silva, Carmelo	Buckeye	787-382-0802
Sims, Alejandro	Vicepresinte Offshore Ops PR Maritim Group LLC	787-605-5298
Smith, Allen	USVI CBP Chief	
Smith, Ryan	IT at Ocean Point Terminals	340-626-4473

Emergency Management Contact List

Soto, Martin	FSO, Genera Palo Seco & San Juan PR Ruta 165, km 31.8 Toa Baja & PR Ruta 28 Puerto Nuevo	787-638-9847
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Starshark, Christine	FSO Crown Bay Marina St Thomas	340-513-0700
Stiles, Robert	CAPT, Deputy Commander SSJ	O 787-729-2301 C 787-597-1564
Suarez, Vivian	FSO Total Energies Guaynabo, PR	787-630-7448
Tejera Fernandez, Carlos	Program Manager, Department of Economic Development and Commerce (DDEC), Public Energy Policy Program	787-758-4747 ext. 5667
Testa, Jamie	CWO EMD	808-469-5643
Thomas, Jean Pierre	Support Manager Ocean Point Terminals	340-244-0652
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Torres, Ismael	PSS Sector San Juan	
Torres, Lorena	Gerente de Combustibles, Genera	787-504-5477
Torres, Luis Raul	President of HSC PR South Autoridad de los Puertos PR	787-630-4044
Torres, Luis Raul	President of HSC PR South Autoridad de los Puertos PR	
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Turnbull, Marisa	Virgin Islands Port Authority	340-514-5352
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Valiente, Yary	Flexi Tank Co.	
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Vega, Charles	Clean Harbor	787- 475-9574
Vega, Charlie	FSO, Clean Harbors	787-475-9574
Velazquez, Luis	FSO, ATM Culebra & Vieques	787-619-4547
Velazquez, Rosa	FSO, Mayaguez Port Commission	787-380-1674
Velinor, Trevor	USVI VIPD Commissioner	
Villalobos Rivera, Evelyn	State Historic Presevation Office (SHPO)	787-721-3737

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Risk Analysis: Area Planning Scenarios

Annex B
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

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Puerto Rico & US Virgin Islands Area Contingency Plan

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1000 Introduction

The Area Contingency Plan (ACP) has been developed by the Sector San Juan Captain of the Port, in consultation with the Puerto Rico & US Virgin Islands Area Committee and is based on an assessment of all potential sources of discharges in this area meeting the provisions of [40 CFR §300.210\(c\)](#) of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). The ACP is intended to be the fundamental element for building confidence that the plan addresses the necessary elements for planning a successful response within the area.

1100 Average Most Probable Discharge (AMPD)

Defined in Title 33 CFR, Subchapter O, AMPD means a discharge of the lesser of 50 barrels or 1% of a Worst-Case Discharge (WCD). This value was adopted for consistency with Federal Vessel and Facility Response Plans.

1200 Maximum Most Probable Discharge (MMPD)

Defined in Title 33 CFR, Subchapter O, MMPD means a discharge of the lesser of 1,200 barrels or 10% of the volume of a WCD. These values were adopted for consistency with Federal Vessel and Facility Response Plans.

1300 Worst Case Discharge (WCD)

Defined in Title 33 CFR, Subchapter O, WCD means the largest foreseeable discharge in adverse weather conditions meeting the requirements of [§ 154.1029](#).

1400 Spill and Discharge History

{ in development }

1500 Risk Assessment

{in development}

2000 Possible Sources of a Worst-Case Discharge

The sections below describe the scenarios surrounding the source of a (WCD) scenario for onshore facilities/pipelines/marine terminals, tank vessels and non-tank vessels.

{in development}

3000 Vulnerability Analysis

The Sector San Juan Captain of the Port zone includes many areas that are considered vulnerable for the effects of an oil spill. The potential effects of the spill could affect human health, property, and the environment. Information taken from real world events and spill trajectories has shown that a WCD from any source could have a devastating effect on fish, wildlife, and sensitive environments in the area. The analysis shows that the following items could be vulnerable from the effects of a major oil spill in the area:

- (1) Water intakes (drinking, cooling, or other)
- (2) Businesses
- (3) Residential areas
- (4) Wetlands and other sensitive environments
- (5) Fish and wildlife
- (6) Endangered flora and fauna
- (7) Recreational areas
- (8) Marine transportation system
- (9) Utilities
- (10) Other areas of economic importance (beaches, marinas).
- (11) Unique habitats or historical sites.

3100 Planning Assumptions

{in development}

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Fish and Wildlife and Sensitive
Environments Plan (FWSEP)

Annex C
July 2025

Puerto Rico and US Virgin Islands Area Contingency Plan

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1000 Purpose

The National Contingency Plan (NCP) directs that Area Committees (ACs) incorporate an annex into their Area Contingency Plans (ACPs) which contains a Fish and Wildlife and Sensitive Environments Plan (FWSEP). The contents of this plan are designed to facilitate the coordinated and effective protection of fish and wildlife resources, their habitats, and other environmentally sensitive areas found within an AC's planning area.

2000 Scope

In order to meet the provisions and requirements outlined by the NCP, this Fish and Wildlife and Sensitive Environments Plan will:

- Enable the identification and prioritization of resources at risk within the PRUSVI planning area and outline the notification and consultation procedures with those resources' trustees and managers.
- Provide a mechanism during a spill which allows responders to establish protection priorities of resources at risk, evaluate and prioritize removal actions and/or countermeasure use, determine any environmental effects those removal actions and/or countermeasures may cause and identify ways to minimize them;
- Provide monitoring plans to evaluate response effectiveness in protecting the environment;
- Identify the guidance, capabilities, resources, and agency representatives needed to coordinate the protection, rescue, and rehabilitation of fish and wildlife;
- Identify the guidance, capabilities, resources, and agency representatives needed to protect historic sites and sensitive environments; and
- Evaluate its interface with Non-Federal Response Plans on issues affecting fish and wildlife, their habitat, and sensitive environments.

3000 Environmental Consultation Requirements

There are three environmental consultation categories:

3100 Pre-spill Consultation

This is required for an Action Agency (USCG within the coastal zone) to engage the Services (USFWS and NMFS) on the potential affects for all potential response actions that may be implemented during the emergency response.

- [Dispersants USFWS from 1994](#)
- [Dispersants NMFS from 1995](#)
- [Surface Washing Agent Preauthorization from 2018](#)

3200 Emergency Consultation

Whenever an FOSC decides that federal response actions *may affect* Endangered Species Act (ESA) listed (threatened or endangered) species and/or designated Critical Habitat or *may adversely affect* Essential Fish Habitat (EFH), the action agency shall initiate emergency consultation protocols as appropriate. The FOSC initiates this emergency consultation as soon as practicable, via email to the Services, after the response is initiated.

- Review the CRRT Documentation for consultations for more information and the [Documents List- NRT](#)

3300 Post-response Consultation

For actions not covered by a pre-spill consultation that are used, or are considered for use during an emergency response, the FOSC must follow ESA and/or EFH emergency response procedures and complete ESA and/or EFH consultations in collaboration with the Services once the emergency phase of the response has ended.

Additionally, the following annexes are also applicable to Endangered Species Act (ESA), Essential Fish Habitat (EFH), and National Historic Preservation Act (NHPA) mandates:

- Review the CRRT Documentation for consultations for more information and the [Documents List- NRT](#)

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Hazardous Substance Response

Annex D
July 2025

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1000 Introduction

While the basic Incident Command System/Unified Command (ICS/UC) is unchanged whether the response is to an oil discharge or hazardous substance release, including a Weapons of Mass Destruction (WMD) incident, there are a number of factors that are unique to hazardous substance releases. The purpose of this annex is to provide PRUSVI ACP users with information specific to responses to hazardous substance releases, including WMD incidents.

Many PRUSVI AC member agencies have specific responsibilities during and following a hazardous substance incident, including a WMD or other terrorist act (chemical, biological, or radiological). The PRUSVI ACP is a good general guide for interagency coordination and resources during a response to any type of oil or hazardous substance incident.

1100 Scope

This annex will focus on hazardous substance incidents with the following characteristics:

- Multi-agency and/or multi-jurisdictional response,
- Exceeds localized (town/city/parish/state) response capacity,
- Response exceeds one operational period,
- Release or imminent release of hazardous substances, and
- Response phase of the incident, through stabilization.

1200 Definition of Hazardous Substances

Before the process of planning for a hazardous substance incident response can begin, there has to be a clear understanding of the types of materials that are to be covered under this annex. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986 defines hazardous substances as “hazardous waste” under the Resource Conservation and Recovery Act (RCRA), as well as hazardous substances regulated under the Clean Air Act, Clean Water Act, and the Toxic Substance Control Act. In addition, any element, compound, mixture, solution, or substance may also be specifically designated as a “hazardous substance” under CERCLA. This definition includes numerous hazardous chemicals as well as chemical warfare agents and radionuclides. CERCLA hazardous substances and associated Reportable Quantities (RQs) are listed in 40 CFR Part 302.4. CERCLA also applies to “pollutants or contaminants” that may present an imminent or substantial danger to public health or welfare. An imminent or substantial danger to public health or welfare is caused when the pollutant or contaminant will or may reasonably be anticipated to cause illness, death, or deformation in any organism. Most biological warfare agents have been determined to be pollutants or contaminants under CERCLA.

Petroleum products are specifically excluded from CERCLA and are not considered to be “hazardous substances” under Federal statute. State environmental statutes may, however, consider these materials hazardous substances. This annex does not specifically deal with issues related to response to petroleum products.

1300 Authorities

1310 Federal

Federal authorities for response to hazardous substance, pollutant, or contaminant; including biological, chemical, and radiological warfare agent releases are outlined in CERCLA (42 U.S.C. 9604) and the NCP, 40 CFR Part 300. FOSCs are the federal officials predesignated by EPA and the USCG to coordinate response activities. The FOSC directs response efforts and coordinate all other response efforts at the scene of a release. As the state and local responder's gateway to the resources of the National Response System, it is the FOSC's responsibility to provide access to resources and technical assistance that may not be otherwise available to a community.

Similar to oil spills, federal response authorities are shared by the EPA and the USCG, with the EPA maintaining jurisdiction of hazardous substance releases in the inland zone and the USCG in the coastal zone. The EPA also has the lead for longer-term hazardous substance and pollutant or contaminant cleanups in the coastal zone. Responsibility for radiological responses are more complex and are dependent on the source of the release. Roles and responsibilities are outlined in the Nuclear/Radiological Annex to the National Response Framework.

1320 Government of Puerto Rico- Under Development

1330 USVI- Under Development

2000 Command

The complexity and jurisdictional characteristics of the incident will determine the level of involvement of Federal, state, local, and tribal agencies, the Responsible Party, and other responders. It is expected that the UC participants will be determined based on each incident.

The USCG has developed an All-Hazards Incident Management Handbook which provides some guidance as to organizational set-up and roles/responsibilities for hazardous substances as well as mass-casualty incidents. These are found in Chapter 15 (Multiagency Coordination under the NRF), Chapter 19 (Mass Casualty/Mass Rescue), Chapter 20 (Oil Spill), and Chapter 21 (Hazardous Substance) of the [USCG Incident Management Handbook \(IMH\)](#).

2100 Hazardous Substance Incident/Unified Command Objectives

Primary Unified Command objectives:

- Identify the hazards;
- Isolate the hazard area, and secure the source;
- Protect the safety of the public and responders;
- Mitigate impact(s) to the environment;
- Remove contamination; and
- Activate response plans.

Other possible Unified Command objectives:

- Assess the threat of release;
- Environmental monitoring;
- Sample and forensic evidence collection/analysis.

2200 Criminal Incident Management

At the onset of a response it is often unclear whether the cause of a release was accidental or criminal. Local responders will likely be the first to arrive on scene to assess the situation and possibly take initial response measures to contain or stop the release.

In instances where criminal activity is suspected, coordination is required between law enforcement, who view the incident as a crime scene, and other first responders who view the incident as a hazardous substance release or a disaster site. Although protection of life remains paramount, the protection and processing of the crime scene is imperative so perpetrators can be identified and apprehended. These dynamic objectives will be accounted for by forming a Unified Command with the applicable law enforcement agencies.

Since 9/11/01, much attention has been given to terrorist incidents. A nuclear, biological, or chemical WMD type terrorist incident is inherently a hazardous substance release with a criminal investigation component. As such, it should be responded to under the National Response Framework (NRF). The Terrorism Incident Law Enforcement and Investigation Annex to the NRF also provides guidance on response to criminal incidents with significant impacts. A terrorist incident will always be treated as a federal crime scene, thus giving the Federal Bureau of Investigation (FBI) and local/state law enforcement agencies the initial lead in each response. Be aware that the FBI can activate federal resources to assist in the response activities.

The UC responding to an incident where terrorism is involved must be acutely aware of the unique nature of the Federal Government's response mechanisms for these types of incidents. HSPD-5 gave DHS the lead federal role for coordinating federal support to a state and local response; however, nothing in the NRF changes legal authorities or responsibilities outlined in other federal, state, or local laws and regulations. The UC may find themselves working with DHS, FBI, FEMA, or a number of other federal agencies under the NRF.

If a responder suspects terrorism, the FBI and local/state law enforcement must be notified as soon as possible. Given available evidence, statements, scenario, and intelligence; the FBI/Law Enforcement agencies will make the determination on whether the incident is credible. The FOSC may be approached by the law enforcement agencies to assist in obtaining initial investigative samples to confirm their "credible threat" determination if local sampling resources are not identified or available.

The FOSC should share all available and applicable information with the law enforcement agencies to assist them in making these determinations.

2300 Notification Requirements

2310 Federal

Releases of CERCLA hazardous substances, in quantities equal to or greater than their reportable quantity (RQ), are subject to reporting to the National Response Center under CERCLA, 40 CFR Part 300.125(c). Such releases are also subject to state and local reporting under Section 304 of SARA Title III (Emergency Planning and Community Right to Know Act (EPCRA)). CERCLA hazardous substances, and their RQs, are listed in 40 CFR Part 302.4. CERCLA and EPCRA RQs may also be found in the EPA's "List of Lists" at [EPA NEPIS](#). Radionuclides listed under CERCLA are provided in a separate list, with RQs in Curies.

While there are no statutory reporting requirements for releases of pollutants or contaminants for terrorist-related threats; the National Response Center will accept all reports of potential terrorist incidents and pass the report along to the appropriate agencies. All emergencies should also be immediately reported to 911 to activate local law enforcement and response resources.

2320 State

To report incidents involving hazardous materials, call 911.

2321 Hazardous Material and explosives Control Unit

The Hazardous Material and Explosives Control Unit, under the Puerto Rico Police Department, has the responsibility for response and investigation of all chemical emergencies occurring within Puerto Rico. The Hazardous Material and Explosives Control Unit is the SOSC for all Hazardous Substance releases.

2322 PR & USVI Governor's Office of Homeland Security and Emergency Preparedness

The Local Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) operates the state's Emergency Operations Center. The GOHSEP serves as the state's Multi Agency Coordination Center and has the responsibility of activating the appropriate Emergency Support Functions (ESF) to support the incident. The State Emergency Operations Plan (SEOP) is an all hazards plan and establishes roles and responsibilities for state partners ESF in disaster response.

2330 Public Information

For the most update public information management strategies, best practices and job aids, follow the protocols and procedures outlined in the [National Response Team \(NRT\) Joint Information Center \(JIC\) Model](#).

2340 Health and Safety

Follow requirements of 29 CFR Part 1910.120. For hazardous substance specific information please see Part 7000 of this annex for reference materials to learn where you can find information specific to health and safety during hazardous substance incidents.

2350 Liaison

The following is a list of potential stakeholders who may be involved in addition to the agencies who are typically involved in an oil spill.

- Local/State hazmat and health departments;
- Local/State Emergency Management Agencies;
- Bomb squads or DoD Explosive Ordnance Detachments;
- Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), or Agency for Toxic Substances and Disease Registry (ATSDR);
- Nuclear Regulatory Commission (NRC) or DOE;
- Department of Agriculture (USDA);
- National Guard Civil Support Teams;
- Private Sector Clean-up Companies;
- Laboratories/Transportable Laboratories; and/or
- Other stakeholders identified in this plan or other local plans.

3000 Operations

Operational activities for hazardous substance, pollutant, or contaminant releases are dependent upon the manner in which they are released (i.e., explosion, train derailment, fire, etc.) and the environment (air, water, soil) and/or structures impacted by the release. However, operational activities can be grouped into the following general steps:

- Determine threat to human health and the environment;
- Notification;
- Evacuate/shelter-in-place;
- Communicate the hazard warning to others;
- Removal of victims to safe area;
- Observe signs and symptoms of casualties;
- Determine extent of contamination;
- Establishment of exclusion, contamination reduction, and support zones;
- Control access to the area;
- Determine the contaminant/hazards involved;
- Control/stop further releases;
- Initiate decontamination procedures for response personnel/equipment;
- Sample water/soil/air/product;
- Contain material already released; and
- Implement countermeasures.

3100 Sampling Assistance and Resources

The following agencies can provide onsite sampling followed by laboratory analysis of hazardous substances. For each entity, we have identified their capabilities with these abbreviations: Toxic Industrial Chemicals (TIC), Chemical or Biological Warfare Agents (WMD), and Radiation (RAD).

Entity	Location	Phone Number	Capabilities
Federal			

CRRT	San Juan, PR	(908)-420-1707	TIC, WMD, RAD
CG Atlantic Strike Team	Fort Dix, NJ	(609) 556-9376	TIC, WMD, RAD
FBI Hazardous Materials Response Unit	Washington, D.C.	(202) 324-3000	TIC, WMD, RAD

For a complete listing, see the following link to the: [Hazardous Materials Response Special Teams Capabilities and Contact Handbook](#).

3200 Laboratory Assistance and Resources

The following laboratory resources and networks can be used to identify appropriate sampling techniques, analytical methods, and available laboratories for the analysis of samples from various matrices:

Laboratory Source	Description	Contact/Info
Centers for Disease Control and Prevention	Laboratory Response Network (LRN) - A collaborative effort of federal, state, military, and private labs to aid in response efforts of a TIC, WMD, or RAD event.	800-232-4636 http://www.bt.cdc.gov/lrn
EPA Environment Response Laboratory Network (ERLN)	A network of agency, State environmental, commercial and other Federal laboratories who will provide integrated, rapid analysis using standardized diagnostic protocols, and procedures.	https://www.epa.gov/emergency-response/environmental-response-laboratory-network
EPA Laboratory Compendium	Network of EPA national labs, state public health, and private labs to aid in a water security event, in addition to TIC, WMD, and RAD events.	703-818-4200 https://www.epa.gov/emergency-response/erln-lab-compendium-fact-sheet
Association of Public Health Laboratories (APHL)	State Public Health Laboratories-Emergency Contact Directory.	http://www.aphl.org/AboutAPHL/contactus/Pages/default.aspx
National Environmental Laboratory Accreditation Program (NELAP)	Current listing of accredited environmental labs and their primary accreditation body, in addition to types of sample media the labs can analyze.	http://www.nelac-institute.org/accred-labs.php http://www.nelac-institute.org/content/NELAP/accred-bodies.php
National Environmental Method Index (NEMI)	Search all chemical, biological, microbial, toxicity, and physical methods in NEMI.	https://www.nemi.gov/home/
EPA Method Collection	Standard Analytical Methods (SAMs) for environmental measurement and regional EPA laboratory contact information.	http://www.epa.gov/fem/methcollectns.hrm

4000 Planning

4100 Coordination with other Hazardous Materials Planning

Planning for hazardous substance response happens at a number of levels throughout the PRUSVI AC's area of responsibility. As a result of the SARA Title III requirements, State Emergency Response Commissions (SERCs), Local Emergency Planning Committees (LEPCs). In addition, local departments of emergency management (or similar groups) may assist with these functions as well as notification of hazardous substance incidents. The federal government provides very limited funding to SERCs, LEPCs, and TERCs through the Hazardous Materials Emergency Preparedness grant program. The level of SERC, TERC, and LEPC activity varies widely from across the region. The emergency management positions vary and may be a Department of Emergency Management, Emergency Services, Civil Defense, or Disaster Services.

The PRUSVI ACP serves as the primary response planning document for the federal and state response agencies in the PRUSVI AC boundaries.

4200 Natural Resource Trustees

The following list outlines the Trustees for natural resources designated in Subpart G of the NCP, and provides a brief description of the resources that may be potentially impacted as a result of an oil spill or hazardous material release. Natural resources include land, fish, wildlife, biota, water, ground water, drinking water supplies, and other such resources. This list is provided for informational purposes and is not intended to be all-inclusive.

4210 Federal Trustees

4211 Department of the Interior

Through the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Fish and Wildlife Service, National Park Service, Bureau of Ocean Energy Management, Bureau of Safety and Environmental Enforcement, this department are the trustees for:

- Migratory birds and certain anadromous fish, endangered species, and marine mammals and their supporting ecosystems;
- Federally owned minerals;
- Federally managed water resources;
- Natural and cultural resources located on, over, or under land administered by DOI through its component bureaus;
- National Parks, National Wildlife Refuges, National Landscape Conservation Areas, etc; and
- Those natural resources for which an Indian tribe would otherwise act as trustee in those cases where the United States acts on behalf of the Indian tribe.

4212 Department of Commerce

Through the National Oceanic and Atmospheric Administration, this department are trustees for:

- Marine fishery resources and certain anadromous fish, endangered species, and marine mammals and their supporting ecosystem;

- National Marine Sanctuaries; and
- National Estuarine Reserves.

4213 Department of Agriculture

Through the U.S. Forest Service, this department is the trustee for any natural and cultural resources located on, over, or under land administered by USFS.

4214 Department of Defense

The DoD is the trustee for any natural and cultural resources located on, over, and under land administered by the DoD.

4215 Department of Energy

The DOE is the trustee for any natural and cultural resources located on, over, and under land administered by the DOE.

4220 State Trustees

All unauthorized discharges or releases of pollutants within PR/USVI must be immediately reported to DNER (PR) or DPNR (USVI).

4300 Air Plume Modeling

The National Response Framework designated the Interagency Modeling and Atmospheric Assessment Center (IMAAC) as the single Federal source of airborne hazards predictions during incidents that involve multiple federal agencies. IMAAC is responsible for producing and disseminating predictions of the effects from hazardous chemical, biological, and radiological releases. IMAAC is not intended to replace or supplant dispersion modeling capabilities that Federal agencies currently have in place to meet agency-specific mission requirements. Rather, it provides interagency coordination to use the most appropriate model for a particular incident and for delivery of a single Federal prediction to all responders. An IMAAC fact sheet can be downloaded here: <https://narac.llnl.gov/>.

Emergency IMAAC assistance can be requested through IMAAC Operations at 925-424-6465 or through the DHS National Operations Center at 202-282-8101.

The CAMEO Suite of applications (CAMEO - Computer-Aided Management of Emergency Operations, ALOHA - Aerial Locations of Hazardous Atmospheres, and MARPLOT - Mapping Application for Response, Planning, and Local Operational Tasks) is designed to allow the user to plan for and respond to hazardous substance incidents.

The CAMEO Chemical Database has identification information and response recommendations for thousands of chemicals commonly transported in the United States. CAMEO also includes blank database templates that state and local organizations can enter information for facilities that store hazardous substances. The CAMEO software suite can be downloaded for free from: <https://www.epa.gov/cameo>.

ALOHA can predict the movement of hazardous substances in the atmosphere and display this on a digital map via MARPLOT. ALOHA has almost a thousand chemicals in its database. MARPLOT uses electronic maps created by the Bureau of Census that cover the entire country and can be downloaded for free as part of the CAMEO software suite mentioned above. Local HazMat Teams are often proficient with ALOHA modeling.

4400 Transition to Long-Term Cleanup

At some point after the peak of the initial response phase, the nature of site activities may evolve into a long-term clean-up/remedial phase. Depending upon the scope of activities and the ability of the local responders, post-initial response and mitigation phase efforts may necessitate mobilization of additional resources. Also, it is possible that additional federal and/or state agency representatives may need to be involved with the long-term phase to ensure that regulatory mandates are followed. It is critical that the initial responders debrief the incoming clean-up staff prior to demobilizing. Standard long-term/remedial clean-up actions are:

- Evaluate clean-up/decontamination options;
- Implement cleanup alternatives; and
- Long-term monitoring or remediation of impacted area, if necessary.

4500 Disposal

A number of different hazardous wastes may be generated as a result of an incident. The Responsible Party or lead agency must address proper disposal of the wastes in accordance with the Resource Conservation and Recovery Act (RCRA), the NCP, and the PRUSVI ACP, state, and local regulations. See Annex GG (Disposal) of this plan Disposal Guidelines. Options for disposal of material connected to the emergency response action will be addressed by the State with support by the federal agencies for those agents, substances, or radioactive materials that need special care.

4510 Biological Waste (WMD)

The need to dispose of material contaminated with biological agents is rare, and therefore standard protocols do not exist. Often it is possible to neutralize the biological agent, after which the material may be treated as non-hazardous garbage. The appropriate disposal method for biological waste will be dependent on the specific situation, and will be influenced by politics. It will require consultation between local, state, and federal partners as well as agreement from the disposal site operator.

5000 Logistics

5100 Emergency Response Teams

Information regarding Hazardous Materials Response Teams available to the FOSC can be found in Part 5000 (Support Available to the FOSC) of this plan.

5200 Contractor Support

In development. It is essential that any contractor retained have the appropriate training to meet the OSHA 29 CFR Part 1910.120 health and safety requirements and be capable of responding in the appropriate level of protection.

6000 Finance/Administration

There are a number of federal and state funding sources that may be accessed to pay for costs incurred at an incident. These sources are set up as funding mechanisms in the event that the responsible party is unable/unwilling to provide funding of response actions. Access to these funding sources is possible through the federal or state agency that is responsible for administering the fund.

Under CERCLA, the Hazardous Substance Response Trust Fund (Superfund) was established to pay for cleanup of releases of hazardous substances and uncontrolled hazardous waste sites. The EPA manages and administers this fund. In order for a response/clean-up to be initiated using the Superfund, there must be a release or the threat of release of a CERCLA hazardous substance, pollutant, or contaminant. The release must cause a threat to public health or welfare or the environment based on the criteria outlined in the NCP, 40 CFR Part 300.415(b)(2). Pollutants or contaminants must meet a higher threshold of posing an “imminent and substantial endangerment” to human health or the environment. The FOSC makes these determinations.

The NCP 40 CFR Part 300.415(b)(2) criteria for accessing the Superfund:

- Actual or potential exposure to nearby human populations, animals, or the food chain from hazardous substances or pollutants or contaminants;
- Actual or potential contamination of drinking water supplies or sensitive ecosystems;
- Hazardous substance or pollutants or contaminants in drums, barrels, tanks, or other bulk storage containers, that may pose a threat of a release;
- High levels of hazardous substances or pollutants or contaminants in soils largely at or near the surface, that may migrate;
- Weather conditions that may cause hazardous substances or pollutants or contaminants to be released;
- Threat of fire or explosion;
- The availability of other appropriate federal or state response mechanisms to respond to the release; and
- Other situations or factors that may pose threats to public health or welfare of the United States or the environment.

6100 Local Government Reimbursement

Local authorities (county, parish, city, municipality, township, or tribe) may apply for reimbursement of costs incurred in response to an incident through the EPA, which administers the Superfund. States are specifically excluded from seeking reimbursement from the Superfund. Local governments are eligible for reimbursement up to \$25,000 per incident for costs such as overtime charges, response contractors, equipment purchased for the response, and replacement of damaged equipment. The EPA may accept only one request for reimbursement for each hazardous substance release incident. EPA cannot reimburse for costs previously budgeted for by the local government. More information for the Local Government Reimbursement (LGR) program may be obtained by calling EPA’s LGR Helpline at: (800)431-9209 or visiting the following link:

6200 Cost Documentation

All entities and agencies should document the full range of costs in responding to an incident. It may not be clear at the onset of an incident how costs might be recovered; it is important that records are accurate and complete.

Upon completion of all site activities and/or completion of each phase of an incident, the FOSC may be responsible for submitting letters and/or reports to other agencies. Also, those responders and agencies that accessed fund sources must provide written documentation and information to support the cost incurred. Costs must be fully and accurately documented throughout a response. Cost documentation should provide the source and circumstance of the release, the identity of the Responsible Parties, the response actions taken, accurate accounting of federal, state, or private party costs incurred for response actions, impacts, and potential impacts to the public health and welfare and the environment.

7000 Additional Reference Materials

Information Source	Description	Web Link
Code of Federal Regulations	29 CFR - Labor	Titles can be found online at the following web address: https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR
	33 CFR - Navigation and Navigable Waters	
	40 CFR - Protection of the Environment	
	40 CFR 300 - NCP	
	49 CFR - Transportation	
Safety	NIOSH Manual of Analytical Methods	http://www.cdc.gov/niosh/docs/2003-154
	OSHA Guidance Manual for Hazardous Waste Site Activities	http://www.osha.gov/Publications/complinks/OSHG-HazWaste/4agency.html
	Agency for Toxic Substances & Disease Registry (ATSDR), Medical Management Guidelines for Acute Chemical Exposures: includes information on physical properties, symptoms of exposure, standards and guidelines, personal protection, decontamination, and care for first responders, pre-hospital, and hospital providers.	http://www.atsdr.cdc.gov/MMG/index.asp
Chemical Properties	Centers for Disease Control and Prevention (CDC) Chemical Specific Information	http://emergency.cdc.gov/agent/agentlistchem.asp
	ATSDR Chemical Specific 2-Page Info Sheet	http://www.atsdr.cdc.gov/toxfaqs/index.asp
	NIOSH Pocket Guide to Chemical Hazards	http://www.cdc.gov/niosh/npg/
	ACGIH TLVs and BEIs	http://www.acgih.org/tlv-bei-guidelines/policies-procedures-presentations/overview

First Responder References	The Merck Index	https://www.rsc.org/merck-index?e=1
	EPA OCS Blue Book- A collection of field related resources	http://www.epaosc.org/_bluebook/bluebook.asp
	CSX Transportation Emergency Response to Railroad Incidents	http://csxhazmat.kor-tx.com/
	DOT Emergency Response Guidebook (Note: This is generally updated every 4 years).	http://www.phmsa.dot.gov/hazmat/library/erg
	ATSDR - HazMat Emergency Preparedness Training and Tools for Responders	http://www.atsdr.cdc.gov/hazmat-emergency-preparedness.html
Military References	USAMRIID Medical Management of Chemical Casualties Handbook	http://www.usamriid.army.mil/education/instruct.htm
	USAMRIID Medical Management of Biological Casualties	
	Textbook of Military Medicine (TMM)	
	Defense against Toxin Weapons Manual	

Puerto Rico & US Virgin Islands Area
Contingency Plan
(PRUSVIACP)

Marine Firefighting Plan

Annex E
July 2025

Record of Changes

Change Number	Change Description	Part Number	Change Date	Name
1				
2				
3				
4				
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1000 Introduction

This plan outlines the USCG responsibilities and provides response guidelines for a marine fire. The Captain of the Port's (COTP) primary concern in responding to vessel or facility fires is to ensure safety of life. Secondary concerns include maintaining vessel traffic, preserving property, and protection of the environment. To accomplish this, the COTP and the Marine Fire-fighting sub-committee have created this fire-fighting plan for responding to vessel and waterfront casualties. The guiding policy for this plan is COMDTINST M16000.11, Marine Safety Manual, Volume VI, chapter eight (Coast Guard Firefighting Activities).

1100 Policy and Responsibility

The senior fire service officer with jurisdiction over the location in which the shipboard fire occurs will serve as the Incident Commander (IC). For other fires, the master of the affected vessel or another designated representative of the owner/operator will serve as the IC. The USCG shall not assume overall control of firefighting efforts when appropriate qualified fire service officers are present and able to assume command.

1200 Captain of the Port Responsibility

The USCG renders assistance as available, based on the level of training and the adequacy of equipment. The COTP intends to maintain this traditional "assistance as available" posture without conveying the impression that the USCG is prepared to relieve local fire departments of their responsibilities or compromise their authorities. Paramount in preparing for vessel or waterfront fires is the need to integrate USCG planning and training efforts with those of other response agencies, particularly local fire departments and port authorities.

The COTP shall provide appropriate assistance to local municipal fire departments, vessel and facility owners and operators, and other interested parties. The COTP will be prepared to assume the role of IC upon conclusion of firefighting operations if it is appropriate to do so. All USCG firefighting forces and equipment shall remain under the control of their normal chain of command. Orders for the coordination of USCG personnel shall be passed through the USCG COTP or designated representative by the local qualified fire officer. The USCG COTP or designated representative shall be responsible for evaluating the orders of such persons and executing only those orders that will not create unwarranted risk to USCG personnel or equipment.

1300 Vessel Master Responsibility

The master of a vessel is responsible for the safety of the crew and vessel and should initiate firefighting response actions in accordance with the vessel's fire plan. The presence of local fire fighters does not relieve the master of command or transfer the master's responsibility for overall safety on the vessel. However, the master should not normally countermand any orders given by the local fire fighters in the performance of firefighting activities on board the vessel, unless the intended action clearly endangers the safety of the vessel or crew. **As the Master is typically the person most familiar with the vessel in question, then he/she should be integrated into the Unified Command.**

1400 Area of Responsibility

The COTP's area of responsibility for the PR & USVI Coastal Zone is defined by 33 CFR 3.30-35.

Responsibility extends to:

- Ships and vessels
- Their crew and cargo
- Structures in or immediately adjacent to navigable U.S. waters
- Resources within such waters

2000 Task Organization

In the event of a major shipboard or facility fire, the COTP will request the designation of an IC. The senior fire service person on-scene serves as the IC for the purpose of responding to the fire and the COTP is responsible for the safety of the waterway and adjacent area.

2100 Multi Agency Response

In a multi-agency response, a Unified ICS structure should be established. This ICS structure should consist of the individuals designated by their respective agencies. The members of the Unified ICS must jointly determine objectives, strategy, and priorities. The determination of which agencies or departments the IC/UC uses may be done on the basis of greatest jurisdictional involvement, number of resources involved, existing statutory authority, or by mutual knowledge of the individual's qualifications.

A Unified IC structure is called for under the following conditions:

- more than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required or,
- the incident involves more than one jurisdiction.

The USCG cannot delegate its statutory authorities and will not delegate mission responsibilities to state or local agencies. However, USCG personnel should be prepared to fully integrate into a Unified ICS response structure and provide assistance as necessary.

The U.S. Coast Guard Incident Management Handbook (IMH) Chapter 22-Marine Fire and Salvage offers detailed guidance into the management team structure during a marine fire event.

2200 Multi-Agency Coordination

Coordination between outside agencies is most essential and must be assured by maintaining a continuous liaison between representatives. The best way to accomplish this is for the COTP to meet with all of the UC representatives at the command post to discuss how the situation will be handled. While each case will present a different set of circumstances, liaison with representatives from some or all of the following groups may be appropriate:

- Fire Department(s)
- Owner's Representative
- U. S. Coast Guard

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- Appropriate Port Authority/Navigation District
- Pilots Association
- Appropriate Facility Managers
- Master of Vessel
- Chief Engineer/Chief Mate
- Marine Surveyor
- Cargo Representative
- Legal Counsel
- Naval Architect
- Industrial Hygienist/Toxicologist
- Ship's Agent
- Stevedores
- State response agency
- Appropriate Municipal and/or County and State Officials

2300 Federal Response

USCG Response resources:

- National Strike Force
- Marine Safety Center/Salvage Engineering Response Team (SERT)
- Southeast District Response Advisory Team
- Southeast District Legal

Other Federal Agencies:

- Environmental Protection Agency
- Scientific Support Coordinator provided by NOAA
- USN Supervisor Of Salvage (SUPSALV)
- Navy or Army Corps of Engineers vessels operating in the vicinity

Other Resources: Any commercial ship becomes a valuable resource during an offshore fire to rescue the burning vessel's crew should the fire get out of control. Vessels in the area should be notified of a situation via an Urgent Marine Information Broadcast (UMIB). Tug companies in the vicinity should be contacted and may assist in fighting the fire, moving a dead ship, or transporting personnel and equipment.

2400 State Response

For Puerto Rico & USVI contact the Division of Emergency Management, Department of Public Safety for assistance.

2500 Local Response

Most local fire departments have limited response capabilities for shipboard fires. Some local fire departments have small watercraft that can be used for search and rescue and spill response. Offshore ship fires are a rescue priority. Land based fire departments will have involvement at their chief's discretion as the situation and location dictates.

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Local emergency management officials provide response to many different emergencies and serve as a centralized notification point for resources within their local areas.

Law enforcement agencies can assist on-scene to:

- Control crowd
- Limit access to incident area
- Provide security for staging areas and/or
- Provide police escort for vehicles carrying fire-fighting personnel and resources

2600 COTP Role

All USCG firefighting forces and equipment within a COTP's Area of Responsibility shall be under the control of the COTP. The COTP is responsible for the development of the marine firefighting annex with input from local response organizations. The COTP shall act as the liaison between the USCG and other response organizations and the media. Orders from the IC for USCG responders shall be passed through and evaluated by the COTP. Only those orders that will not create unwarranted risk for USCG personnel and equipment shall be executed. The COTP shall not assume overall control of firefighting efforts when appropriate qualified fire officers are present and able to take control.

The COTP should:

- Assume the role of IC if the firefighting response is inadequate or nonexistent.
- Be prepared to assume the role of IC following conclusion of firefighting operations if the incident involves pollution or is classified as a marine casualty.
- Coordinate the use of other USCG resources such as small boats, helicopters, etc. in coordination with request of the IC/UC.
- Establish a Marine Firefighting Coordination Team to assist the IC in developing response objectives and integrating federal resources into the response.
- Initiate a Broadcast Notice to Mariners (BNTM) to inform other vessels of the incident.
- Make an assessment of nearby vessels and docks to determine if they might be impacted and notify parties.
- Be prepared to establish a safety zone around the incident.
- Be prepared to issue COTP orders to direct the movement or deny entry of vessels.

For the Command Post:

- The incident command post will be established by the IC.
- The USCG Marine Firefighting Team Coordinator is stationed at the incident command post and maintains communications with involved USCG resources, fire departments, vessel master, facility operators, owners' representatives, salvage or cleanup companies, port officials, and other key personnel on-scene.
- A command post should be established outside of a hazard or decontamination zone.

Considerations in choosing a command post site:

- Command post location not endangered
- Proximity to fire

- Accessibility

2700 Incident Commander Role

The IC will direct the firefighting operations of all responding agencies. Safety of responding emergency personnel shall take priority. The operational response will be based on the following tactical priorities:

- **Rescue:** The saving of lives and removal of victims to a safe area is paramount and comes before any other consideration.
- **Exposure:** The protection from exposure is necessary to prevent damage to nearby structures, equipment, and materials and to prevent the spread of fire to uninvolved areas (including fuel loads) on or off the vessel. Exposures may be shipboard, shore side, or on a nearby vessel.
- **Confinement:** Confine the fire to the compartment or area of origin.
- **Extinguishment:** Extinguishment includes those operations that are required to attack and extinguish the main body of fire.
- **Stability:** Ensure firefighting efforts do not negatively affect the vessel's stability.
- **Overhaul:** Overhaul includes those operations required to complete the extinguishment of remaining fire, prevent re-flash, and to place the compartment and ship in a safe condition.
- **Salvage:** Salvage includes those operations required to protect compartments and contents from preventable damage due to water, smoke, heat, or other elements.
- **Ventilation:** Ventilation includes those operations required to displace a heated and contaminated atmosphere within an involved compartment with normal air from the outside atmosphere.

2800 Responsible Party Role

The responsible party (RP), or ship's master or designee, will maintain control over the vessel, crew, and passengers. The RP will assign a representative to the incident command post. His/her designee should be thoroughly familiar with the ship's firefighting systems and understand ICS.

- The command post will be established upon arrival of the local fire department with command and control for all firefighting functions falling within its guidelines. The ship's firefighting crews will provide strategic assistance to the command post through the RP's representative.
- The RP's first responsibility will be the evacuation of all nonessential personnel and to ensure accountability is taken of the passengers and crew.
- The ship's firefighting crew will make every effort to contain and extinguish the fire. Once the situation has progressed beyond their capabilities, every effort will then be made to contain the fire and await assistance from the fire department having jurisdiction.
- The RP shall deliver the vessel's Fire Control Plan and manifest to the first arriving fire-fighting units.

2900 Vessel Master Role

The master of the vessel will:

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- Implement the initial response based on the vessel's fire control plan.
- Ensure proper communications, both internal and external and that proper notifications are made to the appropriate fire department or contractor and the USCG. If necessary, notify the facility to which the vessel is docked, the port authority, and any nearby vessels.
- Control the operation and use of all shipboard firefighting systems.
- Coordinate the efforts of shipboard fire teams in responding to the fire.
- Conduct a muster of the crew and provide a report to the IC/UC.
- Utilize his/her resources to control the fire until such time as he/she is relieved of firefighting activities by the designated IC.
- Decide if it is necessary to abandon ship. If the crew is ordered to abandon ship, the master will ensure that the proper procedures are carried out.
- Provide the vessel fire control plan and international shore connection to IC/UC.
- Provide a list of crewmembers, the condition of the vessel including status of the fuel and ballast tanks and any other flooding and stability issues, the type and condition of cargoes on board, and identification of any special equipment hazards, explosions, or damage.

3000 Vessel Specific Response Operations

Initial response operations will be the responsibility of the operator of the vessel or facility. Operators of vessels must use their own fire control plans to respond to shipboard fires and take any additional steps necessary to limit the spread of fire from the vessel.

Local firefighting organizations (municipal, volunteer, industrial, and contractor) must be prepared to respond within the limits of their training and capabilities. If fire-fighting resources are not trained or capable of handling a shipboard fire, they should take appropriate measures to prevent the fire from spreading.

In addition to the local firefighting resources, the hiring of a professional marine firefighting organization should be considered. These organizations can provide a variety of assistance ranging from technical expertise to trained personnel and specialized equipment for responding to shipboard fires. A contact list for commercial firefighting resources is provided in Part 7000 of this document.

The USCG will provide assistance as appropriate. This may include establishing safety zones, rerouting or restricting vessel traffic, assistance with search and rescue or medical evacuation, deployment of the marine firefighting coordination team, or pollution response operations. Other affected organizations, particularly pollution response or salvage organizations, will respond as directed by the IC under a UC system.

3100 Priorities

- Force (responder) Protection
- Protection of health and human safety
- Protection of the environment
- Protection of property
- Reconstitution of the port

3200 Firefighting Response Considerations

- Establishment of a UC system.
- A complete scene size-up to determine what is burning (class of fire and materials involved).
 - Is the cargo water reactive? How volatile is the cargo?
 - Additional concerns as systems lose power? (i.e., power loss to pressurized cargo)
 - Are there hazardous spaces/conditions to avoid?
- A review of the vessel's fire control plan with the chief mate, chief engineer, or crew representative.
- Determining whether the vessel firefighting systems are operational and locating the international shore connection.
- Establishment of appropriate staging areas for arriving equipment.
- A language barrier may exist. The vessel's agent, a vessel's officer, or other interpreter may be required.
- The stability of the vessel may be affected by the additional equipment and the use of water or foam in combating the fire.
- Determine the need for dewatering while the fire is being attacked, extinguished, and overhauled.

3300 Vessel Specific Response Operations

The designated IC (normally the senior fire official on-scene) will direct employment of responding resources. Firefighting resources will be employed based on:

- Location and extent of fire,
- Class and extent of cargo involved,
- Possibility of explosion,
- Possibility of sinking or capsizing,
- Hazard to crew or other resources present at location,
- Weather forecast,
- Maneuverability of vessel,
- Effects on bridges which must be transited, and
- Alternatives if the vessel is not allowed entry or movement.

3400 Vessel Entry or Movement

The authority to deny vessel entry or movement rests solely with the COTP. The guiding policy for the decision is: the port should not be jeopardized to save a single vessel if the risk is too great. Risk evaluation, and cost-benefit analyses where applicable, should be employed during the planning process. Considerations for denying entry or movement:

- There is danger of fire spreading to other port facilities or vessels.
- The vessel is likely to sink or capsize within the channel, becoming an obstruction to navigation.
- The vessel may be abandoned.
- Unfavorable weather conditions preclude safe vessel movement or would hamper firefighting; i.e., high winds, fog, strong currents, etc.
- There is risk of a serious pollution incident.

Before entry or movement is considered, the vessel should be examined (with other involved agencies, if possible) in order to determine its condition. Permission for entry or movement may be granted when all appropriate parties, if possible, including pilots and port authority officials have been consulted. The COTP will then direct the best course of action for that particular incident. Special considerations of a request for entry into the port by a burning vessel under declaration of "force majeure" should be evaluated under the previously listed criteria. Once the decision to permit entry or movement of the vessel has been made, consider:

- Issuing a Broadcast Notice to Mariner (BNTM).
- Ordering the movement of other vessels or cargo stored in the area to preclude their involvement.
- Positioning the vessel to facilitate firefighting.
- The need for USCG escort of vessel.
- Tug assistance as required.

3500 Mooring, Anchorage, Grounding and Scuttling

The COTP should coordinate with fire departments, pilots, port officials, and involved agencies to pre-select a mooring, anchoring, or grounding site for fighting the fire. Considerations for these types of movements are:

- The flammability of wharf structures, facilities, other vessels, and public risk.
- Availability of adequate water supplies.
- Accessibility for response boats and vehicles.
- The possibility of the vessel sinking or becoming abandoned.
- Exposure of or damage to underwater pipelines and overhead utilities.
- The fire's effect on normal channel traffic.
- Potential marine environmental damage.
- Whether the bottom material is soft enough that the ship's hull will not be ruptured.
- A water depth that is shallow enough that the vessel will not sink below the main deck level, yet deep enough that fire boats, salvage barges, and tugs can approach. Tides and other water level fluctuations must be considered.
- Avoiding an area known to have strong winds or currents that could hamper firefighting or salvage efforts.

3600 Vessel Fire at Pier

A UC will be established with the fire department having jurisdiction as the lead agency. The fire department is responsible for fighting the fire; the USCG is responsible for port and waterway safety. Initially, the USCG should set safety zones to ensure public safety. The USCG may assist in requesting resources such as foam, SUPSALV, communications, and scientific support.

The fire department IC may request mutual aid assistance locally through the respective local mutual aid association depending on where the incident occurs. Federal assistance should be requested through the USCG. Phone numbers for these resources are located in Part 7000 of this document.

The USCG will provide technical assistance, ensure waterside safety and:

- Assign marine fire-fighting coordinator.
- Assign a Marine Inspector as a fire department liaison that will also act as a COTP assistant.
- Provide USCG and other federal response forces as directed by the COTP.
- Coordinate a small boat patrol of safety zone as directed by the COTP.

3700 Vessel Fire Underway or at Anchor

In the event of a fire on a vessel that is underway within the COTP area, efforts may be made to moor the vessel to facilitate firefighting efforts. If after consultation between the USCG, the fire department, and port officials, it is decided that mooring the vessel is not feasible, then the vessel will be directed to a suitable anchorage or grounding site.

If the vessel is unable to enter port or is denied entry, efforts will be made to obtain firefighting technical support and operational assistance from the local fire departments and companies with marine firefighting capabilities. The next consideration would be to consult with the RP to determine the need for contracting a commercial firefighting company. Subsequent to successful search and rescue operations, the primary concern with offshore vessel fires is prevention of pollution of United States waters, disruption of port functions, and destruction of property. In these instances the USCG will:

- Conduct firefighting with USCG personnel only to the extent required to conduct Search and Rescue (SAR) in a safe manner.
- Consult the Area Contingency Plan (ACP) for more details on oil spill and hazardous material release response operations.

3800 Vessel Stability Considerations

The large volumes of water often used combating fires can have a negative impact on vessel stability, jeopardizing the safety of the vessel and personnel on board. The most important consideration regarding vessel stability is the control of a vessel's list.

Factors affecting stability:

- The free surface of all liquids on board,

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- The integrity of the hull,
- Whether the double bottoms are empty or full,
- Integrity of watertight boundaries during flooding, and
- Flatness of the hull bottom if the vessel is in contact with the bottom.

Vessel owners and operators of oil tankers and offshore oil barges are required to prearrange prompt access to computerized, shore-based damage stability and residual strength calculation programs, available 24 hours a day, as required by 33 CFR 155. Similarly, owners and operators of inland oil barges are required to have vessel plans necessary to perform salvage, stability, and residual hull strength assessments at a shore based location, available 24 hours a day. The USCG Marine Safety Center can assist the IC/UC with stability concerns and is available 24 hours a day. Their phone number is 202-327-3985.

3900 Facility Fires

Initial response operations will be the responsibility of facility personnel. Owners/operators of a facility should develop their own contingency plans to respond to a fire or explosion at their facility. The response to a facility fire is basically the same as a vessel fire. The organization and responsibilities are listed in the vessel section. Please see Part 3000 for additional information.

3910 Emergencies during Firefighting Operations

This section addresses emergencies that develop during marine fire-fighting operations; e.g., secondary explosions, injuries, trapped personnel, loss of water supply, vessel drifting or sinking, etc.

No one can predict what is going to happen next during any emergency response operation. The IC/UC can greatly reduce the risk to personnel and property by employing sound IC/UC practices to the operations and control of the incident.

Personnel appointed to the IC/UC system must have intimate knowledge and experience in the area of their assignment. Detailed attention to the areas of personnel safety, accountability, medical monitoring, logistics, and staging, may identify unseen hazards and/or allow the IC/UC to deal with unpredictable events in a safe and timely manner. The IC/UC should be educated in NFPA 1500: Standard on Fire Department Occupational Safety and Health Program, and 29 CFR 1910: Occupational Safety and Health Standards.

4000 Training

Coordinated interagency training exercises should be carried out annually to ensure proper response to firefighting emergencies. Scenarios should be developed so that a maximum number of resources are exercised.

Under development.

4100 Local Fire Department Training

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All local fire departments conduct continuous training programs for their personnel. This training covers all phases of firefighting from prevention to overhaul and investigation. Considerable attention is also focused on logistics and hazardous materials. Sector San Juan Port Security Specialist Recovery coordinate during the year drills and exercises with the locals fire department to provide training opportunities and share best practices with local resources.

The importance of cooperation and cross training between USCG units and local industrial and municipal fire departments cannot be overemphasized. Personnel become familiar with various equipment and methods that facilitate rapid response actions and communication during actual fires. COTP may access the local fire department school for USCG personnel. This will help create an integrated firefighting system ensuring the best possible protection for the port area.

5000 Finance

In general, funding for USCG firefighting activities must come from USCG Operating Expense funds. Under some limited circumstances, the Oil Spill Liability Trust Fund (OSLTF) or Comprehensive Environmental Response, Compensation, and Liability (CERCLA) Trust Fund of 1980 and OPA '90, P. L. 101-380, may be available to reimburse firefighting expenses. This is limited only to those situations where the fire is fought specifically to abate the potential for a pollution incident. Firefighting activities related to the safety of life or property are generally not contracts for responding to discharges that pose substantial threat to public health or welfare.

5100 Financial Responsibility

If there is not a RP, the USCG can open the OSLTF/CERCLA if there is an oil or hazardous chemical spill or threat of one. If there is a RP and Federal funds are used for response expenses, those expenditures WILL be recovered from the RP. The COTP shall generate a Pollution Removal Authorization for other emergency response organizations that have been requested and utilized.

5200 Government Liability

An owner/master, charter, or agent who wishes to enter or move within the port to save a vessel or cargo must indemnify (hold harmless) the port, its board, or federal and local governments for damage or injury suffered as a result of fire or vessel movement during a casualty.

5300 Response Cost Considerations

Response funding is available through the OSLTF or CERCLA when a substantial threat of pollution or HAZMAT release to the marine environment exists, in which case commercial resources can be contracted for mitigation.

6000 Radio Communications

The following is a list of radio frequencies that may be utilized during a fire response operation:

- VHF-Channel 81A
- VHF-Channel 21
- VHF-Channel 22

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- VHF-Channel 06
- 800 Megahertz

The FCC has designated three VHF-High frequencies, 154.126, 154.260, and 154.290 MHz, as the Fire Mutual Aid Radio Systems to provide common communications between firefighting units from different agencies operating at a common incident. Terminology used during a fire incident should be in common day to day language.

Additional sources of communications equipment:

- Requesting the use of local fire department communication vans/command posts is recommended for all marine response incidents (see Resources list sec 8620 & 8630).
- A wide range of deployable communication equipment is available from USCG Atlantic Area/Maritime Defense Zone Atlantic.
To activate this resource call (757) 398-6499 during daytime hours or USCG Atlantic Area Command Center (757) 398-6231 after hours.

6100 International Common Public Safety Channels

Table 1 International Common Public Safety Channels

800 MHz BAND INTERNATIONAL COMMON PUBLIC SAFETY CHANNELS				
DESIGNATOR	USE	MOBILE/PORT. TRANSMIT FREQUENCY	MOBILE/PORT. RECEIVE FREQUENCY	CTCSS (TONE SQUELCH FREQUENCIES)
ICALL RP	CALLING, ESTABLISHING CONTACT	821.0125 MHZ	866.0125 MHZ	156.7 HZ
ITAC 1 RP	TACTICAL REPEATER	821.5125 MHZ	866.5125 MHZ	156.7 HZ
ITAC 2 RP	TACTICAL REPEATER	822.0125 MHZ	867.0125 MHZ	156.7 HZ
ITAC 3 RP	TACTICAL REPEATER	822.5125 MHZ	867.5125 MHZ	156.7 HZ
ITAC 4 RP	TACTICAL REPEATER	823.0125 MHZ	868.0125 MHZ	156.7 HZ
ICALL TA	CALLING, ESTABLISHING CONTACT	866.0125 MHZ	866.0125 MHZ	156.7 HZ
ITAC 1 TA	TACTICAL SIMPLEX	866.5125 MHZ	866.5125 MHZ	156.7 HZ

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ITAC 2 TA	TACTICAL SIMPLEX	867.0125 MHZ	867.0125 MHZ	156.7 HZ
ITAC 3 TA	TACTICAL SIMPLEX	867.5125 MHZ	867.5125 MHZ	156.7 HZ
ITAC 4 TA	TACTICAL SIMPLEX	868.0125 MHZ	868.0125 MHZ	156.7 HZ

7000 Firefighting Resources

7100 Agency Telephone Numbers

Table 2 Emergency Response, Salvage and Marine Fire Fighting Contact Information

Federal:	
USCG National Strike Force Coordination Center	252-267-3458
Atlantic Strike Team Duty Phone	609-556-9376
Marine Safety Center-SERT Duty Phone	202-327-3985
USCG Southeast District	833-453-1267
Marine Safety Unit St. Thomas	206-815-6989
USCG Sector San Juan	787-729-6800
USN SUPSALV	202-781-1731
US Army Corps of Engineers	361-884-3385
EPA	800-887-6063
State Law Enforcement:	
PR and USVI	787-725-3444 / 340-774-7610 ext 3017

8000 USCG Diving Operations Inspection Guide

The inspection of a dive site can be conducted much like an inspection of a barge or vessel. The three main sections of interest are documentation, personnel and equipment.

Applicability –The outer continental shelf, and from any vessels required to have a COI regardless of their geographic location. 46CFR Part 197.202

Designation of Person-in-Charge – The diving supervisor must be designated in writing. No law or rule that I have seen states what the form is to look like. I have seen memorandums style letters, and I have seen the designation be as simply as a supervisor’s name on a dive log (dive logs are legal documents). The dive supervisor must be known not only to the dive crew but also all stakeholders in the dive operation. 46 CFR Part 197.210

Operations Manual - 46 CFR Part 197.420 This must be on the dive site. It will be located in the dive shack or near the rack if the jobsite does not have a dive shack. Many companies label this as the “Safe practice manual”. Whatever it is called the following information must be provided; Safety procedures, personnel assignments, emergency procedures, and operating procedures with respect to use of burning, welding and underwater tools.

Logbook - 46 CFR Part 197.480 this does not have to be a BOOK, and in most cases it is not. Dive supervisors will have a running log, and a stack of dive logs. Individual divers will have their

logbooks with the logged dives that they have made throughout their careers. The dive logs MUST have the following info:

- Date, Location of dive, mode of diving (scuba, air, mixed gas, or SAT)
- The names of the supervisor diver, standby diver, tender, and standby tender
- Weather condition, water visibility, currents, temperature
- The type of work being performed
- Time diver leaves surface, leaves bottom, reaches surface, times at each water stop, repeat group, and surface interval if less than 24 hours from last dive.

8100 Dive Station

The following equipment MUST be at the dive station and continuously monitored throughout the duration of each dive:

- Gauges. A gauge indicating diver depths must be at the dive location for surface supplied divers. This is called the pneumofathometer or Pnuemo gauge.
- Timekeeping Device. Offshore industry standard is TWO stopwatches on site. This is in case one has a dead battery in the middle of a dive. It is also Standard practice on decompression dives, especially when running a chamber to synchronize watches with the Tenders prior to every shift. The tenders operate the chamber, therefore tenders or any chamber operator MUST have their watches synchronized with dive supervisors.
- Dive Tables applicable to dive.
- Treatment Tables.
- Primary Breathing Supply.
- Secondary Breathing Supply. Required for dives deeper than 130fsw. Industry standard is to have a rack or manifold with Primary air from a compressor, secondary air from a separate compressor and high pressure air bottles as a third air supply. The HP (high pressure) air will usually be labeled on the rack as emergency or HP air. All valves should be labeled on the rack.

8200 Equipment on Deck

- Air compressors system. The system must have a pressure vessel (known as volume tank) that has check valve on inlet side, pressure gage, a relief valve, and a drain valve.
- Air quality tests. Every breathing air compressor must be tested for air quality every 6 months.
- Dive Hoses. Hoses will be made up of communications wire, strength line, pneumofathometer hose and breathing gas hose.
- Diving Helmets. The dive hats that will be encountered will be a Superlight, miller or Gorski. Each of these brands meets the requirements. They are all REQUIRED to be inspected by the manufacturer annually. Each Dive had should have a sticker on the hat, or the certificate at the dive site.
- Divers Safety harness. Look for a positive buckling system and ensure that the hose is not being pulled by the helmet. This harness will have the emergency gas bottle (the bailout) married into it.
- PVHO-General (the chamber, or the can). Must be built in accordance with ASME PVHO-1. On the site inspectors should look to see that chambers have shut off valve

located within a foot of all pipe penetrating pressure boundaries. Have a two way communications between the chamber operator and the diver in the chamber (most often sound powered phones). Look for pressure gage for each compartment of chamber. Also inspectors should ensure that a person can lay flat in the chamber. There should be portholes for operator to see the diver in chamber.

8300 Guidelines for Reviewing a Salvage Plan

For any salvage operation several different techniques can be used to safely achieve the goal. These guidelines intend to show the types of questions that should be asked while formulating a salvage plan and in some cases used for selecting the best plan for a specific operation.

Assessment Phase

This may be done with side scan sonar, remote operated vehicles or divers, or any other means that may gather the required information. If divers are utilized ensure that they are professional hard hat divers familiar that utilize surface supplied equipment. The entire dive team must have certificates from a commercial dive school or the military (US Navy Dive School 2nd class minimum). There is no government issued license for divers, however the International Marine Contractors Association (IMCA) and the Association of Diving Contractors (ADC) are the most recognized and accepted association for commercial divers. The ADC members carry experience level cards rating from entry level tender to dive supervisor. Things to consider during the assessment phase:

- Is the vessel a hazard to health, Safety or the Environment? If yes then contact spill response and or medical teams.
- Vessel description. Not only get an idea of size & weight but also look for things like; structural integrity of vessel or object to be salvaged, will object shift or move during rigging process, find out condition of cargo (if any). Will cargo shift or leak during lift?
- Review an appropriate incident action plan. When reviewing the plan focus on key elements such as; Is the plan designed for an inland application such as shallow harbors with minimal industrial equipment or is it a plan utilizing tugs, barges and heavy lift cranes?

The Salvage Response Plan must address these following elements: Does the salvage team intend to use heavy lift crane or lift bags? If lift bags are the method of recovery then ask the following questions;

- Why are lift bags used instead of a heavy lift crane? Answers may include cost, time efficiency or unavailability of crane. Is the water deep enough to raise object to surface not just off bottom? Once object is on surface what is the next phase of salvage?
- Tow object? Dewater? If dewatering while lift bags are supporting object how will the salvage team stop load from shifting during dewatering process? Are salvage team members familiar with lift bag characteristics?
- Review the lift bag method thoroughly. A salvage operation can be accomplished safely and efficiently using lift bags, however this is the riskier option. Verify that the

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divers are familiar with the lift bags. Lift bags are one of the leading causes of fatalities among divers.

If a heavy lift crane is utilized ask;

- How does the salvage team intend to lift object? One lift or multiple? If it is multiple lifts is object being cut? Is burning required, cold cuts, diamond wire saw?
- Are rigging points established on object?
- What other tools are required? Examples are burning holes, welding pad-eyes or jetting underneath a section of the object. Ensure the required equipment is on site.
- Verify that crane/rigging is rated for lift.
- Also ask if the crane has a stable platform. Offshore cranes will be on a barge, however inland channels may be too narrow or shallow for a heavy lift crane barge.
- Once object is on the surface what is the next step?
- Float or tow object?
- Review route and destination. Ensure that the object is in condition to travel the route. Be aware of potential hazards on route, and contingencies for object that may become grounded or sink en route to destination.
- Stow object on Material Barge

8400 Information for Salvage Survey

Vessels Name/Type: _____

Official Number: _____

Flag: _____

Owner/Operator: _____ Ph: _____ Builder: _____

Class Society: Year: _____

L _____ B _____ D _____

Brief description of casualty:

- Date/Time of casualty: _____
- Extent of damage: _____
- Hazardous Cargo Spill? _____
- Structural details (double bottom): _____
- Number of Tanks/Holds (tank soundings): _____
- Drafts (strandings) before: Fwd: _____ Aft: _____
- Drafts (strandings) after: Fwd: _____ Aft: _____
- Tides at time of casualty: _____
- Type of bottom (mud, sand): _____
- Condition of vessel's propulsion: _____
- Aim/Intent of salvage operation: _____

If vessel is foreign flag, then USCG will need plans such as Lines Plan, General Arrangement, Tank Tables, T&S Booklet, etc... for detailed calculations.

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Planning and Response Tools

Annex F
July 2025

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Record of Changes

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1000 Introduction

Planning and Response Tools, contains, Quick Response Cards (QRCs), checklists, and other necessary job aids and documents to assist emergency management preparedness specialists and response personnel; all items are “grab and go” for ease of use. In addition to this brief overview, the spreadsheet linked below provides a central repository for numerous tools to support personnel in planning for or responding to an oil discharge or hazardous substance release within the Coast Guard Southeast District coastal zone, including the PRUSVI ACP planning area. To maximize efficiency, this extensive spreadsheet is maintained by the Southeast District Response Advisory Team (DRAT); all tools are hyperlinked and incorporated by reference into this ACP.

2000 Purpose

Incidents involving oil and hazardous substances require planning and response personnel to mobilize resources and develop objectives, strategies, and tactics to mitigate the impact to the community and environment. Planning and response operations involve many tools, which will inform decision makers on the next course of action. The magnitude of the incident, environmental conditions, and discharge/release status are just a few of the factors one must consider before selecting the appropriate combination of tools to use.

Additionally, to be successful in the mitigation of oil discharges and hazardous substance releases, emergency preparedness and planning activities must take place well in advance of an incident. There are many tools for responders including training opportunities, lessons learned from previous incidents and exercises, and education on relevant policy and procedures.

3000 Scope

In the spreadsheet linked below, you will find some of the tools and other resources available to assist emergency planners and responders in their development of preparedness initiatives, response objectives, strategies, and tactics. This list, while extensive, is not all inclusive.

Beside the name of each tool on the spreadsheet, you will find a brief description, purpose, and requirements for use of the tool. Some tools [*denoted with an asterisk (*)*] will require a username, password, and periodic log-in for continuous use. If you encounter trouble using the links provided, it is recommended that you [right click] on the link, edit hyperlink, then copy and paste the Uniform Resource Locator (URL) into your browser to access the website. The following is a link to the [Planning and Response Tools Excel Spreadsheet](#) which is housed on the CRRT website. Requests to update information within the spreadsheet should be directed to CRRT and the Southeast District DRAT.

Planning and Response Tools

Last Updated: 30 May 2024

Source	Topic	Tools	Hyperlinks	Description Note: After sorting, select all (triangle at left top of screen) Home Tab>Cells>Format "AutoFit Row Height".
USCG		USCG Spill of National Significance (SONS) Policy	Link	The Coast Guard internal policy document, COMDTINST 16465.6a, provides guidance to Coast Guard personnel on classifying a spill a SONS within the coastal zone per reference (a), designating a National Incident Commander (NIC), and describing roles and responsibilities of various Coast Guard staffs and commands in supporting the special challenges of a SONS.
USCG	ICS	USCG Incident Management Handbook (IMH)	Link	The Coast Guard Incident Management Handbook (IMH) is designed to assist Coast Guard personnel in the use of the National Incident Management System (NIMS) Incident Command System (ICS) during response operations and planned events. It contains position job aids, forms, and other information to guide responders during an event. The IMH is an easy to use reference that can be downloaded as an app for use on Android or Apple devices.
USCG		Classified OSRO listings	Link	The NSFCC maintains a portion of the RRI database that allows all interested parties (no administrative access required) open access to reports about a company's Mechanical, Dispersant, Marine Fighting and Salvage and Non-Floating Oil classifications. This site also provides a point of contact report (listed by name/company number) for all the OSRO's in the United States. The mechanical classification reports can be viewed by company name, by USCG District, or by COTP zone and outline which operating environments the classification has been granted (Rivers/Canals, Nearshore, Open Ocean, Inland, etc.) and for which volume of discharge.
USCG		Response Resource Inventory (RRI) database	Link	As part of maintaining their classification, OSROs must provide detailed lists of their response resources to the Response Resource Inventory (RRI) database. The National Strike Force Coordination Center (NSFCC) administers this database, along with the OSRO classification program. The RRI database is the backbone of the classification program and requires administrative privileges to access. Please use the attached link to contact the NSFCC to request these privileges.
USCG	IRIS	Incident Reporting Information System (IRIS)	Link	The National Response Center (NRC) uses IRIS to collect and disseminate information on pollution, oil, chemical, radiological, biological, and other unknown discharges into the environment, as well as related non-intelligence suspicious activity and security breach incidents to federal, state, and local on-scene coordinators. The USCG is updating this Privacy Impact Assessment (PIA) to include IMSS.
USCG		Common Access Reporting Tool (CART) *	Link	The Common Access Reporting Tool (CART) was designed to focus U.S. Coast Guard efforts during a Marine Transportation System (MTS) interruption incident. CART is intended to position CG units to be prepared to respond to the need for near real-time status information for efficient MTS Recovery. An event is created when significant impacts to the MTS are anticipated. CART is maintained by the Maritime Transportation Safety & Recovery Unit (MTRSU) which logs information relative to port status, MTS impacts, and essential elements of information (EEI). Creating a CART account requires registration and approval. Upon registration, your request is forwarded to the administrator who will email you a log in username and temporary password. At the main screen, the top menu will allow you to create or view active events. There will be drop down boxes on each event to select the area you wish to view. It is recommended to type your CART event in MS Word first, save, then paste into the appropriate cell. Also, save your work as you enter it. The system does not recognize someone typing, and it will log you out. The system logs you out without notice, and your information could be lost. You will be required to log in monthly to maintain your account access
USCG		USCG List of Oils	Link	This list of oils is organized alphabetically into several subgroups. Crude oil and refined petroleum products are among the most familiar types of oils. Petroleum and fuel oil are specifically named in the Clean Water Act (CWA) definition of oil. Edible animal and vegetable oils and other oils of animal or vegetable origin have historically been considered CWA oils. Other non-petroleum oils are substances that have the properties and behavior of traditional oils and have historically been considered to be oils. Lube-oil additives are included in the list of oils because they may be shipped or stored in an oil medium. Some substances that have not been considered oils historically may be added to this list in the future if they are determined to have oil-like characteristics.

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Source	Topic	Tools	Hyperlinks	Description Note: After sorting, select all (triangle at left top of screen) Home Tab>Cells>Format "AutoFit Row Height".
USCG		USCG Marine Safety Lab Link/Sampling Guide	Link	The Marine Safety Laboratory (MSL) is the Coast Guard's sole forensic laboratory for oil pollution investigations. Samples collected by field units are submitted to MSL to determine if a relationship exists between the spilled oil sample(s) and the suspected source sample(s). Samples may also be analyzed to determine the path of discharge during the alleged bypass of oil filtration equipment and to identify an unknown petroleum product in the environment. The MSL Sampling Guide outlines the protocol for oil sampling and submission to MSL.
USCG	Federal Agency	National Strike Force Coordination Center (NSFCC)	Link	The NSFCC manages the NSF which is authorized as the National Response Unit required under OPA, with responsibility for administering the USCG Strike Teams, maintaining response equipment inventories and logistical networks, and conducting national exercise programs including pollution response exercises.
USCG		Natural Resource Trustees (OPA)	Link	CERCLA and OPA authorize the United States, states, and Indian Tribes to act on behalf of the public as Natural Resource Trustees for natural resources under their respective trusteeships. OPA also authorizes foreign governments to act as Trustees.
USCG		Public Information Assist Team (PIAT)	Link	PIAT is an element of the NSFCC staff available to assist the FOSC to meet the demands for public information during a response or exercise. Its use is encouraged any time the FOSC requires outside public affairs support. Requests for PIAT assistance may be made through the NSFCC or NRC.
USCG		USCG Incident Management Assistance Team (IMAT)	Link	The Incident Management Assistance Team (IMAT) was developed by the USCG to supply a ready-made team of Incident Command System, highly trained individuals to assist the local Incident Commander in dealing with a major incident. The IMAT is located in Norfolk, VA. The team is trained for initial quick response to a regional or nationally significant event. The team consists of ICS process experts that can quickly set-up and assist in transitioning from the initial emergency phase to a more sustained planning process.
USCG		USCG Investigative Service (CGIS)	Link	CGIS Agents are available to investigate criminal violations of environmental laws enforced by the Coast Guard. CGIS should be notified and consulted regarding all cases that may be referred to the Department of Justice for criminal prosecution. CGIS Agents are trained criminal investigators who are familiar with the legal issues associated with prosecution of a criminal case.
USCG		USCG National Strike Force (NSF)	Link	The National Strike Force's (NSF) mission is to provide highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness and response to oil and hazardous substance pollution incidents in order to protect public health and the environment. The NSF's area of responsibility covers all Coast Guard Districts and Federal Regions.
USCG	Finance	NPFC Claims Forms & Documents	Link	NPFC's guidance documents and forms related to submitting claims for damages and uncompensated removal costs under the Oil Pollution Act (OPA) of 1990.
USCG	Cost Recovery	NPFC - Federal Trustee Access to the OSLTF & Natural Resource Damage Claims	Link	OPA provides access to the OSLTF by Trustees for the purpose of conducting a Natural Resource Damage Assessment (NRDA). This document describes that process and the means by which Trustees can make a Natural Resource Damage Claim
USCG	Finance	National Pollution Funds Center (NPFC) Users Guide (eURG)	Link	The National Pollution Funds Center (NPFC) Users Guide (eURG) is designed to be a reference tool during an oil or hazardous substance spill incident for Coast Guard and EPA Federal On-Scene Coordinators (FOSCs). It includes all relevant Federal regulations, technical operating procedures (TOPs), forms and sample letters, and other documentation designed to make funding of recovery operations and recovery of Federal expenditures as efficient and easy as possible.
USCG	Claims	NPFC - Claimant Guide	Link	Claimants (individuals, corporations, and government entities) can submit claims for uncompensated removal costs or certain damages (natural resources, real/personal property, loss of profits, loss of subsistence use of natural resources, loss of government revenues, and increased cost of government services) caused by an oil spill to the NPFC if the Responsible Party for the discharge does not satisfy their claim. These guideline describe this claims process.
USCG	Cost Recovery	NPFC - Cost Documentation Procedures	Link	Costs generated against the fund during a response will be paid by the NPFC through the line of accounting established by the FPN or CPN. Upon completion of the response, the NPFC will seek to recover those costs from the Response Party. This document provides specific information on the FOSC's cost documentation requirements and on the cost recovery procedures.

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Source	Topic	Tools	Hyperlinks	Description
USCG	Cost Recovery	NPFC - State Access to the OSLTF	Link	The Oil Pollution Act of 1990 (OPA) allows state Governors to request payment of up to \$250,000 from the OSLTF for removal costs required for the immediate removal of a discharge of oil, or prevention of a substantial threat of a discharge of oil. Requests are made directly to the FOSC who will determine eligibility.
USCG		Response Resource Inventory System (RRI) User *	Link	The RRI is the backbone of the classification system and its capabilities are two-fold: an inventory element and a classification element. The inventory element provides Federal On- Scene Coordinators (FOSCs) and contingency planners the ability to query available spill response equipment and its proximity to Coast Guard Captain of the Port (COTP) zones. The classification element, largely considered an incentive for OSROs to enter their inventories into the RRI, complements Facility Response Plan (FRP) and Vessel Response Plan (VRP) development and review processes by systematically classifying OSRO response capability up to the response capability caps.
USCG	OSRO	USCG OSRO Guidelines	Link	To relieve the burden upon the plan holders to provide extensive detailed lists of response resources, the Coast Guard created the Oil Spill Removal Organization (OSRO) classification program, administered by the National Strike Force Coordination Center (NSFCC), so that plan holders would be required to identify the OSROs only by name in their response plans, if the OSRO meets a plan holder's planning requirements. If the OSRO is classified by the Coast Guard, then its capacity has been determined to equal or exceed the response capability caps needed by a facility, tank vessel and non-tank vessel plan holders. In addition, OSROs voluntarily participating in the classification program must maintain detailed lists of response resources in the Response Resource Inventory (RRI), which is administered by the NSFCC.
USDA		U.S. Department of Agriculture	Link	The U.S. Department of Agriculture (USDA) has scientific and technical capability to measure, evaluate, and monitor, either on the ground or by use of aircraft, situations where natural resources including soil, water, wildlife, and vegetation have been impacted by hazardous substances and other natural or man-made emergencies. USDA maintains trusteeship of national forest, wilderness areas, and wildlife within USDA-controlled forests, archaeological sites, range and farm lands, fisheries, and lands enrolled in the Wetlands Reserve Program. Additionally, the USDA plays a key role in the closing and re-opening of fisheries before, during, and after clean-up operations.
USFWS		Best Practices for Migratory Bird Care during Oil Spill Response	Link	National "best practices" using established protocols for keeping oiled birds away from an oil spill and for dealing with oiled birds. Establishes a standardized approach to help protect wildlife resources, enables On-Scene Coordinators (OSCs) to focus on other aspects of spill response, and helps instill public confidence in overall response activities.
USGS		U.S. Geological Survey (USGS)	Link	USGS maintains expertise in water quality characterization, oil fingerprinting, submerged oil and oil-particle formation, transport and resuspension of oil in fresh waters, riverine two-dimensional (2D) particle transport/hydrodynamic simulations, ecotoxicology, time-of-travel studies for freshwater systems, as well as geospatial data collection of visible spill plumes applicable to spill response events in freshwater environments. In addition, USGS can provide biological survey assistance for natural resources and contaminants, and contribute distribution information about sensitive species (e.g., birds, invertebrates).
USN		U.S. Navy Supervisor of Salvage (SUPSALV)	Link	SUPSALV has an extensive salvage/search and recovery equipment inventory, and the requisite knowledge and expertise to support these operations, including specialized salvage, firefighting, and petroleum, oil, and lubricants offloading capability even in open sea response incidents. The FOSC may request assistance directly from SUPSALV.
VI DPNR	State Agency	US Virgin Islands, Department of Planning and Natural Resource	Link	
VITEMA	State Agency	US Virgin Islands, Territorial Emergency Management Agency (VITEMA)	Link	
	Statute	33 U.S.C § 1251 <i>et seq.</i>	Link	Clean Water Act (CWA)
	Statute	33 U.S.C § 2701 <i>et seq.</i>	Link	Oil Pollution Act of 1990 (OPA)
	Statute	42 U.S.C. § 9601 <i>et seq.</i>	Link	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

Puerto Rico & US Virgin Islands Zone
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Volunteer Plan

Annex G
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

Record of Changes

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1000 Introduction

The demands of an incident may exceed the resources of government organizations. Volunteers can support response efforts in many ways but the use of volunteers during an oil spill response is not automatic. The decision to employ volunteers will consider the benefits that might be gained and the safety and liability realities. The Unified Command (UC), in the early stages of the event, will make the decision whether volunteers will be employed and capabilities in which they can serve.

1100 Use of Volunteers during a Pollution Incident

The use of volunteers to assist in oil spill responses is recognized in the National Contingency Plan (NCP), [40 CFR Part 300.185\(c\)](#). The definition section of the NCP includes “volunteer” as “any individual accepted to perform services by the lead agency which has authority to accept volunteer services (examples: See 16 U.S.C. 742f(c)). A volunteer is subject to the provisions of the authorizing statute and the NCP.

2000 Volunteers - General Categories

2100 Affiliated Volunteers

Affiliated volunteers are individuals associated with an Affiliated Volunteer Organization prior to an incident. They usually have received sufficient training to allow them to contribute to their host organization, although individuals may not be trained in oil spill response. Affiliated Volunteer Organizations generally hold a non-profit status and provide some form of training, maintain an affiliated volunteer database, and have volunteer functions to facilitate current volunteer experience and communication. These groups also accept donations of money or materials.

2200 Convergent Volunteers

Convergent volunteers are individuals not associated with an existing Affiliated Volunteer Organization. After a spill has occurred, convergent volunteers may express a spontaneous desire to participate in a response effort but may have little to no response training. Oil spills typically receive significant press coverage and produce strong public concern for public health and injury to wildlife and the environment. This visibility and concern motivates citizens to assist where they can. The ability to give the public an opportunity to volunteer during an oil spill can be helpful for their emotional experience and can assist in altering public perception in a positive manner.

Human health and safety is the first priority in a decision regarding volunteers. The benefit of volunteer efforts must be weighed against concerns for volunteer safety. Based on the conditions specific to an incident, the UC will determine the suitability of integrating volunteers, whether affiliated or convergent, into any response.

2300 Unaffiliated/Convergent Volunteer Management Planning

Local government and nonprofit agencies are generally responsible for the mobilization, management, and support of volunteers, with support from the State and Federal levels. Specialized planning, information sharing, and management structure are necessary to coordinate efforts and maximize the benefits of volunteer involvement.

Consistent and timely communication should be utilized to educate the public, minimize confusion, and clarify expectations. Volunteers can be successful participants when they are

flexible, cooperative, aware of risks, and willing to be coordinated by local emergency management experts. Ideally, all volunteers should be affiliated with an established organization and trained for specific disaster response activities. However, the spontaneous nature of individual volunteering is inevitable; therefore, it must be planned for and managed.

The successful integration of citizen involvement in an emergency management setting is imperative to prepare for, respond to, recover from, and mitigate the effects of disasters in our communities. Therefore, all unaffiliated volunteers should be directed toward State Volunteer Coordinators or non-governmental organizations.

3000 Volunteer Organization in Incident Command System (ICS)

During an initial response, before volunteer interests have been expressed, the ICS structure may not contain positions specifically dedicated to volunteer management. As the UC becomes aware of individuals or organizations interested in providing volunteer services, the UC should also assign a coordinator (USCG Incident Management Handbook provides several options). Then, the Resource Unit Leader (RESL), Planning Section Chief (PSC), and Operations Section Chief (OSC) can determine specific roles, site locations, safety requirements, and required number of volunteers needed in the applicable operational period.

4000 Federal Agency Volunteer Management Policy

The three primary federal regulations governing oil spill response, 40 CFR Part 300, 29 CFR Part 1910.120 (Occupational Safety and Health Standards/Hazardous Waste Operations and Emergency Response) and 40 CFR Part 311 (Worker Protections) apply to volunteers, organizations. In addition, various agencies may have specific regulations, policies, or security concerns regarding the use of volunteers. The Coast Guard requires a “hold harmless” clause to be signed by each volunteer. The legal representative of these organizations must be consulted prior to employing volunteers.

Please see the National Response Framework, [Volunteer and Donations Management Support Annex](#) for additional directions on how to properly employ volunteers.

4100 Volunteer Policy of the PRUSVI ACP

{in development}

5000 Volunteer Unit Administrative Issues

{in development}

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Natural Disaster Response Plan

Annex H
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

Record of Changes

Change Number	Change Description	Part Number	Change Date	Name
1				
2				
3				
4				
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1000 Introduction

Oil facilities in the Caribbean are susceptible to dangerous hurricanes and severe weather.

Pollution response, under the umbrella of the National Response Framework (NRF), is possible using plans, capabilities, and partnerships forged in accordance with the National Contingency Plan (NCP), combined with the effective use of the Incident Command System (ICS). The NCP should not get lost in the shuffle of the massive federal, state and local response associated with the full implementation of the NRF.

To successfully respond to a natural disaster, it is paramount that there is effective, simultaneous management of large amounts of discrete pollution targets. Incident management teams must ensure that the data management tools selected are scalable and adaptable to suit the dynamic information needs of the response.

2000 Funding Authorities

2100 Federal Emergency Management Agency (FEMA) Mission Assignment (MA)

When a natural disaster is of such magnitude that a state government's resources are overwhelmed, the state may request federal response assistance to supplement ongoing disaster relief activities. The reimbursement of federal agency expended funds in support of FEMA disaster relief efforts is permitted when support is provided under an MA. An MA is a work order issued to a Federal agency by FEMA directing the completion of a specific task, and citing funding, management controls, and guidance. Although most agencies assigned a MA will be reimbursed for their efforts, under the Stafford Act, FEMA can task agencies without expectation of reimbursement. MAs are directives issued by FEMA. They are not contracts or Interagency Agreements (IAAs). MAs are agreements between FEMA and the responding agencies. In most cases, MAs are issued only for assistance under the Stafford Act, not for assistance provided that would normally fall under an agency's independent authorities or responsibilities. For example, the Coast Guard would not receive an MA for search and rescue activities conducted offshore after a hurricane because mission is conducted under the Coast Guard's statutory authority.

MAs are typically assigned by FEMA to address actions required under one of the 15 different Emergency Support Functions (ESFs) described in the National Response Framework (NRF). The NRF establishes a comprehensive all-hazards approach to enhance the ability of the federal government to manage domestic incidents. Consequently, the ESFs are categorized around the major response and recovery functions associated with an incident, described here. The Coast Guard has primary responsibility for ESF 9 and ESF 10. In addition to its role as primary, the Coast Guard may MA tasking under several other ESFs; e.g. an air station launches a helicopter to provide damage assessments for FEMA (ESF-5 Emergency Management) and launches a second helicopter to provide transportation (ESF-7 Logistics Management and Resource Support) for disaster personnel and supplies.

2200 Oil Spill Liability Trust Fund (OSLTF)

The OSLTF pays for removal costs and damages resulting from oil discharges or substantial threats of oil discharges to navigable waters of the United States. The OSLTF is used for costs not directly paid by the responsible party (RP). The fund is also used to pay costs to respond to incidents for which the RP. Since these instances are anticipated after a storm impacts the area, the FOSC should consider opening an OSLTF funding stream to get contracted resources deployed as quickly possible after the storm passes. The ceiling limit on this OSLTF project will vary depending on the needs of the response and how soon an MA can be issued to take over the costs. It is also likely that responsible parties, natural resource trustees and other third parties will submit claims against the OSLTF after the storm.

2300 Superfund

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enables Federal agencies to respond immediately to hazardous substance releases and contamination that pose a threat to public health and the environment. Following a severe weather event, a prevalent threat to public health due is expected. The Superfund was designed to address discrete incidents and not multiple chemical releases across a large region. Hence, the full impact of hazardous substances to the public and the environment cannot be ascertained in totality with limited Superfund resources. An ESF-10 mission assignment is *critical* to completing a comprehensive needs assessment and mitigating all actual and potential releases of hazardous substances that are an imminent and substantial threat to the coastal zone.

The highest priority targets will be those that are actively leaking, an imminent threat to public health or welfare and/or have actual or potential impact to the environment. Where the RPs are known, an initial effort initially shall be made, to the extent practicable, to determine whether they can and will perform the necessary removal action promptly and properly.

3000 Data Management during a Natural Disaster Response

The pollution response component of a natural disaster response presents a set of challenges unlike other pollution responses. The pollution threats are numerous and spread over a large geographic area. Oil and hazardous substance data should be collected in a central response database to track all targets for prioritization, management of resources and situational awareness. The multitude of pollution targets can be from a variety of sources, including facilities, orphan containers or vessels. Effective data management is critical during a multi-target response to ensure appropriate use of resources. The following document is designed to assist in ensuring the success of data management during a natural disaster response.

3100 Procedures for Field Data Documentation

Field documentation is critical for the success of any response, either for a single barrel of oil being discharged by a vessel or for a Type 1 incident. The command cannot make sound decisions without sound data flowing from the field. As field personnel report data captured in the field, they must ensure that the information is accurate and timely.

3110 Data Fields and Valid Values

Data fields are the pre-determined pieces of information that the response wants to capture. Valid values are the acceptable inputs for those data fields. Once an agreement upon the data fields and valid values is reached, the field data collection forms, response database and other deliverables are created. Data fields and valid values are considered a minimum description of a oil and hazardous material target and DO NOT alleviate the need for traditional investigation, SCAT, reporting to NRC and other required documentation of a target. The data fields, valid values, and resulting products are intended to capture baseline data for Unified Command and Operations Section. This information allows the UC and Operation Section to properly manage their resources and mitigate oil and hazardous material threats during a post-natural disaster response with multiple targets.

3120 Unique Identifier

While the NRC number usually plays this role, during a post-natural disaster response an NRC number might not be immediately available. To fill this gap, a temporary unique identifier for each target shall be assigned. A unique identifier is an alpha-numeric label identifies a particular target for tracking purposes. The unique identifier shall be formatted as follows: YYYYMMDD_Team Name_Daily Number. For example: **20121006_HEG2_002** = the second target found by HEG Team 2 on Oct 06, 2012.

The unique identifier should not change throughout the response. To prevent confusion, field teams should, if possible, mark the target (with a sticker, hanging tag or spray paint) so that subsequent teams will know that this target was already assessed and assigned a unique identifier. When a target eventually receives its primary NRC number, this update should be reflected on the labeling of the target itself. The temporary unique identifier, primary NRC number and secondary NRC number(s) will be listed in the database for cross reference purposes.

3130 Latitude and Longitude

Obtain a latitude/longitude point with a satellite enabled GPS unit for observed discharges or releases at facilities, vessels or other sources. If the oil and hazardous material target covers an area (not a single point location) obtain lat/long points that outline the target. Make certain that the GPS unit is set to use “WGS84” as the horizontal datum, set to read coordinates in decimal degrees (dd.ddddd) and Auto Tracking is turned on. Documentation needs latitude/longitude to 5 decimal points. The safest location for observing an oil and hazardous material target is upwind.

All personnel **MUST VERIFY** all lat/long position data by comparing observations against satellite imagery by means of GIS application (Google Earth, ERMA, Enterprise GIS, SONRIS, Response Manager, etc). This step, when combined with data entry, is time consuming and field personnel should return to ICP/FOB early enough in the day to ensure sufficient time is dedicated to data entry and QA/QC.

3140 Photo Documentation

Prior to departure to field, ensure that camera is set to local time and spare batteries are available. A clear photo of GPS unit with the time (in 24-hr, hh:mm:ss format) taken at the beginning of operations will allow for geo-referencing of photos by using the Track Log from the GPS unit.

It is better to take a few good photos than many useless photos. Utilization of photo scales, recognizable landmarks and “the rule of thirds” will help ensure photos are useful to command post personnel.

3150 Aerial Team Procedures

Aerial Team could consist of a Rapid Needs Assessment Task Force or a Hazard Evaluation Group Task Force. Aerial Assessment Teams are not expected to conduct detailed documentation of targets, but are expected to capture critical data for decision makers. A special form with limited data entry has been created to reduce the data collection requirements and expedite the assessment process. Data that aerial assessment teams will be capturing include nature of oil versus hazardous material, source, location, and size of affected area.

3160 Surface Team Procedures

Surface Assessment Team (ground and/or water) and other group task forces will conduct more detailed documentation and complete a more thorough field data collection process because ground assets generally travel slower and have more time to make detailed observations. The field data collection forms will contain most all the data fields.

3170 Procedures for Processing Field Data

The most challenging aspect of data processing is ensuring that the incoming data is of high quality. In order to overcome this challenge, it has to be emphasized to field personnel the importance of thorough observations and proper documentation. The quality of the incoming data will directly affect the quality of the deliverables that the Unified Command, Section Chiefs and other decision makers will be using to manage the response. The illustrations below illustrate the general flow of data from the field to decision makers. Refer to the diagram below.

3200 Data Flow and Review Process

Please note that the Task Forces Debrief Process intersects/feeds into the *OPS and DMU Review Data* portion of the process.

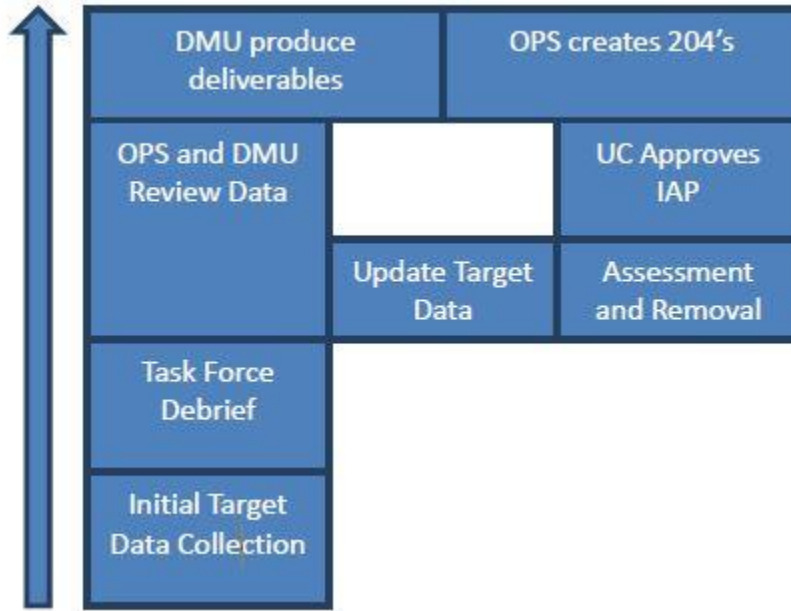


Figure 1 Data Flow diagram

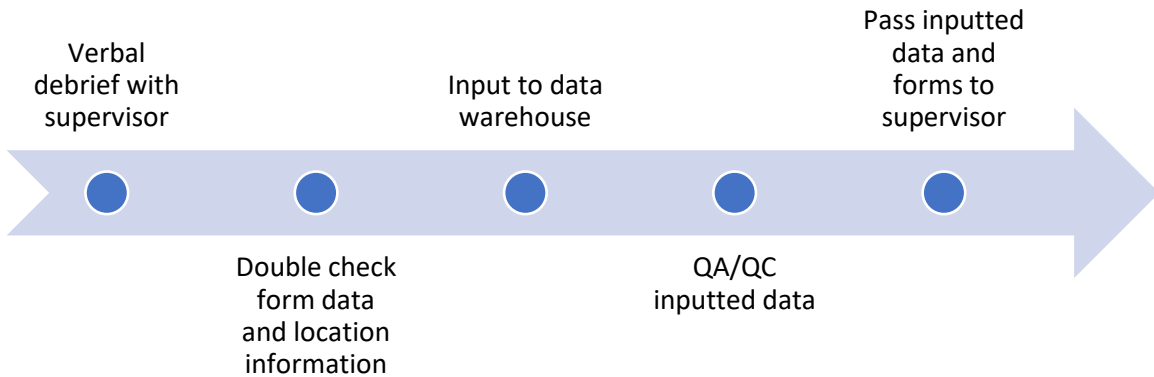


Figure 2 Task Forces Debrief Process

Task Forces are the eyes and ears in the field for the response and collect invaluable data not only about targets, but also about operational challenges and recommendations. This acquired knowledge needs to be debriefed to their respective supervisor and inputted into the response database for processing. The team leader is responsible for initial data entry and initial QA/QC of data because they are the experts about their own field observations. Generally, the team leader is the most experienced member of the team.

3300 Data Fields and Valid Values

3310 Surface Hazard Evaluation Form

Table 1 Surface Hazard Evaluation Form

Field Team:		TIME - 24hr Format	
Date (YYYYMMDD):		Start:	End:
Evaluation by: Foot / Boat / Airboat / Helicopter / Plane		Weather: Sun / Cloud / Fog / Rain / Snow / Windy	
Start Latitude:		Start Longitude:	
End Latitude:		End Longitude:	
Name	Organization	Phone	
<i>Unique Identifier: (i.e. 20130801 HEB1 002)</i>			
Date (YYYYMMDD):	Team Name (ABC#)	Daily Seq Number:	
Latitude (dd.dxxxxx):	Grid:		
Longitude (dd.dxxxxx):	Responsible Party:		
Location Description:	HAZ Type:	Oil Type:	
	HAZ Count:	% Coverage:	
Capacity: gallons/lbs/ cubic meters			
Discharge/Release Amount: gallons/lbs/ cubic meters	Length: feet	Width: feet	
Condition:	Status		
Action Taken:			
Recommendations:	Resource Needs:		
Comments:	Photographs:		
Primary NRC:	Support NRC:		
<i>Unique Identifier: (i.e. 20130801 HEB1 002)</i>			
Date (YYYYMMDD):	Team Name (ABC#)	Daily Seq Number:	
Latitude (dd.dxxxxx):	Grid:		
Longitude (dd.dxxxxx):	Responsible Party:		
Location Description:	HAZ Type:	Oil Type:	
	HAZ Count:	Oil % Distr:	
Capacity: gallons/lbs/cubic meters			
Discharge/Release Amount: gallons/lbs/ cubic meters	Length: feet	Width: feet	
Condition:	Status		
Action Taken:			
Recommendations:	Resource Needs:		
Comments:	Photographs:		
Primary NRC:	Support NRC:		

3310 Aerial Hazard Evaluation Form

Table 2 Aerial Hazard Evaluation Form

Field Team:		TIME - 24hr Format	
Date (YYYYMMDD):		Start:	End:
Evaluation by: Foot / Boat / Airboat / Helicopter / Plane		Weather: Sun / Cloud / Fog / Rain / Snow / Windy	
Start Latitude:		Start Longitude:	
End Latitude:		End Longitude:	
Name	Organization	Phone	
<i>Unique Identifier: (i.e. 20130801 HEB1 002)</i>			
Date (YYYYMMDD):		Team Name (ABC#)	Daily Seq Number:
Latitude (dd.dddddd):		Grid:	
Longitude (dd.dddddd):		HAZ Type:	
Location Description:		HAZ Count:	Oil Type:
		HAZ Count:	% Coverage:
Capacity: gallons/lbs/ cubic meters			
Discharge/Release Amount: gallons/lbs/ cubic meters		Length: feet	Width: feet
<i>Unique Identifier: (i.e. 20130801 HEB1 002)</i>			
Date (YYYYMMDD):		Team Name (ABC#)	Daily Seq Number:
Latitude (dd.dddddd):		Grid:	
Longitude (dd.dddddd):		HAZ Type:	
Location Description:		HAZ Count:	Oil Type:
		HAZ Count:	% Coverage:
Capacity: gallons/lbs/cu m			
Discharge/Release Amount: gallons/lbs/cu m		Length: feet	Width: feet
<i>Unique Identifier: (i.e. 20130801 HEB1 002)</i>			
Date (YYYYMMDD):		Team Name (ABC#)	Daily Seq Number:
Latitude (dd.dddddd):		Grid:	
Longitude (dd.dddddd):		HAZ Type:	
Location Description:		HAZ Count:	Oil Type:
		HAZ Count:	% Coverage:
Capacity: gallons/lbs/ cubic meters			
Discharge/Release Amount: gallons/lbs/ cubic meters		Length: feet	Width: feet

3330 Target Site Inspection Form

Table 3 Target Site Inspection Form

1. GENERAL INFORMATION		Date (ddmmyy)	Time (24hrs Local Time)	Tide Height LMH
Site Name:				
SCAT Division/Grids:				
Inspection By: Foot -Airboat -Boat -Other			Sun- Clouds- Fog -Rain- Snow -Windy	
2. INSPECTION TEAM		Name _____, Organization _____, and Signature _____		
3. Grids		Description of Shoreline Surveyed:		
4 SHORELINE TYPES		Select Primary (P) and Secondary (S)Habitat Types Present		
		Marsh or Wetlands (includes Floating Marsh)	Manmade Structures	
		Tidal Flats/Mud Flats	Wave-cut Scarps	
		Shell or Mixed Sand & Shell Beaches	Other:	
5 CLEANUP ENDPOINTS		REFER TO ENDPOINTS (09 SEPTEMBER 2012)		
Yes No				
Has Operations remediated the target such that all endpoints been reached?				
If no, please explain:				
Other oiling conditions or observations:				
6 RECOMMENDATIONS				
Yes No Recommend Additional Active Cleanup (Stage 1). Comments:				
Yes No Recommend continued maintenance of passive sorbent recovery for sheens (Stage 2). Comments:				
Yes No Site meets the interim cleanup endpoints (Stage 3). Recommend natural recovery for residual pollution.				
Photos taken? Yes – No Additional Comments: Yes – No (if yes, see attached)				

4000 Sector San Juan Impact Zones

4100 Historic Category 1-5 Hurricane Landfalls

Section in under development

5000 Operation Strategy for Marshes

This guidance is developed to ensure net environmental benefit during natural disaster response operations. This document focuses primarily on oil releases into marshes, but similar practices should be adapted for chemical releases. If the techniques below are not applicable to non-oil release, then consult with the Environmental Unit for target review and recommendations.

5100 Marsh Cleanup Protocols

Aggressive cleanup of free product releases in marshes may actually cause greater long-term damage than the pollutant itself. Any physical cleanup activities in marsh areas must be in accordance with the following guidelines to prevent unacceptably high collateral damage to marsh vegetation and entrainment or entrapment of oil product into sediments:

- Any foot traffic in the marshes shall avoid oiled grasses and sediments and utilize one-way-in and one-way-out traffic patterns. Walking boards shall be placed in travel lanes and crosswalks in the marsh.
- All treatment operations in the marshes will be done from the walking boards, without direct foot traffic in the marsh. Walking boards should not be placed in un-oiled marsh areas or landward of the oiled wrack line. No foot traffic or other entry by response personnel or equipment should occur in these un-oiled areas unless approved by the Unified Command.
- All vessel approaches to the marshes shall be limited to grounding the bow of the vessel on the fringe of the marsh. Vessels shall avoid landing directly on top of the marsh grasses as much as possible.
- Water channels shall be used for navigation through the marshes. Under no circumstances shall vessels run over the top of or across the marsh grasses. Stopping or landing a vessel on top of the marshes is prohibited.

Sorbent boom should be staked along the front edge of oiled marsh for passive recovery of sheens. These sorbents must be inspected and replaced routinely. Best professional judgment by the Environmental Unit should be used to determine if further treatment or cleanup would aid or delay recovery of the vegetation. This judgment should be based on fact, past studies or data from previous oil spills.

Oiled vegetative wrack at the water's edge can be manually picked up and removed with hand tools such as shovels, rakes, and pitchforks. Wrack in the marsh interior should not be removed, even near the source, unless it is heavily oiled with the potential to cause sheen or substantial contact risk to wildlife. In difficult to access areas due to water depth, pooled oil may potentially be collected from a shallow skiff or airboat. This collection can be conducted by using sorbent pads or vacuum systems with duck bills or other applicable and approved methods.

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Low-pressure, high-volume flushing can be utilized by operations to mobilize oil from marsh and into a containment boom with sorbent tubes and/or collection system. The Environmental Unit is to be notified if this technique is desired.

Cleanup is expected to progress in three phases:

- Phase 1 – Source Control and Removal Phase that focuses on containment, recovery of mobile oil, and initial shoreline cleanup (e.g., bulk oil removal/gross decontamination).
- Phase 2 – Managed Recovery Phase that consists of any final cleanup activities to mitigate residual pollution. The Managed Recovery Phase would typically include oil recovery using sorbent booms, demobilization and cleaning of equipment no longer needed, and final disposal issues. Although generally reduced, the Managed Recovery Phase still requires federal and state oversight to ensure that all threats to the environment, to public health, and to safety are minimized.
- Phase 3 – Natural recovery and restoration. No additional cleanup or active mitigation is required. Once any and all remaining booms, sorbents, cleanup materials, and response waste (if any) has been removed, the site will be left for natural recovery and closure and sign-off procedures will be implemented.

The overall cleanup objective is to minimize or eliminate threats to wildlife and natural resources while avoiding doing more harm than good. Site-specific guidance for each cleanup division grid may be generated by the Environmental Unit. The defined cleanup criteria may not be applicable (or even achievable) at all sites. Best professional judgment and the consensus of the Environmental Unit should be used to assess when the cleanup meets the above objectives. There may be additional requirements defined by private landowners or municipal managers, and such requirements may be outside the scope of the Unified Command.

6000 Operation Strategy for Orphan Containers

Following a natural disaster, the Puerto Rico & USVI coastal zone can be littered with numerous drums, cylinders, tanks, and other containers that contain crude oil, refined petroleum products, chemicals and other hazardous materials (HAZMAT). Many of these items are stranded in and adjacent to residential communities, but others are stranded in adjacent coastal habitats that are accessed and utilized by the public. Most of these items are classified as orphaned, or abandoned, and are a threat to public health and safety because of the potential for direct exposure or secondary contamination. An additional concern is the unknown nature of the containers' contents. Changing weather conditions or exposure to fires may cause releases that would result in increased public risk and the potential need for evacuations.

To mitigate the threats posed by orphaned drums and hazardous materials, field operations will include a wide range of response activities and techniques. Due to the geographic extent of operations, Forward Operating Base(s) may need to be established to enhance operational effectiveness. The goal of all recovery operations will be to minimize the risk to the public and responders, and minimizing the environmental impact of the response operations overall. Any orphan container that can be accessed by field response teams is also accessible by the public and therefore constitutes a potential threat to public health and safety.

There are several phases to the orphaned drum and hazardous material container removal project: Assessment, Investigation, Operational Planning, Oil/Hazardous Material Removal and Disposal.

Assessment includes ground and aerial surveillance using small boats, airboats, and helicopters to identify and chart suspected threats. Aerial photographs will be correlated with recorded GPS overflight track lines for mapping and display in ERMA. Identified hazardous material and oil pollution related debris will be classified as drum, tank, cylinder, container, or other and prioritized by: no damage, damaged no spill, damaged leaking, or could not discern. The reconnaissance information will be used to develop situational awareness as to the scope of the problem and to direct future field activities.

Investigations relate to large orphan containers that have a known and viable industry owner. One objective of the investigation process is to attempt to contact the suspected owner to coordinate removal and any required pollution response under the owner's funding.

Operational Planning includes charting suspected targets using a GIS system, development of operational tactics, and any required natural resource trustee consultations. Technical experts and appropriate spill response guides such as the Emergency Response Guide (ERG), Material Safety Data Sheets (MSDS's), Chemical Hazards Response Information System (CHRIS), and Computer-Aided Management of Emergency Operations (CAMEO) reference resources should be consulted during operational planning to ensure a safe and properly mitigated response.

Actual Oil/Hazardous Material Removal will be conducted in a safe manner. Based on mitigation options available, consideration will be given to that which results in the least environmental impact, i.e., "do no more harm than good".

6100 Orphan Container Response Options

Because of the variability in habitat and accessibility, each container or accumulations of orphan containers along a debris line might require a unique recovery project using a different assemblage of field equipment. Hazardous Household Waste (HHW) may be recovered by orphaned drum and orphan container recovery teams at sites where field activities are being conducted.

Disposal for the field component of this operation is limited to transferring the material to one of the established disposal staging areas. Final disposal of collected Oil/HAZMAT debris is outside of the scope of this document. As previously stated, all orphan containers that pose a risk to public health and safety will be removed unless the risk for habitat damage exceeds the benefit of removal.

6110 Damaged and Leaking Orphan Container

Container is leaking and there is an observable spill of oil/hazardous material:

- Non-Oil/HAZMAT responders should only function in the First Responder role – identify threat, secure area with caution tape, and notify appropriate response team for technical support.
- Secure leak if it can be done safely.
- Mitigate and recover spilled material using appropriate technology and qualified Oil/HAZMAT personnel.
- Remove gross environmental contamination using appropriate technology.
- Recover contents by a transfer to drum or other temporary storage container.
- Recover lightered, partially evacuated, or partially empty container to remove threat of residual Oil/HAZMAT contents.
- Leave lightered, partially evacuated, or partially empty container in place if removal would create unacceptable habitat damage. Ensure the container is properly cleaned, marked and documented if left.

6120 Damaged, Not Leaking Orphan Container

Container is damaged, but not leaking:

- For damaged drums and smaller containers, consider over-packing and removal.
- Recover contents by transfer to a drum or other temporary storage container.
- Recover lightered, partially evacuated, or partially empty container to remove threat of residual Oil/HAZMAT contents.
- Leave lightered, partially evacuated, or partially empty container in place if removal would create unacceptable habitat injury. Ensure the container is properly cleaned, marked and documented if left in the environment.

6130 Undamaged Orphan Container

Container is undamaged and structurally sound:

- Recover the container intact and transport to staging area for disposition if feasible.
- Recover contents by transfer to a drum or other temporary storage container.
- Recover lightered, partially evacuated, or partially empty container to remove threat of residual Oil/HAZMAT contents.

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- Leave lightered, partially evacuated, or partially empty container in place if removal would create unacceptable habitat injury.
- Consider leaving container and contents in place if inaccessible or access with heavy equipment would result in unacceptable habitat damage relative to Oil/HAZMAT risk. Ensure the container is properly cleaned, marked and documented if left.

7000 Endpoints for Target Closure

These guidelines establish target endpoints for cleanup operations for pollution targets, including free product release and containerized product. As all releases are unique and present distinct cleanup challenges, these endpoints may be amended to address as yet unforeseen circumstances and do not constitute shoreline restoration or full recovery criteria, which may be addressed through a longer-term process. These endpoints define the conclusion of cleanup operations while attempting to minimize overall impact (including those from operations) to sensitive resources.

The Unified Command recognizes the importance of partnerships with trust resource agencies and the stewardship of the environment. The procedures below are intended to expedite target closure and sign-off process while allowing opportunity for trustee input.

The Operations Section will use their professional judgment to apply the appropriate status (open or closed) to a target in the database. Once a target is set to be closed, that target will be routed to the Environmental Unit via spreadsheet summary for review. The Environmental Unit will determine if concurrence with closed status exists by approved methods. If concurrence does not exist, recommendations for further action will be provided to Operations Section. If concurrence exists, then the database will be updated to reflect change and supporting documentation completed.

The acceptable methods for achieving concurrence on closure status of a target may include administrative decision, aerial inspection or site inspection. The Environmental Unit will use their best professional judgment to determine the risk of a target and an appropriate method for achieving concurrence.

For HAZMAT Targets

- Low risk targets will achieve concurrence by administrative decision, provided collected field observations and data can sufficiently justify concurrence.
- Potentially high risk targets may require aerial inspection or site inspection to achieve concurrence.

For Oil Targets

- Any target that threatened or impacted navigable waters per National Contingency Plan (40CFR300.3), may require an aerial or site inspection to achieve concurrence.

To support proper documentation of the above closure and concurrence process, the database will contain fields to capture such information. “Status” is a field that tracks operational status and is described in Data Management Plan. “Concurrence” is a field that tracks the consensus on target closure between Operations Section, Environmental Unit, Unified Command and supporting resource agencies. An additional field, “Concurrence Comment,” will capture any additional information that will ensure thorough documentation. The following table lists the valid values for “Concurrence” with definitions and examples.

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Table 1 Target Closure Concurrence Definitions

Concurrence	Definition	Example
No Concurrence (No Sign-off)	UC has determined that clean up endpoints have not been met and additional cleanup is required	-Operations determines that cleanup endpoints have been met, but UC determines otherwise
No Further Action (Signed-off)	UC determines that no further action is required and cleanup endpoints have been met	- UC concurs that endpoint has been met for a given target -Orphan container left in place in a satisfactory condition
Referred to Regulatory Agency (Signed-off)	UC determines that another agency is better suited to take responsibility for the target based on authority and jurisdiction and notes agency in comments field. Target responsibility is handed off.	-DNER assumes responsibility for target -USFWS, DNER, and/or Corps of Engineers
Unfounded (Signed-off)	Target lacks the minimum information to be further investigated	-Unsubstantiated reports -No lat/long info -No known pollution threat

NOTE: For initialization of “Concurrence” field, each entry will be populated with No Concurrence (Pending) and this will be the default value for new entries.

All targets on graphical representations shall conform to the following convention:

- All targets Open and No Sign-off will be shaded red
- All targets Closed and No Sign-off will be shaded blue
- All targets Closed and Signed-off will be shaded green
- All oil targets will be a circle with a black border and black dot in the centroid
- All HAZMAT targets will be a triangle with a black border and black dot in the centroid

7100 Endpoint Criteria for Free of Oil Product

- Oiled shorelines shall be free of recoverable product and not produce continuous sheen under normal weather and tidal conditions.
- There shall be no recoverable oiled debris.
- Oil stain or sporadic coat on vegetation and large immobile debris that does not produce continuous sheen and is not a contact risk to wildlife may be allowed to weather and degrade naturally. If the Environmental Unit Leader determines that further recovery will not produce environmental benefit, the oil stain or sporadic coat will be left to degrade naturally. Follow-up monitoring of the area must occur.

7200 General Cleanup Endpoint Criteria for Orphan Containers

- An orphan container that poses actual or potential imminent or substantial threat to a navigable waterway will be removed, unless removal will cause undue harm to sensitive resources as is determined under the best professional judgment of the Environmental Unit Leader.
- Leaving an orphan container in place will be decided on a case-by-case basis. Net environmental benefit shall exist and the container shall be properly cleaned and identified, including documented coordinates.
- Responsible Party is identified and assumes responsibility for removal.

7300 Target Closure for Oil Pollution Targets

A joint site visit or an administrative review by Unified Command will be acceptable for Target closure. A joint site visit shall be made by an assessment team consisting of representatives of the Unified Command, natural resource trustees and, when possible, a county representative. Incident-specific cleanup assessment and inspection forms will be generated to track progress. The FOSC and SOSC will sign off each target as having met the endpoints based upon the administrative review or on the observations and recommendations of the assessment team. Sign off on endpoints does not constitute any acknowledgment that damages to natural resources caused by this incident have been adequately addressed.

It is recognized that the above endpoints may not be applicable (or achievable) at all sites. Best professional judgment and the consensus of federal, state and, if applicable, the RP's environmental consultants (identified herein as "Environmental Unit") should be used to assess when the cleanup meets the above objectives. The Environmental Unit Leader for these endpoints will be a representative of Puerto Rico or USVIs. If a responsible party exists for a given target, there may be additional requirements defined by private landowners or municipal managers, and such requirements may be outside the scope of the Unified Command.

8000 Best Management Practices (BMPs)

All operations shall be conducted with the overarching philosophy of “do no more harm than good”. Many of the following BMPs are provided for the protection of federal and state protected species and other sensitive resources. For species identification, refer to the “EU Guidance on Threatened/Endangered Species”.

Generally, all personnel should:

- Watch for and avoid collisions with wildlife. Report all distressed or dead wildlife to Wildlife Rehab Task Force.
- Report any distressed or dead sea turtles or marine mammals.
- Remove all personal & response trash or anything that would attract wildlife to work areas.

To protect Cultural Resources:

- Any Native American graves or burials must be reported to the State Historic Preservation Office.
- Native American and historic-era artifacts (e.g. pot shards & arrowheads) must not be collected.
- When activity occurs within 250 meters of a sensitive cultural resource as indicated by EU, a qualified archaeologist or other qualified historic preservation professional must be present to monitor the work.

To protect Natural Resources:

- Do not disturb wildlife or habitat (including foraging or nesting areas).
- Report any distressed or dead sea turtles or marine mammals to the stranding networks:
 - Report sea turtles to **1-866-TURTLE-5 (1-866-887-8535)**
 - Report dolphins to **1-877-WHALEHELP (1-877-942-5343)**
- Perform site visits & work from waterway, paved surfaces or existing roadways whenever possible to minimize impacts to sensitive habitats.
- Select vehicles and equipment which are least likely to disturb soils/sediments and keep loading to a minimum to reduce ground pressure (on unpaved surfaces).
- Sensitive, non-ecological sites (i.e. cultural, historical, pipelines, water control structures, etc.) must be avoided unless otherwise authorized. EU will identify sensitive sites in the vicinity of actionable targets, though all field personnel should take care when transiting to and from actionable targets.
- Minimize the release of contaminants from orphaned containers into critical habitat and other aquatic areas.
- Removal of orphan pollution containers from sensitive habitats may require specialized operations to minimize impacts. Such operations shall be closely coordinated with Environmental Unit.

For Aerial Operations:

- Avoid hovering or landing aircraft in/near posted bird sites or areas with high bird concentrations.

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- No flights below 500 feet over Wildlife Refuges, Management Areas, bird rookeries or National Parks.

For open water operations:

- Do not block major egress points in channels, rivers, passes, and bays.
- Water channels shall be used for navigation through the marshes. Under no circumstances shall vessels run over the top of or across the marsh grasses. Stopping or landing a vessel on top of the marshes is prohibited.
- All vessel approaches to the marshes shall be limited to grounding the bow of the vessel on the fringe of the marsh, avoiding landing directly on top of the marsh grasses as much as possible.
- Special Use Permits are required for conducting Air Boat operations in National Wildlife Refuges. Contact EU to ensure proper permits have been obtained.
- If using Air Boats, maintain a distance of 1,000 feet from critical habitats, rookeries, and/or other high bird use areas to minimize disturbance.
- Monitor boom, lines and underwater equipment regularly to prevent fish/wildlife entanglement/entrapment.
- If a sea turtle or marine mammal is observed trapped or entangled in a boom, line, or anchoring systems, open the boom to free the animal and notify the Wildlife Branch and Environmental Unit.
- Watch for and avoid collisions with sea turtles and dolphins.

For land based operations (includes river levees, battures and spoil banks):

- Minimize ground-disturbing activities to as small an area as feasible to complete the task.
- Avoid posted/marked or other high bird use areas and minimize activities in critical habitat areas for endangered species.
- When working on/near sand beaches, do not disturb piping plovers.

For marsh operations:

- Maximize use of open water, dikes, existing roads and trails and stay away from undisturbed marsh. Access routes should be planned to minimize impacts to the environment.
- Do not create unnatural ruts, channels, dikes or drainage routes and do not re-use previously made tracks.
- Use care around bank and shoreline crossings at canals, natural water bodies and ditches.
- Avoid disturbing vegetation, marsh soils, or peat with foot traffic/boats/equipment.
- Travel corridors should be as narrow as possible with designed turn around area. Stay within designated access or travel lanes when present.
- Minimize removal of clean sediment, seaweed and natural debris. Replace removed materials if practical.
- Use low-pressure tire vehicles (e.g. ATVs, Gators) when practical and consult with the EU to minimize impact.

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- Avoid posted/marked or other high bird use areas and minimize activities in critical habitat areas for endangered species.
- Activities that may require removal of forested and shrub or scrub habitat should be minimized.
- Any foot traffic access to the marshes shall avoid oiled grasses and sediments and utilize one-way-in and one-way-out traffic with walking boards in travel lanes and crosswalks on the marsh.
- All foot traffic in oiled marshes will be done on the walking boards, with no direct foot traffic in the marsh. Walking boards should not be placed in un-oiled marsh areas, and no foot traffic or other entry by response personnel or equipment should occur in these un-oiled areas unless approved by the Unified Command.
- If a pollution target location is inaccessible or access with heavy equipment would result in unacceptable habitat damage relative to that posed by the pollution threat, specialized operations may be needed to minimize impacts. Specialized operations shall be closely coordinated with Environmental Unit.
- Water channels shall be used for navigation through the marshes. Under no circumstances shall vessels run over the top of or across the marsh grasses. Stopping or landing a vessel on top of the marshes is prohibited.

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

State Historic Preservation Office (SHPO)
Notification, Coordination and
Consultation

Annex M
July 2025

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1000 Introduction

1100 Purpose

This annex outlines the relationship between the U.S. Coast Guard and the Puerto Rico and US Virgin Island governments as it relates to notification, coordination and consultation under the National Historic Preservation Act, Section 106.

1200 Background

The [National Historic Preservation Act, Section 106](#), among other requirements, requires that “Federal agencies take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) with a reasonable opportunity to comment.” Additionally, it requires that the Federal agency involved “consult on the Section 106 process with State Historic Preservation Offices (SHPO)”.

2000 Action

In the event of an oil spill that itself, or its associated response actions, may reasonably impact cultural resources within Puerto Rico or the US Virgin Islands, the Federal On Scene Coordinator will initiate section 106 process in accordance with [Title 36 CFR Part 800](#).

3000 SHPO Interactions

{in development}

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Risk Analysis: Shoreline Cleanup Methods

Annex AA
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

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1000 Introduction

The best cleanup method for a particular shoreline segment will be determined during the shoreline assessment process. Teams will usually visit each contaminated shoreline segment and inventory the geological and ecological resources in order to select the most appropriate cleanup method(s). This annex provides shoreline cleanup matrices for use in the selection process of a particular cleanup method(s).

2000 Major Shoreline Types

Each shoreline type describes the nature of the land/water interface and intertidal zone. Each shoreline type is not intended to represent a coastal landform, although in some cases a shoreline type may be a landform. From the perspective of developing a relevant oil spill shoreline classification, all coastal landforms have shorelines. A knowledge of the coastal landform shoreline is important for trafficability, access, habitat sensitivity, oil behavior, and cleanup method selection. In all cases, spilled oil that reaches the shoreline impacts the intertidal zone, in some cases storms can disperse the oil onto subaerial surfaces. This is the reasoning used in developing the shoreline classification specifically for oil spill cleanup assessment and operations focused on the intertidal zone. The following describes each of the different shoreline types, providing information on physical characteristics, distribution, sediment texture, and landform associations within coastal Puerto Rico and USVI. There may be some cases where different shoreline types overlap. This overlapping structure occurs when a coastal landform has multiple shoreline types. An example of this is a prograding river delta where freshwater marsh and forested swamps are fronted by muddy tidal flats. Overlap may also be a function of seasonal variability, a summer fine sand beach versus a winter fine sand perched beach. Similar shoreline types are faced with similar response strategies and cleanup methods. On a shoreline cleanup operation, the knowledge of the types and amounts of shoreline oiled will allow you to accurately forecast manpower and logistical needs rapidly and accurately.

2100 Shoreline Type Definitions

The standard 15 shoreline types are defined by National Oceanic and Atmospheric Administration (NOAA), Office of Response and Restoration (ORR)'s [Shoreline Assessment Job Aid](#).

3000 Cleanup Method Decision-Making Guidance

Oil is a complex and variable natural substance. When released into the sea it can be transported long distances, undergo various physical and chemical changes, and adversely affect marine ecosystems. Oil's fate and effects depend on the type and quantity of oil spilled, properties of the oil as modified over time by physical and chemical processes, the organisms and habitats exposed, and the nature of the exposure. All of these factors should be considered when evaluating response methods.

The [2001 Characteristics of Response Strategies](#) and its companion guide, [Characteristic Coastal Habitats: Choosing Spill Response Alternatives](#) (NOAA 2000), were based on information contained in Environmental Considerations for Marine Oil Spill Response, published by the American Petroleum Institute, National Oceanic and Atmospheric Administration, the U.S. Coast

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Guard, and the U.S. Environmental Protection Agency. Characteristics of Response Strategies is a useful aid for informing people who will be participating in cleanup assessments as part of Operations and Planning Units within the Incident Command System.

4000 Shoreline Cleanup Matrices for Various Oils/Shorelines

{In development}

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Risk Analysis: Places of Refuge Policy

Annex BB
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1000 Introduction

A ship in need of assistance may require a temporary place of refuge with adequate water depth for lightering or repairs in order to protect the marine environment. Ships may need to be brought into a harbor, anchored, or moored in protected waters, or temporarily beached in order to safely make repairs and stop the loss of oil or other hazardous substances. Disabled ships need to be repaired in order to resume safe navigation and prevent a shipwreck resulting in the loss of fuel and/or cargo. If leaking ships are not repaired, spilled oil and hazardous substances may affect the public health, environmental resources, and shorelines.

There is no single place of refuge for all ships and all situations. Decisions relating to Places of Refuge encompass a wide range of security, environmental, social, economic, and operational issues that vary according to each situation, including the environmental sensitivity and protected status of the areas within or adjacent to a potential place of refuge. The initial decision to permit a ship to seek a place of refuge, as well as the decisions and actions implementing that decision, are based upon an assessment of the risk factors involved and the exercise of sound judgment and discretion.

Places of Refuge are sites that could be used for a disabled or damaged ship needing shelter for repairs. While information on potential sites may be pre-inventoried, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the U.S. Coast Guard Captain of the Port in consultation with other Federal agencies, State, Tribal, and Local governments, and other stakeholders will always be made on a case-by-case basis. If time allows the Captain of the Port will activate a Unified Command under the Incident Command System (ICS) to address a request for a place of refuge.

When a Place of Refuge incident occurs that is likely to involve more than one Area Contingency Plan, existing cross-jurisdictional protocols will be activate.

This section incorporates a decision-making process for Masters to use when requesting a place of refuge. The guidelines in this section incorporate the Guidelines on Places of Refuge for Ships in need of Assistance adopted by the International Maritime Organization (IMO), and assume use of ICS to manage the incident.

When safety of life is involved, existing search and rescue conventions and protocols should be used. When a ship is in need of assistance but safety of life is not involved, these guidelines should be followed to evaluate whether a ship should remain in the same position, continue on its voyage, be brought into a place of refuge, taken out to sea, or intentionally scuttled in deep water.

1100 Purpose

The purpose of this annex is to provide a decision-making process for response to requests for Places of Refuge; and to apply existing procedures for coordinated trans-boundary and trans-jurisdictional decision-making when necessary in responding to a request for the same.

1200 Definitions

Ship in need of assistance means a ship in a situation, apart from one requiring rescue of persons on board, which could lead to loss of the vessel or an environmental or navigational hazard.

A *ship* is defined as any vessel (self-propelled or non self-propelled) that can be used for the commercial carriage of cargo or passengers, as well as non-commercial applications, including but not limited to freight ships, tank ships, deck barges, tank barges, and large yachts.

Place of refuge means a place where a ship in need of assistance can take action to stabilize its condition, reduce the hazards to navigation, and to protect human life and the environment. Places of Refuge can be man-made harbors, port, natural embayments, or offshore waters.

MAS means a Maritime Assistance Service, as defined in the International Maritime Organization's resolution. PLEASE NOTE: In the US and Canada, the United States Coast Guard and the Canadian Coast Guard respectively are the agencies responsible for receiving reports and serving as the point of contact for the shipmaster while notifying reports and serving as the point of contact for the shipmaster while notifying other agencies in the event of an incident.

Guidelines mean each of the decision-making guidelines and matter set forth above and below. Notwithstanding any such word as "may," "should," "will," "must," or "shall:" these guidelines are intended solely as factors that may be considered during the execution and implementation of any such decisions.

Force Majeure is a doctrine of international law, which confers limited legal immunity upon vessels which are forced to seek refuge or repairs within the jurisdiction of another nation due to uncontrollable external forces or conditions. This limited immunity prohibits coastal state enforcement of its laws, which were breached due to the vessel's entry under force majeure.

1300 Jurisdiction

Under 33 CFR Part 6.04, the U.S. Coast Guard Captain of the Port (COTP) has authority to order ships into and out of ports, harbors, and embayment in order to protect the public, the environment and maritime commerce. The COTP is the designated Federal On-Scene Coordinator (FOOSC) for the U.S. coastal zone as per the National Contingency Plan (NCP), 40 CFR part 300. There may be some maritime homeland security situation where the COTP, acting as the Federal Maritime Security Coordinator (FMSC), may have access to Sensitive Security Information (SSI) and/or classified information (not readily shareable with other stakeholders) that may impact the final disposition of a vessel requesting "Force Majeure" or permitting a vessel to seek a place of refuge or approval of a salvage plan. These circumstances are dealt with on a case-by-case basis and information shared with other agencies is on a "need to know" basis.

Puerto Rico and the U.S. Virgin Islands has the authority to represent and protect State interests for incidents within State waters. The State has jurisdiction over state-owned shoreline and in near-shore waters out to three miles.

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Local governments or port authorities may have authority over near-shore waters including ports and harbors. If so, a local government or port representative may serve as a Local On-Scene Coordinator per the PR & USVI ACP.

Natural Resource agencies have authority to manage their lands, marine areas, wildlife, habitat, and natural resources as mandated in their laws and regulations. Natural Resource agencies fill position in ICS and provide resource information to the UC. In addition, Natural Resource agencies are member of the CRRT.

Tribal governments may own land and have fishing rights in marine areas that could be impacted by a ship seeking a place of refuge. If so, a tribal government representative(s) may fill position in ICS or may serve as a Local On-Scene Coordinator per the PRUSVI ACP.

The Master of the ship has control of the ship and is responsible for requesting a place of refuge from the COTP. The Master provides details on the status of the ship and justification for needing a place of refuge in accordance with the IMO Guidelines on Places of Refuge.

1400 Management Structure to Address Places of Refuge

If time allows, the COTP should consult with appropriate federal, state, and local stakeholders via the RRT or other appropriate mechanism to address a request for a place of refuge. A Unified Command (UC) may be activated as required. The UC should provide an opportunity for consultation with resource agencies, tribal governments, local authorities, and other stakeholders as appropriate. Technical specialists, such as marine engineers, maritime pilots, vessel inspectors/surveyors, or salvors may be activated to assist in managing the incident. The UC should utilize the checklists provided in this manual, based on pre-identified information whenever available, to determine the risk associated with the request. Once identified, an analysis should be performed balancing the public and environmental risks with the risks to the ship and the ship/cargo owner in order to decide is and where to move a ship in need of assistance.

If there is not time to activate a UC or the RRT, the COTP should make the decision whether to grant or deny the request for a place of refuge. To the extent possible, the COTP should use the checklists provided in this annex, and reference pre-identified potential Places of Refuge to select an appropriate site. Following the decision, the COTP should immediately notify appropriate stakeholders.

This annex provides a template for pre-identified information to support the decision making checklists below, consistent with section 3.5-3.6 of the IMO Guidelines on Places of Refuge for Ships in Need of Assistance.

2000 Decision Making Process

The COTP, in consultation with the UC and if available the RRT, should perform an objective analysis of the advantages and disadvantages of allowing or not allowing a ship in need of assistance to proceed to a place of refuge. This analysis should identify the potential environmental, social, economic, and security impacts at the site. The COTP will consider these multiple factors to determine the appropriate course of action to prevent and mitigate the short- and long-term impacts to public health and the environment, local commerce, the ship and the ship/cargo owners.

The COTP should evaluate consequences to the vessel and the environment:

- If the ship remains in the same position;
- If the ship continues on its voyage;
- If the ship reached a place of refuge;
- If the ship is taken out to sea; or
- If the ship is intentionally scuttled in deep water.

The decision-making process should evaluate each of these options using the following steps to determine if a ship in need of assistance should be granted a place of refuge. These steps are not in prioritized order, but should be addressed as part of a total assessment for each of the five options above.

2100 Step 1

The Master of the vessel, or his/her representative (the operating company and/or salvor), should request a place of refuge from the appropriate COTP. The Master should provide as much information as possible, including:

- The status of the ship. Crew, passengers, and weather;
- Medical issues, deaths, or needs of assistance and the specific assistance required;
- Intended actions and potential consequences if the request for a Place of Refuge is denied;
- If the ship is flooding, whether the pumping system is operable and is keeping up with the flooding rate;
- Status of vessel steering, propulsion, and firefighting capability;
- The steps already taken to mitigate the problem, and results;
- What needs or requirements will the ship have once in a place of refuge; and
- Status of notifications completed by Master: i.e. owners/operators/agents/Qualified Individuals/Class Society, etc.

2200 Step 2

When time allows, the COTP should consult with appropriate agencies via the RRT to address the issue, and activate a UC when the situation dictates. If there is not time to consult with partner agencies, the COTP should grant or deny the request for a place of refuge, and inform the State, other concerned agencies, and appropriate stakeholders at the earliest time to determine if any protective measures are required.

2300 Step 3

In either case, the COTP or UC should:

- Require the vessel Master, owner/operator, or agent; Qualified Individual etc. to contract with a salvor and oil spill removal organization (OSRO), or other specialized contractor if this has not already been done;
- As the situation dictates, establish a command post and prepare to initiate a response;
- If the vessel is drifting, determine its trajectory to shore and potential impact sites;
- Notify the Federal Bureau of Investigation (FBI) Intelligence Coordination Center or the DHS Homeland Security Operations Center if there are any security concerns;
- When appropriate and if time allows, dispatch an inspection team with expertise appropriate to the situation to board the ship and evaluate conditions, depending on risk, sea conditions, security risk, nature of distress etc;
- Confer with the USCG MSC Ship Salvage Group, the vessel owners or naval architects;

In addition, the following factors will be evaluated to determine if the ship in need of assistance should remain in the same position, continue on its voyage, be taken out to sea, intentionally scuttled, or be directed to a place of refuge.

Human Health & Safety

Safety and Health condition of those on board as well as risk to public safety

Environment

The environmental consequences of staying put, continuing on its voyage, being taken out to sea, being intentionally scuttled in deep water, or going to a place of refuge (reference Step 5 below)

Ship Status & Risk Factors

The type and size of the ship

The status/seaworthiness of the ship, in particular buoyancy, stability, structural integrity, availability of propulsion and power generation, docking ability, progressive deterioration, etc.

Types, quantities, hazards, and condition of petroleum products, hazardous substances, and/or other cargo onboard

The impending threat to the ship or need for a pilot

Weather conditions and forecasts

The Master's ability to navigate the ship or need for a pilot

Distance and estimated time to reach a place of refuge

Vessel traffic in the area where the ship is currently located

Mitigation measures already taken

Determine crew status, health, staffing levels, etc.

Response & Salvage Resources

Availability or rescue tugs/tow vessels of sufficient size and power to aid the ship in distress

Salvage and spill response resources on-scene with the ship and available during transit

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- Vessel traffic in the potential destination area
- Access to a pier or dock with repair facilities
- Whether salvage and lightering can safely be performed at each alternative location

Other Command Management Factors

- Provisions of financial security and insurance by the ship owner/operator
- Agreement by the Master and owner/operator of the ship to the proposals of the COTP/UC
- Public expectations and media outreach
- Capability of Master to detain crew on board until cleared by Customs and Border Protection and the USCG

2400 Step 4

If the COTP/UC determines that the risks are generally acceptable to direct a ship into a place of refuge, the following factors should be further evaluated to determine a specific place.

Human Health & Safety

- Assessment of human factors, including crew fatigue and overall health
- Safety of persons at or near the place of refuge with regard to risks of explosion, fire, and pollution
- Security concerns associated with a port or harbor area
- Available emergency response capabilities and evacuation routes and facilities
- Available fire-fighting and police capabilities

Environment

- Potential environmental and cultural impacts of pollution (reference Step 5 below) or the response to a pollution incident
- Existing resource protection strategies and availability or response resources to implement the strategies
- Status of potential Place of Refuge (protection status, commercial area, near population centers)

Port or Anchorage Area Criteria

- The type and size of the ship in relation to the size of the place of refuge
- Adequate water depth to accommodate the ship
- Navigational approach, including vessel traffic and associated risks
- Pilotage requirements
- Tides and currents
- Seasonal conditions
- Anchoring ground or suitable docking facilities
- Availability of repair facilities such as dry docks, workshops, and cranes
- Military operations in vicinity
- Availability of cargo transfer and storage facilities
- Land/Air access
- Weather and sea state including prevailing winds
- Requirements from port authorities, area landowners/managers

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- Are the proposed activities specifically prohibited and/or are there permitting or notification requirements that need to be followed

Beaching Site Criteria

- Depth of water, not covering vessel deck
- The type of shore bottom
- Navigational approach and pilotage requirements
- Seasonal conditions
- The openness of the site to ocean waves/currents
- Land and/or air access
- Prevailing wind patterns and forecasts
- Tidal range
- Vessel stability and structure for beaching

Economic Factors

- Potential economic impacts of pollution
- Potential disruptions to other port operations or marine commerce
- Potential impacts on local fisheries, commercial fisheries, and/or natural resources exposed on the transit route
- Economic impact of the decision on the ship owner/operator and the cargo owner
- Economic impact related to loss of natural resources, area quality and recreational use

Response, Salvage, Firefighting, and Repair Resources

- Available salvage and spill response resources
- Available firefighting resources
- Availability or appropriate and compatible lightering equipment and receiving vessels
- Availability of product storage (e.g., tank barge, shore-side storage tank, other ships)
- Availability of skilled labor and trained personnel
- Access to repair equipment and facilities
- Salvage and response vessel access to the Place of Refuge

Other Command Management Factors

- Liability, insurance, and compensation issues and limits
- Requirements of jurisdictional authorities for financial responsibility and bonding
- Required notifications such as maritime pilots, Immigration, Customs, and security
- Transitional or trans-jurisdictional coordination agreements/plans, if applicable
- Public expectations and media outreach

2500 Step 5

To protect environmental, historic, and cultural resources, the COTP/UC should determine the presence of and proximity to the following for any Place of Refuge location:

- Resources at risk such as threatened or endangered species, seasonal breeding locations, or designated critical habitat
- Essential fish habitat
- Maricultural/aquaculture facilities
- Other priority sensitive areas, including cultural and historic properties
- Other resources, lands and/or waters with special designations
- Offshore fisheries
- Near shore fisheries
- Subsistence use patterns and treaties
- Recreation/tourism information
- Spill trajectories

2600 Step 6

After the final analysis has been completed and a decision made, the COTP or UC through a formal document (such as a Decision Memo), should ensure that other authorities and stakeholders are appropriately informed.

3000 Area List of Potential Stakeholders

The PRUSVI AC should ensure that current contact information is available through the committee members for the categories listed below:

- Federal On-Scene Coordinator
- State On-Scene Coordinator
- Federal Natural Resource Trustees
- State Natural Resource Trustees
- Federally-Recognized Tribes or First Nations
- Land Owners/Land Managers in addition to trustees identified above
 - Local (e.g., county/municipal) governments
 - Potentially impacted facility owners
 - Port Authorities
- Other Stakeholders or Agencies
 - Regional Citizen Advisory Councils or other appropriate public interest groups
 - Harbor Safety Committees
 - Selected commercial operator (e.g., fish hatcheries, agriculture sires)
 - Immigration, Customs, the Federal Bureau of Investigation, the Department of Homeland Security, and the Federal Emergency Management Agency
 - Maritime pilot groups serving the area
 - Center of Disease Control/State and Local Health Departments

4000 Template for Responding to Requests for Places of Refuge

The templates in this annex support the decision-making checklist in the Places of Refuge Manual by providing for the advance collection of information and are therefore crucial to expediting decision-making.

While information on possible sites may be pre-inventoried, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the COTP in consultation with other agencies and stakeholders will always be made on a case-by-case basis.

A workgroup may be established to pre-identify information on coastal port or places that will give the COTP valuable information on a decision to choose a Place of Refuge in an emergency situation. The workgroup may include representatives from the USCG, the State, Local and Natural Resource Agencies, and marine pilots associations. In addition, native tribes and other interested and knowledgeable stakeholders should be invited to participate.

4100 General Information

- Casualty risk associated with the routine vessel traffic routes in the planning area
- Availability of rescue tugs/tow vessels of sufficient size and power to aid in the vessel in distress and predicted arrival times
- Salvage, lightering, firefighting, and spill response resources available to this jurisdiction, including delivery times
- Transnational or trans-jurisdictional coordination agreements/plans, if applicable
- Shorelines likely to be impacted either during transits to a place of refuge or if refuge is denied:
 - Shoreline names and locations as appropriate
 - Shoreline types and generally acceptable cleaning methods
 - Description of sensitive resources/areas along the coastlines likely to be impacted, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
- Existing resource protection strategies
- General wind/wave/current information and source for real-time tide/wind/wave/current information
- Seasonal conditions
- Potential risks to populations along the coasts with regard to explosion, fire and pollution; availability of evacuation routes
- General information on coastal vessel traffic patterns
- Other pertinent information

4200 Choosing a Place of Refuge

4210 Docks and Piers

For each site determine:

- Site number (to correspond to map/chart showing location)
- Site name
- Site location
- Water depth at mean low tide
- Beach/shoreline types and generally
- Bottom types
- General wind/wave/current information
- Openness of the site to ocean waves/currents
- Source for real-time tide/wind/wave/current information
- Seasonal conditions
- Standard navigational approach, including vessel traffic patterns and associate risks
- Pilotage requirements
- Nearby port operations and potential impacts
- Brief description of port facilities
- Brief description of repair facilities/capabilities/skilled labor
- Availability or cargo transfer and storage facilities
- Land and/or air access
- Risk to persons at or near the location with regard to explosion, fire, and pollution; availability or evacuation routes
- Description of sensitive resources/areas at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
- Existing resource protection strategies
- Availability of salvage, spill response, and emergency response resource including police and firefighting
- Security measures in place
- Requirements for permission from area landowners/managers
- Financial assurance requirements of port authorities
- Liability and compensation issues and limits
- Required notification such as Immigration or Customs
- Identification of Stakeholders including 24/7 contact information
- Other pertinent information

4220 Anchorage and Moorings

For each site determine:

- Site number (to correspond to map/chart showing location)
- Site name
- Site location (descriptive and lat/long coordinates)
- Water depths at mean low tide
- Beach/shoreline types and generally accepted cleaning methods
- Bottom types

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-] General wind/wave/current information
-] Openness of the site to ocean waves/currents
-] Source for real-time tide/wind/wave/current information
-] Seasonal conditions
-] Standard navigational approach, including vessel traffic and associated risks
-] Pilotage requirements
-] Nearby port operations, if any, and potential impacts
-] Brief description of the facilities (if any)
-] Availability of cargo transfer and storage vessels
-] Land and/or air access
-] Risks to persons at or near the location with regard to explosion, fire, and pollution; availability of evacuation routes
-] Description of sensitive resources/area at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
-] Existing resource protection strategies
-] Availability of salvage, spill response, and emergency response resource, including police and firefighting, and their potential access to the site
-] Security measures in place
-] Requirements for permission from area landowners/managers, is applicable
-] Financial accordance requirements of local port authorities, is applicable
-] Liability and compensation issues and limits
-] Required notifications such as Immigration or Customs
-] Identification of stakeholders including 24/7 contact information
-] Other pertinent information

4230 Beaching Sites

For each site determine:

-] Site number (to correspond to map/chart showing location)
-] Site name
-] Site location (descriptive and lat/long coordinates)
-] Water depths at mean low tide
-] Beach/shoreline types and generally accepted cleaning methods
-] Bottom types
-] General wind/wave/current information
-] Openness of the site to ocean waves/currents
-] Source for real-time tide/wind/wave/current information
-] Seasonal conditions
-] Standard navigational approach, including vessel traffic and associated risks
-] Pilotage requirements
-] Nearby port operations, if any, and potential impacts
-] Brief description of the facilities (if any)
-] Availability of cargo transfer and storage vessels
-] Land and/or air access
-] Risks to persons at or near the location with regard to explosion, fire, and pollution; availability of evacuation routes

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- [] Description of sensitive resources/area at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
- [] Existing resource protection strategies
- [] Availability of salvage, spill response, and emergency response resource, including police and firefighting, and their potential access to the site
- [] Security measures in place
- [] Requirements for permission from area landowners/managers, is applicable
- [] Financial accordance requirements of local port authorities, is applicable
- [] Liability and compensation issues and limits
- [] Required notifications such as Immigration or Customs
- [] Identification of stakeholders including 24/7 contact information
- [] Other pertinent information

Puerto Rico & US Virgin Islands

Area Contingency Plan

(PRUSVIACP)

Health and Safety Plan

Annex CC

July 2025

Puerto Rico & U.S. Virgin Islands Area Contingency Plan

Record of Changes

Change Number	Change Description	Part Number	Change Date	Name
1				
2				
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1000 Introduction

1100 Background

This policy was developed to provide Federal and State health and safety guidance for oil/hazardous substance incidents within the boundaries of the PRUSVI Area Committee.

1200 Purpose

The purpose of health and safety efforts conducted during an environmental emergency are to ensure the protection of the responders, clean-up crews and the public from possible hazards. The guidance contained in this policy is intended to assist Safety Officers to establish, manage, and operate a safe spill response.

2000 Health and Safety

2100 Federal Health and Safety Guidance

Federal and state government employees, private industry employees, and other contract personnel involved in oil spill response activities must comply with all applicable worker health and safety laws and regulations. The Occupational Safety and Health (OSH) Act was enacted December 29, 1970 and granted authority to the Secretary of Labor to promulgate, modify, and revoke safety and health standards. The primary federal regulations for hazardous waste operations and emergency response are found in 29 CFR Part 1910.120. This regulation specifies the safety and health requirements for employees involved in operations at uncontrolled hazardous waste sites being cleaned up under government mandate and in certain hazardous waste treatment, storage, and disposal operations conducted under the Resource Conservation and Recovery Act of 1976 (RCRA). The regulations apply to both emergency response and post-emergency response clean-up of hazardous substance spills. The definition of hazardous substance used in these regulations is much broader than CERCLA, encompassing all materials listed in 49 CFR Part 172. Most oils and oil spill responses are covered by these regulations. Response policies shall be consistent with federal regulations.

The Occupational Safety and Health Administration (OSHA) classifies an area impacted by oil as an uncontrolled hazardous waste site. The role of the site safety and health supervisor is to assess the site, determine the safety and health hazards present, and determine if Federal OSHA regulations apply. If an OSHA field compliance officer is on scene, he/she should be consulted to determine the applicability of OSHA regulations. Disputes should be referred to the Department of Labor representative of the RRT.

One key provision of the OSH Act provided 50/50 funding to those states that developed their own state program, which is at least as effective as the federal program in providing safe and healthful employment.

2200 PR/ USVI Health and Safety Guidance

Federal regulations specify minimum training levels for responders to hazardous substance incidents. OSHA enforces the requirements for federal and private workers. State and local employees must follow the same regulations.

3000 Safety Officer Advance Planning

The incident Safety Officer (SOFR) will need personnel and equipment very quickly in the event of an incident. It would be beneficial to have preset lists of resources, equipment, personal protective equipment (PPE), and personnel for a large incident that could be pared down for smaller incidents. This will allow the SOFR to submit a request to the Logistics Section quickly while the SOFR begins to address the chaotic issues at the beginning of an incident. A go kit with information resources preprinted, or on computer disk (laptop and personnel printer if available) and some safety and detection equipment would increase the response effectiveness of the SOFR. A good Site Safety and Health plan (see below) form that the SOFR is familiar with will be a good guide/checklist to cover the safety issues of an incident and quickly develop the site safety plan. This type of preplanning is critical to allow the SOFR to quickly address the needs of the personnel responding to an incident.

4000 Site Safety and Health Plans

The following site safety and health plans can be used as a general guide to facilitate rapid development of site safety and health plans during spill response. They are NON-MANDATORY guidelines intended to support appropriate site-specific planning. They were developed for response personnel involved in Emergency and/or Post-Emergency operations and may not provide sufficient detail for long-term remedial sites.

A generic site safety and health plan is provided for oil/hazardous substance responses along with a PROPOSED ASTM STANDARD Site Safety and Health Plan for oil spill response. Both documents provide a set of attachments that should be used as needed. The generic and proposed ASTM standard site safety plans are not intended to satisfy all requirements for written procedures. A specific site safety and health plan must be supported by other documents which add more detailed information and which may not necessarily be needed in the field (EXAMPLES: a site safety and health program, a respiratory protection program, or a medical monitoring program.) Once the PROPOSED ASTM STANDARD is approved this will replace the generic Site Safety and Health Plan in the policy.

4100 ICS Compatible Site Safety and Health Plan

4110 Purpose

The ICS compatible Site Safety and Health Plan, ICS Form 208, is designed for safety and health personnel that use ICS. It is compatible with ICS and is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response regulation (29 CFR Part 1910.120). The plan avoids the duplication found between many other site safety plans and certain ICS forms. It is also in a format familiar to users of ICS.

4120 Development

The ICS compatible Site Safety and Health Plan was initiated at USCG Headquarters, Office of Response in 1998. Several Coast Guard personnel were involved in the development and review of the plan. The plan was then reviewed and refined by industry representatives.

4200 Emergency Safety and Response Plan (Form SSP-A)

4210 Purpose

The Emergency Safety and Response Plan provide the SOFR and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response. It is only used during the emergency phase of the response which is defined as a situation involving an uncontrolled release/discharge. It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, 29 CFR Part 1910.120.

4220 Preparation

The SOFR or his/her designated staff initiates the Emergency Site Safety and Response Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). Form SSP-G need not be completed if this form is used. When the operation proceeds into the post-emergency phase (site stabilized and clean-up operations begun) forms SSP-B and SSP-G should be used. For large incidents, the Emergency Site Safety and Response Plan complements the Incident Action Plan. For smaller incidents, the Emergency Site Safety and Response Plan complements ICS Form 201.

4230 Distribution

The Emergency Safety and Response Plan is completed by the SOFR and forwarded to the Planning Section Chief. Copies are made and attached to the Assignment List(s), ICS Form 204. The Operations Section Chief, Directors, Supervisors, or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The SOFR is responsible for ensuring that the Emergency Site Safety and Response Plan properly addresses the hazards of the operation. The SOFR accomplishes this through on site enforcement and feedback to the operational units.

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4240 Instructions

Table 1 Emergency Safety and Response Plan (Form SSP-A) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
5	Organization	List the personnel responsible for these positions. IC and SOFR are mandatory.
6	Physical Hazards & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, over packing, etc.) Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Chemicals	List the chemicals involved in the response. Chemicals may be listed numerically. Check off hazards, potential health effects, pathway of dispersion, and exposure route to the chemical. Numbers corresponding to the chemical may be entered into the check blocks to differentiate. Check off PPE to be used. Identify the type of PPE selected (for example: gloves: butyl rubber).
8	Instruments	Indicate the instruments being used for monitoring. List the action levels adjacent to the instruments being used. Identify the chemicals being monitored. List the physical parameters of the chemicals. Use a separate form for additional chemicals monitored.
9	Decontamination	Check off the decontamination steps to be used. Numbers may be entered to indicate the preferred sequence. Identify any intervening steps necessary on the form or in a separate attachment.
10	Site Maps	Draw a rough site map. Ensure all the information listed is identified on the map.
11	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
12	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers for frequencies for the command, tactical, and entry functions.
13	Site Security	Identify the personnel assigned. Identify security procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
14	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
15	Prepared by:	Enter the name and position of the person completing the worksheet
16	Date/time briefed	Enter the date/time the document was briefed to the appropriate workers and by whom.

4300 Site Safety Plan (Form SSP-B)

4310 Purpose

The Site Safety Plan provides the SOFR and ICS personnel a plan for safeguarding personnel during the post-emergency phase of an incident. The post-emergency phase is when the situation is stabilized and cleanup operations have begun. SSP-B is intended to meet the requirements of the HAZWOPER regulation, 29 CFR Part 1910.120.

4320 Preparation

The SOFR or his/her designated staff initiate the Site Safety Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). The plan is then reproduced and, at a minimum, sent to ICS Group/Division Supervisors. They amend it according to unique job or on-scene hazards with support from the SOFR and/or his/her staff (detailed site characterization). The plan is continuously updated to address changing conditions. During the first hours of the response, where most response functions are in the emergency phase, the SOFR may choose to use the Emergency Safety and Response Plan (SSP-A) in lieu of the Site Safety Plan. For large incidents, the SSP-B compliments the Incident Action Plan. For smaller incidents, the SSP-B compliments ICS Form 201. The SOFR is encouraged to use the HAZWOPER Compliance Checklist (Form SSP-K) to ensure the Incident Action Plan and the 201 address the requirements and all other pertinent ICS forms (203, 205, 206, etc.) are completed.

4330 Distribution

The initial Site Safety Plan completed by the SOFR is forwarded to the Planning Section Chief. Copies are made and attached to the Assignments List(s), ICS Form 204. The Operations Section Chief, Directors, Supervisors, or Leaders get a copy and make on site amendments specific to their operation. They must also ensure it is available on site for all personnel to review. The SOFR provides personnel from his/her staff to assist in the detailed site characterization. The SOFR is responsible for ensuring that the Site Safety Plan for each assignment properly addresses the hazards of that assignment. The SOFR shall ensure completion of the Worker Acknowledgement Form (SSP-I). The SOFR accomplishes this through on site enforcement and feedback to the operational units.

4340 Instructions

Table 2 Site Safety Plan (Form SSP-B) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Group/Division Sup Strike Team/TF Leader	The Supervisor/leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies.
9	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
10	Job/Task Activity	Enter Job/Task & Activities, list hazards, list potential injury and health effects, check exposure routes and identify controls. If more detail is needed for controls, provided attachments.
11	Prepared by	Enter the name and position of the person completing the worksheet
12	Briefed on _____ by	Enter the sate/time the document was briefed to the appropriate workers and by whom

4400 Site Map for Site Safety Plan (SSP-C)

4410 Purpose

The Site Map for the Site Safety Plan is required by 29 CFR Part 1910.120. It provides, a single visual description of the site, which can help ICS personnel locate hazards, identify evacuation routes, and places of refuge.

4420 Preparation

The Site Map for the Site Safety Plan can be completed by the SOFR, his/her staff, or by ICS personnel (Group Supervisors, Task Force/Strike Team Leaders) working at a site with unique and specific hazards. One or several maps may be developed, depending on the size of the incident and the uniqueness of the hazards. The key is to ensure that the workers using the map(s) can clearly identify the work zones, locations, of hazards, evacuation routes and places of refuge.

4430 Distribution

This form must be located with the Site Safety Plan (SSP-B). It follows the same distribution route.

4440 Instructions

Table 3 Site Map for Site Safety Plan (SSP-C) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignments applies
4	Safety Officer	Enter then name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies
9	Include	Ensure the map includes the listed items provided in this block
10	Prepared by	Enter the name and position of the person completing the worksheet
11	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5000 ICS Forms

5100 Emergency Response Plan (ICS Form 208D)

5110 Purpose

The Emergency Response Plan provides information on measures to be taken in the event of an emergency. It is used in conjunction with the Site Safety Plan (Form SSP-B). It is required by 29 CFR Part 1910.120.

5120 Preparation

The SOFR, prepares the Emergency Response Plan. A copy of the Medical Plan (ICS Form 206) shall always be attached to this form.

5130 Distribution

This form must be located with the Site Safety Plan (SSP-B) follows the same distribution.

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5140 Instructions

Table 4 Emergency Response Plan (ICS Form 208D) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisors/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies
8	Attachments	Enter attachments. ICS Form 206 must be included
9	Emergency Alarm	Enter a description of the sound of the emergency alarm and its location
10	Backup Alarm	Enter a description of the sound of the emergency alarm and its location
11	Emergency Hand Signals	Enter the emergency hand signals to be used
12	Emergency Personal Protective Equipment Requires	Enter the emergency PPE that may be needed in the event of an emergency
13	Emergency Notification Procedures	Enter the procedures for notifying the appropriate personnel and organizations in the event of an emergency
14	Places of Refuge	Enter by name the place of refuge personnel can go to in the event of an emergency
15	Emergency Decon & Evacuation Steps	Enter emergency decontamination steps and evacuation procedures
16	Site Security Measures	Enter site security measures needed for emergencies
17	Prepared by	Enter the name and position of the person completing the worksheet
18	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5200 Daily Air Monitoring Log (Form SSP-E)

5210 Purpose

The Daily Air Monitoring Log provides documentation of air monitoring conducted during an incident. The log is supplement to the Site Safety Plan (SSP-B). It is only required when performing air monitoring operations. The information used from the log can be used to update the Site Safety Plan.

5220 Preparation

Persons conducting monitoring complete the Daily Air Monitoring Log. Normally these are air-monitoring units under the Site Safety Officer. If there is a decision not to monitor during a spill, articulate justification shall be noted and provided to all impacted ICS personnel.

5230 Instructions

Table 5 Daily Air Monitoring Log (Form SSP-E) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Location & size of site	Enter the geographical location of the site and the approximate square area
6	Hazards of concern	Enter the hazards being monitored
7	Action Levels	Enter the hazards being monitored
8	Weather	Enter weather information. Ensure units of measure are listed. Include wind direction and wind speed.
9	Air Monitoring Data	Enter the instruments type and number, persons monitoring, results with appropriate units, location of reading, date and time of reading, interferences and comments. Detection limits of the instruments used should be captured in 9.g, interferences and comments.
10	Safety Officer Review	The Safety Officer must review and sign the form

5300 Personal Protective Equipment (SSP-F) Form

5310 Purpose

The Personal Protective Equipment (PPE) Form is a list of PPE used in operations. The listing of PPE is required by 29 CFR Part 1910.120.

5320 Preparation

The PPE form is completed by the SOFR, or his/her staff. PPE common to all ICS Operations personnel is addressed first. Jobs with unique PPE requirements (i.e. fall protection) are addressed next. When the form is delivered on site, the ICS Director, Supervisor, or Leader may amend the list to ensure personnel are adequately protected from job hazards. It must be completed prior to the outset of any operation, unless addressed elsewhere by Standard Operating Procedures.

5330 Distribution

This form must be located with the Site Safety Plan (SSP-B). It therefore follows the same distribution.

5340 Instructions

Table 6 Personal Protective Equipment (SSP-F) Form Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	Hazard(s) Addressed	Enter the hazards that need to be safeguarded against
8	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
9	Equipment	List the equipment needed to address the hazards. If pre-designed Safe Work Practices are used, indicate here and attach form
10	References consulted	List the references used in making the selection of PPE
11	Inspection procedures	Enter the procedures for inspecting PPE prior to donning. If pre-designed Safe Work Practices are used, indicate here and attach to form
12	Donning Procedures	Enter the procedures for putting on the PPE. If pre-designed Safe Work Practices are used, indicate here and attach to form
13	Doffing Procedures	Enter the information for removing the PPE. Of pre-designed Safe Work Practices are used, indicate here and attach to form
14	Limitations and Precautions	List the limitations and precautions when using PPE. Include the maximum time to be inside the PPE. Heat Stress concerns, psychomotor skill detraction and other factors
15	Prepared by	Enter the name as position of the person completing the worksheet
16	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5400 Decontamination Form

5410 Purpose

The Decontamination form provides information on how workers can avoid contamination and how to get decontaminated. It is a supplemental form to the Site Safety Plan.

5420 Preparation

The Decontamination Form can be completed by the SOFR, and members of his/her staff, or by the Group/Division Supervisor, Task Force/Strike Team Leader on the site.

5430 Distribution

This form must be located with the Site Safety Plan (SSP-B). It follows the same distribution.

5440 Instructions

Table 7 Decontamination Form Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
8	Hazard(s) Addressed	Enter the hazards that need to be safeguarded against
9	Equipment	List the equipment needed to address the hazards. If pre-designed Safe Work Practices are used, indicate here and attach form
10	References consulted	List the references used in making the selection for PPE
11	Contamination Avoidance Practices	Enter procedures for personnel to avoid contamination. If pre-designed Safe Work Practices are used, indicate there and attach to form
12	Decon Diagram	Draw a diagram for the decontamination operation. If pre-designed Safe Work Practices are used, indicate here and attach to form
13	Decon Steps	List the decontamination steps
14	Prepared by	Enter the name and position of the person completing the worksheet
15	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5500 Site Safety Enforcement Log (SSP-H)

5510 Purpose

The Site Safety Plan Enforcement Log is used to help enforce safety during an incident.

5520 Preparation

The SOFR and/or his/her staff complete the Site Safety Plan Enforcement Log. The log is completed as Safety personnel are on scene reviewing the site. It should be completed at a minimum once per day. The number of enforcement logs to be completed depends on the size of the incident. Enough should be completed to ensure that site safety is being adequately enforced.

5530 Distribution

The Site Safety Enforcement Log, when completed, is delivered to the SOFR. The SOFR can use the form to amend the Site Safety Plan (SSP-A or B).

5540 Instructions

Table 8 Site Safety Enforcement Log (SSP-H) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
7	Attachment	List any attached supporting documentation
8	Job/Task Activity	Enter only those Job Task/activated for which a deficiency is noted
	Hazards	Enter the hazards not being sufficiently addressed
	Deficiency	Enter the deficiency
	Action Taken	Enter the corrective action taken to address the deficiency
	Safety Plan Amended?	Enter whether the onsite safety plan was amended
	Signature of Supervisor/Leader	Ensure the Supervisor/Leader signs the form to acknowledge the deficiency
9	Prepared by	Enter the name and position of the person completing the worksheet
10	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5600 Worker Acknowledgement Form (SSP-I)

5610 Purpose

The Worker Acknowledgement form is used to document workers who have received safety briefings.

5620 Preparation

Those personnel responsible for conducting safety briefings complete this form initially. Once the briefings are completed, workers who were briefed print their name, sign, date, and indicate the time of the briefing.

5630 Distribution

This form is returned to the SOFR or designated representative at the end of each operational period.

5640 Instructions

Table 9 Worker Acknowledgement Form (SSP-I) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Site Location	Indicate the location where the briefings are held
3	Attachment	Indicate any attachments used as part of the briefings
4	Type of briefing	Check the block next to the type of briefing
5	Presented by	Enter the name of the person conducting the briefing
6	Date	Enter the date of the briefing
7	Time	Enter the time of the briefing
8	Worker Name	Workers receiving the briefing print their name, sign, date, and enter the time they acknowledge the briefing

5700 Emergency Safety and Response Plan Compliance Checklist (SSP-J)

5710 Purpose

The purpose of the Emergency Safety and Response Plan 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with 29 CFR part 1910.120, HAWOPER. It also identifies how from SSP-J can be used to satisfy the HAZWOPER requirements. This checklist is an optional form.

5720 Preparation

The Emergency Safety and Response Compliance Checklist is completed by the SOFR or his/her staff as frequent as necessary whenever the SOFR wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (SSP-H). The Site Safety Plan Forms (A-G) best meet some of the requirements. The Incident Action Plan is suited to address other requirements, and the SOFR should ensure the IAP addresses them. Other requirements are performance based and are best evaluated on scene by the SOFR or his/her staff.

5730 Distribution

The SOFR should maintain the Emergency Safety and Response Plan 1910.120 Compliance Checklist.

5740 Instructions

**Table 10 Emergency Safety and Response Plan Compliance Checklist (SSP-J)
Instructions**

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
5	Location of site	Enter site location
6	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
7	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
8	ICS Form	List this requirements covered in SSP-A
9	Check Block	Enter the check if the site satisfies the requirement
10	Comments	This provides additional information on the requirement. The user may also enter comments
11	Prepared by _____	Enter the name and position of the person completing the worksheet

6000 HAZWOPER

6100 HAZWOPER 1910.120 Compliance Checklist

6110 Purpose

The purpose of the HAZWOPER 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with 29 CFR Part 1910.120, HAZWOPER. It also identified how other ICS forms can be used to satisfy the HAZWOPER requirements. This is an optional form.

6120 Preparation

The HAZWOPER 1910.120 Compliance Checklist is completed by the SOFR or his/her staff as frequently as necessary when the SOFR wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (SSP_H). The Site Safety Plan Forms (A-G) best meet some of the requirements. The Incident Action Plan is suited to address other requirements, and the SOFR should ensure the IAP addresses them. Other requirements are performance based and are best evaluated on scene by the SOFR or his/her staff.

6130 Distribution

The HAZWOPER 1910.120 Compliance Checklist should be maintained by the SOFR.

Puerto Rico & U.S. Virgin Islands Area Contingency Plan

6140 Instructions

Table 11 HAZWOPER 1910.120 Compliance Checklist Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
5	Location of site	Enter site location
6	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
7	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
8	ICS Form	List those ICS Forms that cover the requirement. IAP designations mean it should be covered in the IAP, it does not guarantee it is covered. The SOFR must ensure this.
9	Check Block	Enter the check if the site satisfies the requirement
10	Comments	This provides additional information on the requirement. The user may also enter comments
11	Prepared by _____	Enter the name and position of the person completing the worksheet

6200 HAZWOPER 1910.120 Drum Compliance Checklist (SSP-L)

6210 Instructions

Table 12 Drum Compliance Checklist (SSP-L) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the SOFR and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & Size of the site	Enter the geographical location of the site and the approximate square area
7	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies
8	Note	<u>Tanks and vaults</u> should also be treated in the same manner as described in the checklist (1910.120(j)(9).
9	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
10	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
11	Check Block	Enter the check if the site satisfies the requirement
12	Comments	This provides additional information on the requirement. The user may also enter comments
13	Prepared by _____	Enter the name and position of the person completing the worksheet

7000 Site Safety Plan Attachments

7100 (SSP-ATTACH 1-#)

7110 Purpose

The Site Safety Plan attachments provide ready-made safe work practices for the SOFR and ICS Personnel. They are optional documents designed to assist the SOFR in communicating and enforcing control of safety hazards. They were derived from the U.S. Coast Guard's national Strike Force's Guide for Developing Oil Spill Site Safety Plans (NSFCCINST N16465.2).

7120 Preparation

The SSP-Attachments require little preparation. Some have blank sections (due to information changing) that are required to be filled in by the SOFR or his/her staff. The SOFR is encouraged to use the format presented by the attachments for developing his/her own additional safe work practices.

7130 Distribution

These forms must be located with the Site Safety Plan (SSP-A/B). They are therefore following the same distribution.

Puerto Rico & U.S. Virgin Islands Area
Contingency Plan
(PRUSVIACP)

Environmental Health Support During
Emergency Response

Annex DD
July 2025

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1000 Introduction

When a disaster event occurs within the environment, to include a significant oil discharge, chemical/hazardous substance release, explosion or fire that impacts the health of the community or has the potential to impact the health of the community from contaminants, it is critical that Unified Command identify and incorporate the local health authority within the command structure.

In most States, the public health authority is the State Health Department or its designee. Unique to Puerto Rico & USVI, the local health authority is the lead during a response event. The local health authority has the ability to invite the Local Health Authority and/or Federal Health Agencies for support. As such, it's important to identify the "local health authority" that's responsible for providing environmental health support to the impacted citizens in their tribal community, parish, county, or city. This invitation to include the State Health Authority may or may not occur depending on the size and scope of the incident.

During the initial emergency phase of a pollution incident, the Federal On-Scene Coordinator (FOSC) or designated representative should contact the [Poison Control Center at 800-222-1222](tel:800-222-1222) to discuss/receive initial environmental health support. The FOSC should provide the Poison Control Center (PCC) with any information related to the event (hazard information, product spilled, quantity spilled, Safety Data Sheet, certificate of analysis, impacted media, location of event, occupational impacts, community impacts). When the PCC is actively engaged, they can produce a Situation Report on calls received and guidance to the community to include hospitals, the media, clinicians and health authorities. The Centers for Disease Control and Prevention (CDC) recognizes the Poison Control Centers as a public health authority. **Note:** 911 call centers transfer any environmental health calls directly to the Poison Control Center.

The Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) headquarters are in Atlanta, GA. The two Centers within the CDC that would be most closely involved in oil pollution events would be the National Center for Environmental Health (NCEH) and the National Institute for Occupational Safety and Health (NIOSH). NIOSH may also become involved in an incident at the request of the Occupational Safety and Health Administration (OSHA).

The ATSDR has Regional Offices located within each of the 10 EPA Regional Offices. Staffing consists of a Regional Director and several Regional Representatives. The ATSDR is the lead federal health agency for chemical spills. The ATSDR can provide consultation to the FOSC (EPA/U.S. Coast Guard) on-site, by phone or through email. Because the ATSDR has relationships with the State Health Departments, they can support inclusion within Unified Command. The ATSDR can provide technical review of data and coordination and collaboration with both the State health agencies and local health authority. The ATSDR can also directly collaborate with the Poison Control Centers.

Both CDC and ATSDR can coordinate with other federal health agencies mentioned in the National Contingency Plan (40 CFR 300.175) as necessary. Both agencies can provide environmental health support to the FOSC during an emergency response incident to include:

- 1) Technical assistance in the environmental health and toxicology areas of the response and recovery phase of the incident
- 2) Analysis/evaluation of the human health implications of environmental data
- 3) Public Health Messaging
- 4) Coordination with Poison Control Centers
- 5) Coordination with State, Local, Territorial, and Tribal (SLTT) public health authorities
- 6) Information for healthcare providers on the substances involved
- 7) Assistance with response worker health and safety issues
- 8) In person press conference support

2000 Notifications

- Primary / Initial: Poison Control Center at 800-222-1222
- Local Health Authority: Specific to each COTP zone
- Local Health Authority: Specific to PR and USVI

3000 Federal support under the NCP

The CDC Emergency Operations Center is staffed 24/7 and can be reached at: 770-488-7100 or Email: eocreport@cdc.gov

- Primary agency for oil (CDC/NCEH)
- Primary agency for hazardous substances (ATSDR)

Ask the CDC Watch Stander to connect you with the ATSDR or NCEH Duty Officer.

Although environmental health support can be provided remotely, the USCG FOSC has the option to request on site CDC and/or ATSDR presence. This request is formalized via a Pollution Removal Funding Authorization (PRFA). This option was most recently executed during the Bayport Channel Collision incident in Sector Houston-Galveston in May 2019. The primary CDC team role included inviting the local health authority, State Health Authority, review of environmental data, public messaging, and collaboration with the Poison Control Center.

4000 State Specific Notes

4100 Puerto Rico

The Puerto Rico Department of State Health has a central office San Juan, PR. During the initial emergency phase of a pollution incident, the FOSC or designated representative should notify the DSHS Environmental Epidemiology and Disease Registries Section, as well as the Health Emergency Preparedness and Response Section. DSHS central office works closely with local health authorities and can assist with identification of and communication with appropriate entities.

Contact information (M-F 8:00AM to 5:00PM):

- Department of Health / Environmental / Air monitoring: 787-751-8044

4110- USVI

The USVI Department of State Health has a central offices in St. Thomas and St Croix. During the initial emergency phase of a pollution incident, the FOSC or designated representative should notify the DSHS Environmental Epidemiology and Disease Registries Section, as well as the Health Emergency Preparedness and Response Section. DSHS central office works closely with local health authorities and can assist with identification of and communication with appropriate entities. Contacts are: St. Thomas (340-774-9000) St. Croix – (340-718-1311)

5000 Definitions

5100 Environmental Health

Environmental health is the science and practice of preventing human injury and illness and promoting well-being by:

- identifying and evaluating environmental sources and hazardous agents, and;
- limiting exposures to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental media or settings that may adversely affect human health.

5200 Environmental Health Professional or Specialist

An environmental health professional or specialist is a practitioner with appropriate academic education and training and registration or certification to:

- investigate, sample, measure, and assess hazardous environmental agents in various environmental media and settings;
- recommend and apply protective interventions that control hazards to health;
- develop, promote, and enforce guidelines, policies, laws, and regulations;
- develop and provide health communications and educational materials;
- manage and lead environmental health units within organizations;
- perform systems analysis;
- engage community members to understand, address, and resolve problems;
- review construction and land use plans and make recommendations;
- interpret research utilizing science and evidence to understand the relationship between health and environment; and
- interpret data and prepare technical summaries and reports. (<https://www.neha.org/about-neha/definitions-environmental-health>)

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Community Air Monitoring Plan

Annex EE
July 2025

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1000 Community Air Monitoring Plan Introduction

This document is intended to be used as a tool to assist emergency responders in establishing a Community Air Monitoring (CAM) program during an emergency response. Additionally, this document standardizes the process for air monitoring data collection, analysis, and dissemination. It is designed to be applicable to incidents involving a pollutant, chemical, and/or oil that has or will likely release airborne contaminants that may affect the surrounding community. This may include scenarios where the contaminants are burning, not burning, and/or releasing combustion byproducts. This CAM document is not intended for use in establishing action levels for worker respiratory protection.

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Water Sampling Plan

Annex FF
July 2025

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1000 Public Health and Safety: Water Sampling Protocols Introduction

Through the collection and analysis of water samples, responders can uncover valuable data needed to inform decisions related to response tactic deployment, determining cleanup endpoints, waterway closures, recreational and consumption advisories, and fisheries management. During a response, water sampling may be necessary to answer a variety of questions. For example:

- What is the source of the spill?
- Is oil/hazardous substance detected in the surface water samples?
- Is the water body of acceptable quality for recreation, fish consumption, irrigation, or a designated beneficial use?
- Is oil/hazardous substance migrating?
- Is water quality improving or worsening?
- Is sediment and tissue sampling required?

This document contains guidance and plan templates to standardize the process to collect, analyze, and disseminate sampling results that can support decision-making during a response. Sampling guidance throughout the plan only covers surface water. All sampling fieldwork is to be conducted in accordance with the site safety plan developed for the response.

Note: In development.

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Disposal Plan

Annex GG
July 2025

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1000 Introduction

1100 Purpose

The purpose of this policy is to provide guidance for making a waste determination for proper disposal of materials (i.e. sorbents, solidifiers, etc) and debris (i.e. Personal Protective Equipment (PPE), rags, soil, etc.) contaminated by hydrocarbons. This guidance describes the chronology of activities necessary for decision making for coordinating proper disposal of materials contaminated by hydrocarbons in accordance with all local, state and federal regulations.

It should be noted that waste determinations are made by the generator of the waste such that the generator may: 1) manage the waste appropriately and legally (in accordance with all local, state and federal regulations); and 2) provide valid proof (i.e. analytical and/or SDS) to the disposal facility regarding the matrix/constituents of the waste generated such that the disposal facility may make a determination as to whether they will accept the waste in compliance with their operating permit(s).

1200 Definitions

All terms are defined IAW Resource Conservation and Recovery Act, codified in Title 40 CFR Parts 239 - 282.

2000 Waste Determination for Disposal Coordination

The Generator and/or Responsible Party (RP) are responsible for the characterization and classification of the waste stream. In addition, it is up to the discretion and acceptance criteria (i.e. state issued permit & operating procedures) of the disposal facility with respect to waste disposal. In determining a waste stream's classification, a generator may use *process knowledge* and/or *analytical testing* by approved EPA methods (i.e. SW-846).

Process knowledge is applying knowledge of the hazardous characteristics of the waste. The waste may be determined non-hazardous only if the process itself contributes no hazardous constituents and does not result in the waste exhibiting a hazardous characteristic. Analytical testing is information about a waste provided from laboratory analysis. Waste classification must be properly documented in a written and/or electronically stored format that is reasonably accessible and easily reproducible. The first step in classifying your waste is referred to as “making a *hazardous waste determination*.”

The waste determination will determine how and where (i.e. landfill, incinerator, etc.) the waste will be properly disposed of. A hazardous waste determination is made in accordance with Title 40 CFR Part 262.

2100 Listed Hazardous Waste Determination

The EPA lists some 400 hazardous wastes. These wastes categories are defined in Title 40 CFR, Subpart D.

3000 U.S. EPA Exploration and Production (E&P) Waste Exemption

In 1988, the EPA issued a regulatory determination stating that control of E&P wastes under RCRA Subtitle C regulations is not warranted. E&P wastes have hence remained exempt from Subtitle C regulations. The RCRA Subtitle C exemption, however, did not preclude these wastes from control under state regulations, under the less stringent RCRA Subtitle D solid waste regulations, or under other federal regulations. In addition, although they are relieved from regulation as hazardous wastes, the exemption does not mean these wastes could not present a hazard to human health and the environment if improperly managed.

With respect to crude oil, primary field operations include activities occurring at or near the wellhead and before the point where the oil is transferred from an individual field facility or a centrally located facility to a carrier for transport to a refinery or a refiner. With respect to natural gas, primary field operations are those activities occurring at or near the wellhead or at the gas plant, but before the point where the gas is transferred from an individual field facility, a centrally located facility, or a gas plant to a carrier for transport to market. Examples of carriers include trucks, interstate pipelines, and some intrastate pipelines.

Primary field operations include exploration, development, and the primary, secondary, and tertiary production of oil or gas. Crude oil processing, such as water separation, de-emulsifying, degassing, and storage at tank batteries associated with a specific well or wells, are examples of primary field operations. Furthermore, because natural gas often requires processing to remove water and other impurities prior to entering the sales line, gas plants are considered to be part of production operations regardless of their location with respect to the wellhead.

The exempt status of an E&P waste depends on how the material was used or generated as waste, not necessarily whether the material is hazardous or toxic. It is important to remember that *all* E&P wastes require proper management to ensure protection of human health and the environment.

Mixing exempt and non-exempt wastes creates additional considerations. Determining whether a mixture is an exempt or non-exempt waste requires an understanding of the nature of the wastes prior to mixing and, in some instances, might require a cycle analysis of the mixture. Whenever possible, avoid mixing non-exempt wastes with exempt wastes. If the non-exempt waste is a listed or characteristic hazardous waste, the resulting mixture might become a non-exempt waste and require management under RCRA Subtitle C regulation. Furthermore, mixing a characteristic hazardous waste with a non-hazardous or exempt waste for the purpose of rendering the hazardous waste non-hazardous or less hazardous might be considered a treatment process subject to appropriate RCRA Subtitle C hazardous waste regulation and permitting requirements.

In a policy letter dated September 25, 1997, EPA clarified that a mixture is exempt if it contains exempt oil and gas exploration and production (E&P) waste mixed with non-hazardous, non-exempt waste. Mixing exempt E&P waste with non-exempt characteristic hazardous waste, however, for the purpose of rendering the mixture non-hazardous or less hazardous, could be considered hazardous waste treatment or impermissible dilution.

Exempt and non-exempt E&P Waste is listed herein. Please consult with state regulations for state-specific waste exemptions.

3100 Exempt E&P Waste

- Produced water
- Drilling fluids
- Drill cuttings
- Rig wash
- Drilling fluids and cuttings from offshore operations disposed of onshore
- Geothermal production fluids
- Hydrogen sulfide abatement wastes from geothermal energy production
- Well completion, treatment, and stimulation fluids
- Basic sediment, water, and other tank bottoms from storage facilities that hold product and exempt waste
- Accumulated materials such as hydrocarbons, solids, sands, and emulsion from production separators, fluid treating vessels, and production impoundments
- Pit sludge and contaminated bottoms from storage or disposal of exempt wastes
- Gas plant dehydration wastes, including glycol-based compounds, glycol filters, and filter media, backwash, and molecular sieves
- Work over wastes
- Cooling tower blow-down
- Gas plant sweetening wastes for sulfur removal, including amines, amine filters, amine filter media, backwash, precipitated amine sludge, iron sponge, and hydrogen sulfide scrubber liquid and sludge
- Spent filters, filter media, and backwash (assuming the filter itself is not hazardous and the residue in it is from an exempt waste stream)
- Pipe scale, hydrocarbon solids, hydrates, and other deposits removed from piping and equipment prior to transportation
- Produced sand
- Packing fluids
- Hydrocarbon-bearing soil
- Pigging wastes from gathering lines
- Wastes from subsurface gas storage and retrieval, except for the non-exempt wastes listed herein
- Constituents removed from produced water before it is injected or otherwise disposed of
- Liquid hydrocarbons removed from the production stream but not from oil refining

3200 Non-Exempt E&P Waste

- Unused fracturing fluids or acids
- Gas plant cooling tower cleaning wastes
- Painting wastes
- Waste solvents
- Oil and gas service company wastes such as empty drums, drum rinsate, sandblast media, painting wastes, spent solvents, spilled chemicals, and waste acids
- Vacuum truck and drum rinsate from trucks and drums transporting or containing non-exempt waste
- Refinery wastes
- Liquid and solid wastes generated by crude oil and tank bottom re-claimers
- Used equipment lubricating oils
- Waste compressor oil, filters, and blow-down
- Used hydraulic fluids
- Waste in transportation pipeline related pits
- Caustic or acid cleaners
- Boiler cleaning wastes
- Boiler refractory bricks
- Boiler scrubber fluids, sludge, and ash
- Incinerator ash
- Laboratory wastes
- Sanitary wastes
- Pesticide wastes
- Radioactive tracer wastes
- Drums, insulation, and miscellaneous solids

Although non-E&P wastes generated from crude oil and tank bottom reclamation operations (e.g., waste equipment cleaning solvent) are non-exempt, residuals derived from exempt wastes (e.g., produced water separated from tank bottoms) are exempt. For a further discussion, see the Federal Register notice, Clarification of the Regulatory Determination for Waste from the Exploration, Development, and Production of Crude Oil, Natural Gas and Geothermal Energy, March 22, 1993, Federal Register Volume 58, Pages 15284 to 15287.

4000 Puerto Rico and U.S. Virgin Islands Waste Disposal Facilities

{in development}

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Decanting Plan

Annex HH
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

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1000 Introduction

When oil is spilled on the water, mechanical recovery of the oil is the principle approved method of responding. However, the mechanical recovery process and associated systems necessarily involve placing vessels and machinery in a floating oil environment. Incidental returns of oil into the response area, such as oil that falls back into the recovery area from vessels and machinery that are immersed and working in the oil, are an inevitable part of the mechanical recovery process. Similarly, separation or “decanting” of water from recovered oil and return of excess water into the response area can be vital to the efficient mechanical recovery of spilled oil because it allows maximum use of limited storage capacity, thereby increasing recovery operations.

This practice is currently recognized as a necessary and routine part of response operations. In addition, some activities such as those associated with oil recovery vessels, small boats, and equipment cleaning operations may result in incidental discharges. These activities may be necessary to facilitate response operations on a continuing basis and all of these activities are considered to be “incidental discharges.”

2000 Decanting Policy

This policy addresses “incidental discharges” associated with spill response activities. “Incidental discharge” is defined as the release of oil and/or oily water within or proximate to the response area or the area in which oil recovery activities are taking place during and attendant to the oil spill response activities. Incidental discharge includes, but is not limited to, the decanting of oily water, oil and oily water returns associated with runoff from vessels and equipment operating in an oiled environment and the wash down of vessels, facilities, and equipment used in the response. “Incidental discharges” as addressed by this policy, do not require additional permits and do not constitute a prohibited discharge.

2100 Criteria

During spill response operations, mechanical recovery of oil is often restricted by a number of factors, including the recovery system’s oil/water recovery rate, the type of recovery system employed and the amount of tank space available on the recovery unit to hold recovered oil/water mixtures. In addition, the longer oil remains on or in the water, the more it mixes to form an emulsified mousse or highly mixed oil/water liquid, which sometimes contains as much as 70% water and 30% oil, thus consuming significantly more storage space. Decanting is the process of draining off recovered water from portable tanks, internal tanks, collection wells, or other storage containers to increase the available storage capacity of recovered oil. When decanting is conducted properly most of the petroleum can be removed from the water.

The overriding goal of mechanical recovery is the expeditious recovery of oil from water. In many cases, the separation of oil and water and discharge of excess water is necessary for skimming operations to be effective in maximizing the amount of oil recovered and in minimizing overall environmental damages. Expeditious review and approval, of such requests is necessary to ensure a rapid and efficient recovery operation. In addition, such incidental discharges associated with mechanical recovery operations should not be considered decanting. In appropriate circumstances, the FOSC can pre-authorize incidental discharges because the discharges will be much less

harmful to the environment than allowing the oil to remain in the water and be subject to spreading and weathering.

Decisions for decanting will be made in accordance with [Caribbean Region Contingency Plan, Guidance for the Disposal of Contact Water in Inland, Ocean, and Coastal Waters](#).

2200 Oils Pre-Approved for Decanting and Associated Conditions

2300 Oils Requiring Approval by Unified Command (UC) Prior to Decanting

During a response, when decanting has not been pre-approved for lighter oils, which are not listed above, it will be necessary for response contractors or the responsible party to request from the UC written authority to decant while recovering oil so that the response operations do not cease or become impaired. The UC will consider each request for decanting of lighter oils on a case-by-case basis. Prior to approving decanting, the UC should evaluate the potential effects of weather including the wind and wave conditions, the quantity of oil spilled and the type of oil as well as available storage. The UC should also take into account that recovery operations as enhanced by decanting will actually reduce the overall quantity of pollutants in a more timely and effective manner to facilitate cleanup operations.

The response contractor or responsible party will seek approval from the UC prior to decanting by presenting the UC with a brief description of the area for which decanting approval is sought, the decanting process proposed, the prevailing conditions (wind, weather, etc.) and protective measures proposed to be implemented. The UC will review such requests promptly and render a decision as quickly as possible. FOSC authorization is required in all cases and in addition SOSC authorization is required for decanting activities in state waters.

The UC will follow guidance in [Caribbean Region Contingency Plan, Guidance for the Disposal of Contact Water in Inland, Ocean, and Coastal Waters](#) in determining whether to approve decanting:

Other activities related to possible oil discharges associated with an oil spill event such as actions to save a vessel or protect human life which may include such actions as pumping bilges on a sinking vessel are not covered by this policy.

3000 Oil Spill Decanting Authorization Form

All required forms can be found in [Caribbean Region Contingency Plan, Guidance for the Disposal of Contact Water in Inland, Ocean, and Coastal Waters](#).

4000 Decanting Use Decision Memo

The FOSC will record their decision in writing. Guidance can be found here: [Caribbean Region Contingency Plan, Guidance for the Disposal of Contact Water in Inland, Ocean, and Coastal Waters](#).

Puerto Rico and US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Tarball Response Plan

Annex II
July 2025

Puerto Rico and US Virgin Islands Area Contingency Plan

Record of Changes

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Puerto Rico and US Virgin Islands Area Contingency Plan

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1000 Introduction to the Puerto Rico and US Virgin Islands Tarball Response Plan

The Puerto Rico and US Virgin Islands shoreline could experience oil washing onshore in the form of tar balls, particularly during the summer months, due to temperature, current, and tidal influences. A tar ball is a clump, blob, or mat of petroleum that has been carried by ocean currents, picking up solids and weathering with exposure to environmental elements along the way. They can generate considerable media coverage with questions usually related to the origin of the tar balls and whether they are associated with a known source or event. The planning, clean-up, and disposal associated with a coastal tar ball event may require extensive federal, state, and local coordination to return the Puerto Rico or the US Virgin Islands shoreline to its former state. Minimizing impacts to wildlife, vegetation, and other natural resources are the key objectives for any oil spill response effort.

Objectives:

- To ensure the highest state of readiness for tar ball clean-up for the protection and preservation of the marine environment of the Puerto Rico and US Virgin Islands Coastal Zone.
- To facilitate the most efficient and effective response while minimizing social, political, economic, and environmental impacts.

2000 Initial Phase

2100 Shoreline Cleanup Assessment Teams (SCAT) and Rapid Assessment Teams (RAT)

Shoreline Cleanup Assessment is a process, utilizing standard terminology, to collect data on shoreline oiling conditions and support decision-making for shoreline clean-up. SCAT should be conducted in accordance with the NOAA Shoreline Assessment Manual (3rd edition).

A Shoreline Cleanup Assessment Team (SCAT) is composed of multi-agency representation. Each team should, at a minimum, consist of two U.S. Coast Guard (USCG) members and one PR/USVI State response officer.

A SCAT, at a minimum, should determine the following: Is cleanup necessary? Which cleanup method is most appropriate? What is the cleanup priority at the site? Which constraints are necessary to protect sensitive resources? Should cleanup operations be terminated at the site? The Field Observer Form for Quick Shoreline Assessment form (see Addendum B) may be used for rapid shoreline assessment. Rapid Assessment is the most effective means of quickly determining shoreline cleanup requirements. Rapid Assessment is a modified SCAT process; similar, yet less in-depth, tactics are employed to collect data necessary to employ cleanup.

A Rapid Assessment Team (RAT) is composed of one or more rapidly deployed SCAT trained individuals from the USCG, PR/USVI, or other governmental or private entity whose purpose is to acquire percent coverage of tar ball impacts from affected areas and report back to command, who will determine where immediate deployment of cleanup crews will be sent.

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To determine equipment needed, review the equipment list in the Shoreline Assessment Manual. Cameras with GPS capabilities are ideal for documenting pollution. A few additional considerations: 4x4 Pickups, UTVs, ATVs, SCAT packs.

2200 Natural Resources Considerations

Potential impacts to fish and wildlife resources should be handled on a case-by-case basis and include coordination with, at a minimum, the U.S. Fish and Wildlife Service (USFWS) and Puerto Rico Department of Natural and Environmental Resources (DNER) and the US Virgin Islands Department of Planning & Natural Resources (DPNR). Recovery operations should include potential habitat impacts and seasonal distribution of fish and wildlife resources in relation to cleanup strategies (manual and/or mechanical). Sea turtle and marine mammal considerations are explained in the Oiled Wildlife Response Plan of the Area Contingency Plan. This includes contact information for the Sea Turtle Stranding and Salvage Network (STSSN) and the Marine Mammal Stranding Network (MMSN) to coordinate responses to stranding events. This section also provides guidance for beach transit during sea turtle nesting season (April through August).

Efforts to reduce the volume of beach material removed during tar recovery operations should be exercised and include coordination with, at a minimum, the landowners and/or municipalities of the impacted area and the Puerto Rico DNER or the US Virgin Islands DPNR. Special consideration ought to include areas where erosion exceeds accretion and beach nourishment projects have occurred. High public usage of the beaches in the Puerto Rico and US Virgin Islands requires rapid tar ball removal and a high degree of shoreline cleanliness.

3000 Initiation of Action

3100 Requests for Resources

Response efforts may require resources outside the regular unit capabilities. Potential additional resources necessary for tar ball recovery may include:

- District Response Advisory Team
- Atlantic Strike Team
- Houston Public Affairs Detachment or National Strike Force Coordination Center Public Information Assist Team
- NOAA & State Scientific Support Coordinators
- National Spill Control School
- Regional Liaison Officer

3200 Staging Areas

UNDER DEVELOPMENT

4000 Cleanup and Recovery Phase

4100 Shoreline Cleanup

4110 Manual Tar Ball Removal

Manual tar ball Removal involves the usage of hand tools such as shovels, rakes, pitchforks, and polypropylene drum liners. Manual removal is best for minimizing the volume of sand removed from the shoreline, therefore requiring less disposal.

4120 Mechanical Tar Ball Removal

Mechanical tar ball removal involves the use of heavy equipment such as backhoes, excavators, bulldozers, and graders. Tar balls may be loaded into end-dumps, roll-off boxes, or other methods for disposal. Care should be taken to remove as little sediment as possible.

4130 Endpoint Recommendation

Shoreline recovery endpoint consideration should be the removal of visible oil to background concentrations.

4200 Finances

4210 Oil Spill Liability Trust Fund (OSLTF)

Fund uses were delineated by the Oil Pollution Act of 1990 (OPA 90) to include:

- Removal costs incurred by the Coast Guard and EPA
- State access for removal activities
- Payments to federal, state, and Indian tribe trustees to conduct natural resource damage assessments and restorations
- Payment of claims for uncompensated removal costs and damages
- Research and development
- Other specific appropriations

The OSLTF has two major components. 1) The Emergency Fund is available for Federal On-Scene Coordinators (FOSCs) to respond to discharges and for federal trustees to initiate natural resource damage assessments. The Emergency Fund is a recurring \$50 million available to the President annually. 2) The remaining Principal Fund balance is used to pay claims and to fund appropriations by Congress to Federal agencies to administer the provisions of OPA and support research and development.

Access to the OSLTF is achieved in accordance with the NPFC User Reference Guide (eURG) which is designed to be a reference tool during an oil or hazardous materials spill incident for Coast Guard and EPA Federal On-Scene Coordinators. Most NPFC publications that deal with financial management aspects of oil spill response are included in this document.

4220 National Pollution Funds Center

The U.S. Coast Guard's National Pollution Funds Center (NPFC) was created to implement Title I of the Oil Pollution Act (OPA), which addressed issues associated with preventing, responding to, and paying for oil pollution. Title I of OPA established oil spill liability and compensation requirements, including the Oil Spill Liability Trust Fund (OSLTF) to pay for expeditious oil removal and uncompensated damages.

4230 Responsible Party

The responsible party (RP) of an incident is the person, business, or entity that has been identified as owning the vessel or facility that caused the spill. The term does not imply criminal negligence. Not all incidents have a designated responsible party; these spills are called mystery spills. Frequently, when tarballs wash ashore, no RP can be identified. However, if the incident does have an RP, in almost all cases, claims must first be submitted to the RP before it can be submitted to the government (OSLTF, NPFC).

4240 Claims Reporting

To submit a claim, the claimant must show that the spill meets all OPA 90 requirements. The claims manager cannot process the claims package until it has been proven that the spill meets these requirements (The OPA Claims Requirements checklist provides a step-by-step guide to help you decide if a spill qualifies). Costs and damages from the spill must be documented. Claims packages must be forwarded to the National Pollution Funds Center, the Coast Guard office responsible for evaluating and approving OPA claims.

For further information, visit the NPFC website: <http://www.uscg.mil/npfc/>

Puerto Rico & US Virgin Islands
Area Contingency Plan
(PRUSVIACP)

Surface Washing Agent Preauthorization
Consultation

Annex JJ
July 2025

Puerto Rico & US Virgin Islands Area Contingency Plan

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1000 Introduction

1100 Purpose

This document was prepared to assist the Federal On-Scene Coordinator (FOSC) with utilizing surface washing agents (SWA) with Sector San Juan's Area of Responsibility (AOR).

1200 Background

SWAs are chemicals that are used to enhance oil removal from hard surfaces. They generally contain a mixture of a non-polar solvent and a surfactant. The solvent dissolves into the highly viscous or weathered oil to create a less viscous and somewhat uniform liquid oil or oily mixture. The surfactant reduces the interfacial tension between the liquid oil and the surface the oil has adhered to. Depending on environmental conditions and the combination of solvents and surfactants, the removed oil will either float or disperse. The latter may have a negative environmental impact, making SWAs with the "*lift and float*" characteristics generally preferable.

Guidelines for authorizing the use of chemicals listed on the NCP Product Schedule are found in NCP Subpart J and Section 300.310, Phase III. The OSC may use chemicals and other materials to restrain the spread of oil, to protect public health, welfare and the environment. Section 300.910 requires that the RRT address the desirability of using appropriate dispersants, surface washing agents, surface collecting agents, bioremediation agents, or miscellaneous oil spill control agents listed on the NCP Product Schedule. Regional Contingency Plans (RCP) also include applicable preauthorization plans and address the specific contexts in which such products should and should not be used.

For the most up-to-date policy, procedures and checklists when using SWAs within the RRT-2 zone please refer to the [Caribbean Regional Response Team SWA Testing and Evaluation Protocol](#).

2000 Minimum Requirements for Preauthorized Use

The Caribbean Regional Response Team (CRRT) has determined that there is not a need to develop pre-authorization for the use of surface washing agents. The CRRT does not feel that the effective use of surface washing agents would be subject to a time-critical window of opportunity, as is the case with other countermeasures such as dispersants, in-situ burning, or solidifiers. Therefore, the use of surface washing agents will be on a case-by-case basis, and reviewed by the incident-specific CRRT prior to authorizing any application.

3000 Summary of Preauthorized Areas

There are no preauthorized areas in the Sector San Juan Area of Responsibility. Refer to the [Caribbean Regional Response Team SWA Testing and Evaluation Protocol](#) for Criteria for Consideration, Testing, and Reporting requirements.

4000 Resources at Risk

{in development}

5000 Surface Washing Agent Consultation Correspondence

The RRT requires that documentation of use and an after-action/lessons learned report be provided following a cleanup. The RRT may specify what to provide in the documentation and may condition use as appropriate for the incident. Generally, the RRT will require photos, estimates of effectiveness, recovery estimates, amount of product used, and amount of oil/area treated. Test applications may be required prior to granting full operational use approval. A recommended outline is provided in section VI of the [Caribbean Regional Response Team SWA Testing and Evaluation Protocol](#).