DRAFT

Technical Operating Procedures

for

Providing Funding to
Natural Resource Trustees
To Conduct An Initiation of
Assessment of Natural Resource Damages

under

The Oil Pollution Act of 1990

U.S. COAST GUARD
NATIONAL POLLUTION FUNDS CENTER

JUNE 1996

DRAFT

NATIONAL POLLUTION FUNDS CENTER TECHNICAL OPERATING PROCEDURES

Subj: Technical Operating Procedures for Providing Funding to Natural Resource Trustees To Conduct An Initiation of Assessment of Natural Resource Damages under the Oil Pollution Act of 1990 (OPA)

1. PURPOSE. The enclosed Technical Operating Procedures (TOPS) for **Providing Funding to Natural Resource Trustees To Conduct An Initiation of Assessment of Natural Resource Damages under the Oil Pollution Act of 1990** have been developed to provide guidance on funding "Initiate" activities under the statute. This manual is intended as internal guidance only and is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies or personnel, or any person.

2. ACTION. National Pollution Funds Center (NPFC) personnel shall be guided by this Instruction in reviewing and funding requests for Initiation of Natural Resource Damage Assessments from Lead Federal Trustees. Questions regarding interpretation shall be referred to the NPFC Quality Management Board. Government personnel who incur costs which are expected to be paid or reimbursed by the OSLTF as costs of an Initiation of Natural Resource Damage Assessment should also be guided by this directive.

3. DISCUSSION.

a. The NPFC administers the Oil Spill Liability Trust Fund (OSLTF). As such, the NPFC is responsible for making amounts available from the OSLTF Emergency Fund to carry out activities to Initiate Natural Resource Damage Assessments.

b. Natural Resource Trustees under the guidance of a Lead Federal Trustee carry out Natural Resource Damage Assessment and Restoration activities for damages due to oil spills. The costs to Initiate Natural Resource Damage Assessments may be funded from the OSLTF Emergency Fund. Any costs of Initiate paid by the OSLTF are subsequently billed to responsible parties (RPs).

4. CHANGES. When necessary, consecutively numbered changes to this TOPs will be issued by NPFCNOTE.

5. REOUEST FOR COMMENTS. The NPFC desires comments concerning these technical operating procedures. Please address comments to:

Director (cp)
National Pollution Funds Center
U.S. Coast Guard
4200 Wilson Blvd., Suite 1000
Arlington, Virginia 22203-1804

DANIEL F. SHEEHAN

Technical Operating Procedures
for Natural Resource Trustees on
Initiation of NRDA

Table of Contents

OVERVIEW

A. The procedures outlined in the attached are designed to provide necessary information for use of the Oil Spill Liability Trust Fund (OSLTF) for the initiation of natural resource damage assessments (NRDA). These procedures cover:

1. Establishing inter-agency agreements to make OSLTF monies available for obligation by the Federal Lead Administrative Trustee (FLAT).

2. Documenting the activities conducted and resources used for Initiation activities by the Natural Resource Trustees.

3. A system of accounting to support proper payment and recovery of costs incurred in Initiation activities.

B. Under OPA, the polluter pays, and that includes paying for natural resource damages (NRD) and their assessment (NRDA), including the initiation of that assessment which may be funded from the OSLTF Emergency Fund when the responsible parties won't or can't pay in a timely manner. Generally, responsible parties (RPs) are liable for damages and removal costs that result from an oil pollution incident up to their limits of liability. RPs are only liable for **reasonable** assessment costs, including the initiation of NRDA; they are liable for **all** removal costs incurred by the U.S. and for damages to natural resources recoverable by the Trustees.

C. Where possible, the trustees should first seek Initiate funding from the responsible parties. This puts the RP on notice and facilitates any cost recovery from the RP. Initiate funding is available from the OSLTF Emergency Fund when time is of the essence and consultation with RP is not feasible or would be clearly futile, or when the RP declines or is unable to provide the requested funding. Trustee funding requests to RPs should be clear, and fully documented (including the RP's response or lack thereof) for future reference; written requests to RPs are advisable.

D. The purposes of an Initiation of NRDA are to scope the extent of the natural resource damage (NRD) caused by a discharge of oil, to ascertain whether or not an NRDA is warranted, and to preserve ephemeral data. The preassessment screen activities described in 43 CFR 11.22, 11.24, and 11.25 or in 15 CFR 990 Subpart D are Initiate activities when they are reasonably necessary to fulfill these purposes and are consistent with the National Contingency Plan (NCP).

E. In order to recover costs, expenses must be adequately documented to provide RPs with an accounting of all reasonable Initiate costs which were incurred by the Trustees. Furthermore, the documentation must be admissible in court and available to support any litigation, if necessary. The procedures outlined are designed to meet such requirements.

F. Initiate/NRDA completion should coincide and assist with cost recovery efforts (e.g., billing and litigation. Normally, the final report on the Initiate as outlined in section 4 of the TOPS and documentation to support its costs should be completed and submitted to the NPFC within 60 days of completing the Initiate activities or earlier if necessary to support the government in litigation, but in no case later than 90 days after the Federal On-Scene Coordinator (FOSC) secures the removal unless specifically authorized by the NPFC. Upon completion of the Initiation, the FLAT reviews all of the cost documentation and certifies that the costs submitted by each of the Trustees were reasonable and necessary for the Initiation and are consistent with the National Contingency Plan.

The cost documentation should be accompanied by a narrative summary in layman's language explaining what was done and why during the Initiation. The FLAT should also provide a copy of the Preassessment Phase Report and any related reports as soon as those become available.

G. The FLAT should track the total cumulative costs for activities associated with the Initiation of the assessment of natural resource damages against the ceiling provided by the applicable Request and Authorization for Initiation Funding. If it appears that the ceiling will be exceeded, the FLAT must request a ceiling increase prior to obligating funds in excess of the established ceiling.

H. NPFC case officers are available to address specific case questions that may not be covered in these procedures.

BACKGROUND

A. Section 6002 (b) of the Oil Pollution Act of 1990 (OPA 90) provides that the OSLTF Emergency Fund is available "to Initiate the assessment of natural resource damages" (Initiate/Initiation).

B. Executive Order 12777 limits funding for Initiation to the Federal Trustees:

Department of the Interior
Department of Commerce
Department of Agriculture
Department of Defense
Department of Energy

Those Federal trustees are required to allocate funds to assess natural resource damages among all the trustees designated by OPA, including state and Indian tribe trustees, as appropriate.

C. On 3 March 1992, the Secretary of Transportation delegated authority to fund Initiation to the Coast Guard, and on 19 March 1992, the Commandant redelegated that authority to the National Pollution Funds Center (NPFC).

D. Executive Order 12777 introduced the "lead trustee" concept to provide a focal point for addressing natural resource issues associated with a specific incident. The NPFC will only accept requests for Initiation from, and normally works directly with, the FLAT. State and Indian Tribe trustees must work through a FLAT. The FLAT must ensure that all affected trustees are allowed to participate in an Initiation.

Chapter 1

CRITERIA FOR INITIATION

CHAPTER 1 - CRITERIA FOR INITIATION

A. Criteria for Initiation. Initiation activities must be in response to an OPA incident, i.e., a discharge or substantial threat of a discharge of oil into or upon the navigable waters or the adjoining shorelines or the exclusive economic zone of the United States.

B. Scope of Initiation. The purposes of an Initiation of NRDA are to scope the extent of the natural resource damage (NRD) caused by a discharge of oil to ascertain what type of NRDA is warranted, and to preserve perishable evidence which would support the NRDA. The preassessment screen activities described in 43 CFR 11.22, 11.24, and 11.25 or in the proposed 15 CFR 900 Subpart B are Initiate activities when they are reasonably necessary to fulfill these purposes and are consistent with the National Contingency Plan (NCP).

1. Categories of activities outlined in 43 CFR (issued by DOI) for which the OSLTF may be used include:

    a. Release detection and identification.

    b. Trustee identification and notification.

    c. Site characterization.

    d. Early sampling, data collection and evaluation.

    e. Identification of pathways.

    f. Identification of exposed areas.

    g. Exposed water estimates.

    h. Estimates of concentration.

    i. Identification of potentially affected resources.

2. Categories of activities outlined in 15 CFR (proposed by NOAA) for which the OSLTF may be used include:

    a. Notifications in accordance with the National Contingency Plan (NCP) and coordination with other trustees and the Federal On-Scene Coordinator (FOSC).

    b. Preassessment determination:

        (1) Characterize discharge and environmental setting.

        (2) Determine potential exposure.

        (3) Determine potential injury.

(4) Characterize potential risk to natural resources and services.

(5) Estimate extent of injury to natural resources and services.

(6) Estimate damages.

c. Damage assessment determination.

d. Data collection and analysis.

e. Report preparation.

3. The complexity of the tasks will be a function of the scope and complexity of the discharge and likely injuries.

C. Emergency Restoration. Emergency restoration of natural resources is not Initiation. To the extent that emergency restoration can be a removal cost, it is handled under the auspices of the FOSC like other removal activities. Trustees should bring potential emergency restoration situations to the FOSC's attention so a determination may be made whether such restoration can be accomplished as a removal activity.

Page Intentionally Left Blank

Chapter 2

PROCEDURES FOR REQUESTING FUNDS TO INITIATE NRDA's

CHAPTER 2 - PROCEDURES FOR ACCESSING THE OSLTF TO INITIATE NRDA'S

A. <u>Contact responsible party</u>. As outlined earlier, the trustees should request funding for Initiation of natural resource damage assessments from the RPs unless the RPs are unknown, or contacting the RPs is not feasible due to time constraints. Even when immediate funding from the OSLTF Emergency Fund is required to start the Initiation activities, the trustees are encouraged to consult with the RPs regarding any later and less time-critical costs. Who can be considered RPs under OPA is defined at 33 USC 2701(32), if the FOSC or the NPFC has not already identified the potential RPs.

B. <u>Inter-Agency Agreement</u>. The NPFC and the FLAT will execute an Inter-Agency Agreement (Appendix A) for each OPA incident requiring funds for Initiation. The FLAT should submit a request for Initiation of a natural resources damage assessment on behalf of all the affected natural resource trustees to the cognizant NPFC Regional Manager as shown in Appendix B. The Regional Manager will assign a specific case officer to coordinate the access to the OSLTF.

1. The request for funding (either initial request or supplemental) must be submitted in writing (fax copies are acceptable) .

2. The FLAT must provide the following information. The NPFC case officer will work with the FLAT to complete the IAG.

   a. The amount requested.

   b. The plan for use of funds. Evidence of the plan should include a list of activities to be performed, the resources required to perform each activity, and the estimated cost of those resources. The plan must include all of the affected natural resource trustees. The NPFC will review the plan for consistency, reasonableness of cost of specific resources, and mathematical accuracy.

   c. An estimated completion date, this will normally be within 60 days of NPFC authorization.

   d. An agreement for subrogation of all cost recovery actions.

   e. An agreement to comply with NPFC documentation requirements.

   f. A certification of lead trustee status.

   The amount requested and the plan for use may be generated by the FLAT's field representative, however, the request must be signed by a federal official with the authority to sign such documents.

3. The case officer shall establish the amount authorized and obligated for Initiation, and assign the appropriate document control number. The Federal Project Number (FPN) assigned shall be the same as applies to the removal action unless no FPN has been issued, in which case the NPFC will assign the FPN. The NPFC case officer will ensure that the cognizant FOSC is notified that Initiation activities are being performed for an incident.

4. The NPFC has committed to providing funding within 24 hours of receipt of a proper request for Initiation.

5. The FLAT may contact the case officer at any time when questions arise.

6. Once the IAG is executed by the NPFC, the amount is obligated against the OSLTF and becomes a budgetary resource to the FLAT as described in OMB Circular A-34. The Initiation IAG then describes **reimbursable work** and the amount of the IAG is available for obligation immediately by the FLAT.

C. Reimbursement and cost recovery. As the FLAT performs the Initiate activities and incurs expenditures against the IAG, the FLAT earns reimbursement. To obtain that reimbursement, the FLAT submits an SF-1080 (or SF-1081 or equivalent voucher) along with cost documentation to the NPFC. When the FLAT wants the NPFC to reimburse other Federal trustees directly, the FLAT should submit separate vouchers for each trustee. The FLAT must review all of the cost documentation and certify that the costs submitted by each of the Trustees were reasonable and necessary for the Initiation and are consistent with the National Contingency Plan. Following final billing from the FLAT, the remaining IAG unexpended balance will be deobligated. If the NPFC does not receive the cost documentation within 90 days after the completion of Initiation activities, the Case Officer may notify the FLAT by letter to submit the reimbursement package within 90 days or remaining amounts will be deobligated. Under normal circumstances, the amount reimbursed will be billed to the responsible parties.

D. Ceiling Management and supplemental requests for funding. The FLAT is expected to manage the funds available for Initiation of Natural Resource Damage Assessment. The NPFC is committed to provide funds to the trustees as quickly as possible. However, this flexibility and delegated authority demand that the trustees exercise concomitant responsibility for effective ceiling management while the incident is ongoing. Whenever it appears that actual costs may exceed the amount of the IAG, the FLAT should promptly request supplemental funding in the same manner as the original request. Until such supplemental funds are obligated by an amendment to the IAG, the FLAT must take appropriate action to prevent exceeding the previously obligated amount.

Chapter 3

PURCHASE OF PERSONAL PROPERTY

CHAPTER 3 - PURCHASE OF PERSONAL PROPERTY

A. Purchase of accountable personal property and equipment. The purchase of personal property (e.g., items of equipment, computers, cameras) is not encouraged and should be done only as a last resort when vital to the Initiation. The FLAT should therefore avoid the purchase of property and equipment (nonconsumable items) unless the purchase can clearly be shown to be cost-beneficial to the OSLTF considering the costs necessary to purchase, maintain, and dispose of the property. When property must be purchased, the FLAT should request that the responsible party supply the equipment if possible. All purchases of equipment or other personal property with the OSLTF must be done in accordance with standard agency procurement policy and authority. If the FLAT or a participating trustee uses the OSLTF to buy equipment under the Initiation IAG, the Federal government owns the property, and the FLAT is responsible for the property, its proper management, accounting, and disposition. The FLAT is responsible for developing appropriate use charges for any purchased property.

B. Administration of Purchased Property. Throughout its useful lifetime, during and after the Initiation activities for which it was originally required, property shall be administered in accordance with the Federal Property Management Regulations and applicable agency property management guidelines. The FLAT must establish and maintain a system of control and accountability to ensure that the date of acquisition and costs of property/ equipment funded by the OSLTF can be clearly documented.

C. Disposal of Property. The FLAT should dispose of any nonexpendable property/ equipment purchased with OSLTF monies as soon as possible after the Initiation has been completed. The property **should not** be transferred at no cost to another government agency, but rather should be turned in to the appropriate property management entity for sale. In unusual circumstances, if an agreement is made with the RP in advance of the purchase about transfer and reimbursement, then the transfer to or purchase by the RP may be appropriate. As owner of the property, the NPFC reserves the right to approve such transfers.

D. FLAT ACTION:

1. Upon completion of an Initiate, declare equipment purchased for Initiate activities with OSLTF monies as excess.

2. Use SF-120 or other appropriate equivalent document to report the excess items. Turn the property over to the nearest property management entity (DRMO or GSA).

3. Forward the transfer document to NPFC to allow maintenance of an audit trail on all such equipment purchases and transfers.

Chapter 4

RECORDKEEPING

CHAPTER 4 - RECORDKEEPING

A. <u>Resource Documentation</u>. The FLAT and each participating trustee are required to establish a system for recordkeeping and to document Initiation activities as described in this chapter. Resource documentation identifies all costs of Initiation including the cost of personnel, equipment, and services. It should also include brief descriptions of actions taken and the reasons that those actions were necessary. Original documentation is preferred for cost recovery, and should not be retyped, even when hand written.

B. <u>Content of Documentation</u>. The NPFC does not specify the specific format that any documentation must take. The FLAT may use any system for documenting the Initiation as long as it meets the requirements for content. The FLAT must establish sufficient controls and procedures to provide documentation as follows:

1. Work/purchase authorization. The documentation must show that the work or purchase was authorized by appropriate authority, e.g., contracts, travel orders, work orders, rental contracts, purchase orders.

2. Work/purchase receipt and acceptance. The documentation must show that the goods or services were received and accepted as complying with the authorization, e.g., receiving reports, delivery tickets with receipt signatures, ad hoc reports, with the date of receipt and acceptance.

3. Work billed. The documentation must show the cost of the work or purchase and that these costs were properly billed to the trustee, e.g., contractor's invoice, cash register receipts, travel reimbursement vouchers, employee timesheets or logs.

   a. Work performed. The documentation should show the work performed - the service provided, the equipment used, the persons employed, etc. - and the quantity of each item of work performed each day, i.e., the delivered work product.

   b. Work unit. The documentation should identify costs according to the unit of work for each item. For contracts, that unit of work is established by the contract line item (CLIN). For time and material based contracts, the unit of work is normally hours, and the delivered work product is the number of hours per day.

   c. Work cost. The documentation should show the cost of each unit of each item of work per day (or other time period set in the controlling agreement for that item) and the extended total cost, e.g., 8 hours supervisor services per day at $50 per hour times 7 days (specifically identified by date) equals $2800 total cost.

   4. Work payment. The documentation must show that the amount billed was paid or authorized for payment. FLAT certification that the cost was authorized for payment is sufficient for requesting reimbursement from the OSLTF, provided that any later adjustments or corrections to the amount paid are promptly reported to the NPFC.

C. <u>Documenting FLAT and trustee salary, equipment usage and</u> <u>administrative costs</u>. Any trustee internal costs for salary, equipment, or administrative costs should be documented as follows for each day of Initiation activity

1. Date
2. Identification (employee name or ID, equipment description or ID, function performed)
3. Category, e.g., grade level, equipment type
4. Number of hours charged for that day
5. Rate (include basis for any standard rates)
6. Total cost (hours time rate)
7. Cumulative total cost for all days

D. The Pollution Incident Daily Resource Reporting System. The FLAT and participating trustees may use the NPFC Pollution Incident Daily Resource Reporting System forms as shown in Chapter 5. That system was originally designed as an easy to use, manual system for FOSCs to document removal cost but may also be used by trustees for Initiation activities.

E. Trustee reports. Normally, the final report on the Initiate and documentation to support its costs should be completed and submitted to the NPFC within 60 days of completing the Initiate activities or earlier if necessary to support the government in litigation, but in no case later than 90 days after the Federal On-Scene Coordinator (FOSC) secures the removal. Upon completion of the Initiation, the FLAT reviews all of the cost documentation and certifies that the costs submitted by each of the Trustees were reasonable and necessary for the Initiation and are consistent with the National Contingency Plan. The cost documentation should be accompanied by a narrative summary in layman's language explaining what was done and why during the Initiation. The FLAT should also provide a copy of the Preassessment Phase Report and any related reports as soon as those become available.

Page Intentionally Left Blank

Chapter 5

POLLUTION INCIDENT DAILY RESOURCE REPORTING SYSTEM

CHAPTER 5 - POLLUTION INCIDENT DAILY RESOURCE REPORTING SYSTEM

The forms shown in this chapter allow for the daily recording of the cost of all Initiate activities. These forms were originally designed for use by FOSCs but may be used by trustees as well. **Each trustee involved in the initiate must maintain required documentation.** The contractor forms are designed to track time and material contracts and should only be used when the contract does not specify contractor documentation requirements. The contractor should complete the forms and deliver them to the FLAT or cognizant trustee representative for validation of receipt of the services. Note *that because these forms are multipurpose, they mention CERCLA, but CERCLA incidents are not eligible for* Initiation funding.

Samples of completed forms are available from the assigned Case Officer upon request.

A. CG-5135A GOVERNMENT SUMMARY SHEET

This form summarizes information included on the other Daily Resource Report forms submitted by (FLAT) and other participating trustees.

HOW TO COMPLETE FORM:

1. **Report Type (Interim/Final):** If the submission does not include all costs associated with the incident, check "interim report"; otherwise, if the submission is the final submission of resource documentation, check the final report.
2. **OPA/CERCLA/NRDA:** Check NRDA.
3. **(Incident Data) FPN/CERCLA Number:** The Federal Project Number (FPN) assigned to the incident.
4. **Date:** The date submitted.
5. **Period Covered:** The period (dates) for which resource documentation is being submitted.
6. **Agency Reporting:** The agency submitting documentation.
7. **Unit Reporting:** The FLAT or trustee office collecting resource documentation.
8. **Description of Activities:** Brief description of activities performed, and the objective of each activity. If more space is required, attach additional pages.
9. **Reports Attached:** Number of forms completed and attached.
10. **Key Parties:** Include information for key parties who can provide or verify information contained in the resource documentation. This could include the FLAT's representative, persons authorized to supervise on-site operations - other government agency personnel, and persons preparing cost documentation (e.g., accounting clerk, etc.).

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136A (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	GOVERNMENT SUMMARY SHEET (RCN-16451-1)

REPORT TYPE
INTERIM______FINAL______

ACTIVITY
OPA______ CERCLA______ NRDA______

INCIDENT DATA

FPN/CERCLA #_________________________ DATE_______________________________

PERIOD COVERED______________________ TO__________________________________

AGENCY REPORTING___________________ UNIT REPORTING____________________

DESCRIPTION OF ACTIVITIES
(Attach additional pages, if needed)

____
____
____
____
____
____
____
____

REPORTS ATTACHED

SHORT FORMS______ DAILY PERSONNEL FORMS______
DAILY EQUIPMENT FORMS______ DAILY PURCHASE FORMS_______

KEY PARTIES

DOCUMENTATION

Name____________________________

Agency__________________________

Telephone________________________

CONTRACTOR

Name____________________________

Agency__________________________

Telephone________________________

REMARKS:

B. POLLUTION INCIDENT DAILY RESOURCE REPORT --

CG-5136B GOVERNMENT PERSONNEL.

This form should be completed for government personnel costs incurred for each day.

How to complete this form:

1. **FPN/CERCLA Number:** The FPN assigned to the incident.
2. **Date:** The date for which costs are reported.
3. **Parent Unit:** The organizational to which the party completing the form is assigned, e.g., Region, office.
4. **FOSC or Representative/Lead Trustee Signature:** Certification by the FLAT or trustee; certifies that the equipment listed was authorized for the date reported.

Government Personnel

Supply the following information for each person involved in removal activities.

5. **Name:** First and last names of the government personnel involved in Initiation activities.
6. **Pay Grade/Labor Category:** Pay grade or labor (04, E5, GS12, etc.).
7. **Duty:** Specific duty during Initiation activity (i.e., supervisor, scientist).
8. **Hours:** Hours spent performing that duty.
9. **Standard Rate:** The standard rate for the pay grade/labor category in accordance with OMB Circular A-87 or agency directives. Attach the agency's standard rate table or information presenting the computation and derivation of the rate (may be completed by agency's accounting office).
10. **Total Cost:** The standard rate multiplied by the hours (may be completed by the agency's accounting office).
11. **Office Use:** Used by NPFC Staff.
12. **Total Personnel Costs For This Date:** The sum of the amounts entered in the total column (may be completed by agency's accounting office).
13. **Remarks:** Any important amplifying information.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136B (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	GOVT PERSONNEL Page ____ of ____ (RCN-16451-1)

FPM/CERCLA NUMBEER_____________________________ DATE_______________________________

PARENT UNIT_______________________________________ ___________________________________

FOSC/REP/LEAD TRUSTEE SIGNATURE

GOVERNMENT PERSONNEL

NAME (LAST, FIRST)	PAY GRADE	DUTY	HOURS	STANDARD RATE	TOTA L	OFFICE USE

TOTAL PERSONNEL COSTS FOR THIS DATE_______________________________

REMARKS:

C. POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136C GOVERNMENT EOUIPMENT

This form should be completed for government equipment costs incurred for each day.

How to complete form:

1. **FPN/CERCLA Number:** The FPN assigned to the incident.
2. **Date:** The date for which costs are reported.
3. **Parent Unit:** The organization to which the party completing the form is assigned, e.g., Region, Office.
4. **FOSC or Representative/Lead Trustee Signature:** Certification by the FLAT or trustee; certifies that the equipment listed was authorized for the date reported.

Government Equipment:

For each piece of equipment involved in removal activities:

5. **Item Description:** Description of the equipment used.
6. **Rate Basis:** The basis used for charging equipment costs (e.g., hourly, daily, weekly).
7. **# Units:** The number of units for which the equipment was utilized, defined in terms of the rate basis (i.e., number of hours, days, weeks).
8. **Rate/Unit:** The rate charged per unit; attach the agency's standard rate table or a computation showing how the rate was derived (may be completed by agency's accounting office).
9. **Rate Charges:** The rate per unit multiplied by the number of units (may be completed by agency's accounting office).
10. **Non-Rate Charges:** The total charges related to the equipment not charged on a per unit basis, e.g., mileage, fuel, setup/takedown charges (may be completed by agency's accounting office).
11. **Total:** The sum of the Rate Charges and the Non-Rate Charges (may be completed by agency's accounting office).
12. **Office Use:** Used by NPFC Staff.
13. **Total Equipment Costs For This Date:** The sum of the amounts entered in the Total column (may be completed by agency's accounting office).
14. **Remarks:** Any important amplifying information for this particular day.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136B (01-93)	POLLUTION INCIDENT DAILY RESOURCE REPORT	GOVT EQUIPMENT Page ____ of ____ (RCN-16451-1)

FPN/CERCLA NUMBER_____________________________ DATE_______________________________

PARENT UNIT_______________________________________ ____________________________________

FOSC/REP/LEAD TRUSTEE SIGNATURE

GOVERNMENT EQUIPMENT

NAME (LAST, FIRST)	PAY RATE BASIS	# UNITS	RATE/ UNIT	CHARGE RATE	NON-RATE CHARGES	TOTAL	OFFICE USE

TOTAL EQUIPMENT COSTS FOR THIS DATE_______________________________

REMARKS:

D. POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136D GOVERNMENT PURCHASES/EXPENDABLES/TRAVEL ORDERS/CONTRACTORS/ OTHER AGENCIES.

This form should be completed for government purchases, travel orders, contracts, and other agencies involved.

How to complete form:

1. **FPN/CERCLA Number:** The FPN assigned to the incident.
2. **Date:** Report the date costs were incurred.
3. **Parent Unit:** The organization to which the party completing the form is assigned, e.g., Region, Office.
4. **FOSC or Representative/Lead Trustee Signature:** Certification by the FLAT or trustee; certifies that purchases or other items listed were authorized for the date reported.

Purchases/Expendables

Indicate whether purchase orders were prepared, how many, and the number of purchase orders attached, if any. Also, indicate the total purchases/expendable for the date reported. **If copies of purchase orders are not attached,** complete the remainder of the Purchase/Expendable section.

5. **Description of Item:** Description of item purchased.
6. **Purchase Order Number:** Applicable Purchase Order Number.
7. **Cost:** The cost of the item purchased.
8. **Office Use:** Used by NPFC Staff.
9. **Total Purchases/Expendables For This Date:** The sum of costs for items purchased.

Travel Orders

Indicate whether travel orders were issued, the number issued, and copies attached. **If copies are not attached,** complete the remainder of the travel orders section. Also attach copies of approved reimbursement vouchers when available.

10. **Name:** First and last name of traveler.
11. **Travel Order No:** The number assigned to the travel orders.
12. **Issued By:** The agency issuing the travel order.
13. **Estimated Cost:** The estimated total cost.
14. **Office Use:** Used by NPFC Staff.

Contractors

Indicate whether contractors were authorized to perform services on the date reported. Only list contractors who are contracted and paid through your agency. If marked YES, complete the following for each authorized contractor.

15. **Name:** Contractor name.
16. **P.O./Contract Number:** List the contract number, purchase order number, or delivery order number for this contract.

<u>Other Agencies Involved (For FLAT Use)</u>

Indicate whether other government agencies were authorized to perform Initiation activities on the date reported. If marked Yes, complete the following information for each agency:

17. **Name:** Agency name.
18. **Agreement Number:** The number of any applicable IAG or similar agreement defining work to be performed. Attach copies of authorizations used by the other agencies (if not previously submitted).
19. **Office Use:** Used by NPFC Staff.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136D (01-93)	**POLLUTION INCIDENT DAILY RESOURCE REPORT**	GOVT PURCHASES/ EXPENDABLES/TRAVEL ORDERS/CONTRACTORS Page ____ of ____ (RCN-16451-1)

FPN/CERCLA NUMBER______________________________ DATE_______________________________

PARENT UNIT______________________________________ ____________________________________
FOSC/REP/LEAD TRUSTEE SIGNATURE

PURCHASES/EXPENDABLES

Were any purchase orders completed? YES ☐ NO ☐ If yes, how many: ____________
If yes, are they attached? YES ☐ NO ☐ If yes, how many: ____________
If no, complete information below

DESCRIPTION OF ITEM	PURCHASE ORDER NUMBER	COST	OFFICE

TOTAL COST FOR THIS DATE:____________________

TRAVEL ORDERS

Were travel orders issued YES ☐ NO ☐ If yes, how many: ____________
If yes, are copies attached? YES ☐ NO ☐ If no, complete below information
Are the liquidated travel claims attached: YES ☐ NO ☐ If yes, how many: ____________
If no, submit when liquidated

NAME (LAST, FIRST	TRAVEL ORDER NO.	ISSUED BY	EST. COST	OFFICE USE

ESTIMATED TOTAL TRAVEL COST:____________________

CONTRACTORS

Are contractor services authorized for this date? YES ☐ NO ☐ If yes, list contractors hired

NAME	**P.O./CONTRACT NUMBEER**	**OFFICE USE**

OTHER AGENCIES INVOLVED
(FOR FOSC or Lead Trustee Use)

Were agencies authorized to act? YES ☐ NO ☐ If yes, list other agencies and attach copy of authorization.

NAME	**AGREEMENT NUMBER**	**OFFICE USE**

F. POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-1 CONTRACTOR PERSONNEL.

This form should be completed for contractor personnel costs incurred for each day.

How to complete form:

1. **FPN/CERCLA:** The FPN assigned to the incident.
2. **Date:** Report the date for which costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor Personnel

Provide the following information for each individual.

4. **CLIN:** The applicable contract line item number.
5. **Name:** First and last names of contract personnel involved in removal activity.
6. **Job Description:** What was the employees job (e.g., supervisor, equipment operator, laborer). Abbreviate as necessary.
7. **Hours Employed:** The starting and ending times during which the personnel were performing Initiation activities.
8. **Total Hours:** Number of hours.
9. **Hourly Rate:** The hourly rate of pay.
10. **Rate Charge:** The number of hours multiplied by the hourly rate of pay.
11. **Per Diem:** Per diem costs incurred. This assumes a flat rate per diem is authorized by the contract. Otherwise, per diem costs should be documented as other expenses on the CG-5136E-3 form.
12. **Total Cost:** The sum of the Rate Charge and the Per Diem costs.
13. **Total Personnel Costs For This Date:** The sum of the amounts entered in the Total column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. **FOSC/Trustee Signature:** Certification by the FLAT or trustee.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136E-1 (01-93)	**POLLUTION INCIDENT DAILY RESOURCE REPORT**	CONTRACTOR PERSONNEL Page ____ of ____ (RCN-16451-1)

FPN/CERCLA NUMBER________________________________ DATE____________________________________

CONTRACTOR:____ PO/CONTRACT NO.__________________________

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR PERSONNEL

CLIN	NAME (LAST, FIRST)	JOB DESCRIPTION	HOURS FRM	HOURS TO	TOT HRS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL PERSONNEL COSTS FOR THIS DATE________________________

CONTRACTOR'S CERTIFICATION:

I certify that this report is a true and complete record of the materials, labor, equipment and subcontractors provided by the contractor on the date listed above for the project number cited above:

____
Contractor's Authorized Representative

ON SCENE COORDINATOR'S/LEAD TRUSTEE'S REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

____
FOSC/Lead Trustee

G. POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-2 CONTRACTOR EOUI

This form should be completed for contractor equipment costs incurred for each day.

How to complete form:

1. **FPN/CERCLA Number:** The FPN assigned to the incident.
2. **Date:** Report the date for which costs were incurred.
3. **Contractor:** Name of contractor; indicate if supporting documentation is attached.

Contractor Equipment

Provide the following information for each piece of equipment used in Initiation activities.

4. **CLIN:** The applicable contract line item number.
5. **Item Description:** Description of the equipment.
6. **Rate Basis:** The basis used for charging equipment costs (i.e., hourly, daily, weekly).
7. **Employed From/To:** The period of time equipment was used.
8. **Units:** The number of units the equipment was used expressed in terms of the rate basis (i.e., numbers of hours, days, weeks).
9. **Rate/Unit:** The rate charged per unit.
10. **Rate Charges:** The rate per unit multiplied by the number of units.
11. **Non Rate Charges:** Total charges related to the equipment, not charged on a per unit basis (i.e., mileage, fuel, setup/takedown charges).
12. **Total Cost:** The sum of the Rate Charge and the Non-Rate Charges.
13. **Total Equipment Costs For This Date:** The sum of the amounts entered in the Total Costs column.
14. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
15. **FOSC/Trustee Signature:** Certification by FLAT or trustee.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136E-2 (01-93)	**POLLUTION INCIDENT DAILY RESOURCE REPORT**	CONTRACTOR PERSONNEL Page ____ of ____ (RCN-16451-1)

FPN/CERCLA NUMBER________________________________ DATE_____________________________________

CONTRACTOR:____ PO/CONTRACT NO._________________________

If information described below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

CONTRACTOR PERSONNEL

CLIN	NAME (LAST, FIRST)	JOB DESCRIPTION	HOURS FRM	HOURS TO	TOT HRS	HOURLY RATE	RATE CHARGE	PER DIEM	TOTAL COST

TOTAL EQUIPMENT COSTS FOR THIS DATE________________________

CONTRACTOR'S CERTIFICATION:

I certify that this report is a true and complete record of the materials, labor, equipment and subcontractors provided by the contractor on the date listed above for the project number cited above:

____

Contractor's Authorized Representative

ON SCENE COORDINATOR'S/LEAD TRUSTEE'S REVIEW:

I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

____

FOSC/Lead Trustee

H. POLLUTION INCIDENT DAILY RESOURCE REPORT -- CG-5136E-3 CONTRACTOR/ SUBCONTRACTOR/MATERIALS/OTHER EXPENSES.

This form should be completed by the contractor for costs incurred by subcontractors, and for materials and other expenses for each day.

How to complete form:

1 . **FPN/CERCLA Number:** The FPN assigned to the incident.
2. **Date:** Report the date for which costs were incurred.
3. **Contractor:** Name of contractor. Indicate if supporting documentation is attached.

Subcontractors

Indicate whether subcontractors were hired. If marked Yes, complete the remainder of the subcontractors section and attach copies of the subcontractor's Daily Resource Reports. Subcontractors should complete CG-5136E (1-3) forms as applicable.

4. **CLIN:** The applicable contract line item number.
5. **Subcontractor's Name:** Name of the subcontractor.
6. **Cost:** Costs incurred by the subcontractor for this date.
7. **Admin Fee:** Fee charged for administering the subcontractor.
8. **Total Cost:** The sum of subcontractor costs and administration costs.
9. **Total Cost Of Subcontractors For This Date:** The sum of the amount entered in the Total Cost column.

Materials Used/Other Expenses

10. **CLIN:** The applicable contract line item number.
11. **Description:** Description of material or item used or purchased.
12. **Units Used:** Units of material or items used or purchased.
13. **Unit Cost:** Cost per unit.
14. **Total Cost:** Units used multiplied by the Unit Cost.
15. **Total Cost Of Materials Used/Other Expenses For This Date:** The sum of the amount entered in the Total Cost column.
16. **Subcontractor’s Name:** Name of the subcontractor.
17. **Contractor's Certification:** Contractor's certification of the validity of the information presented.
18. **FOSC/Trustee Signature:** Certification by FLAT or trustee.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5136D (01-93)	**POLLUTION INCIDENT DAILY RESOURCE REPORT**	CONTRACTORS/SUBCON-TRACTORS MATERIALS/ OTHER EXPENSES Page ____ of ____ (RCN-16451-1)

FPN/CERCLA NUMBER______________________________ DATE_______________________________

PARENT UNIT______________________________________ PO/CONTRACT NO.___________________

If information described below is documented separately, in a form or forms previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

SUBCONTRACTORS

Were any subcontractors hired? YES ☐ NO ☐ If yes, list them below and attach subcontactor Daily Reports

CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST

TOTAL COST FOR THIS DATE:___________________

MATERIALS USED/OTHER EXPENSES

CLIN	DESCRIPTION	UNITS	UNITS USED	UNIT COST	TOTAL COST

TOTAL COST FOR THIS DATE:___________________

CONTRACTOR'S CRTIFICATION:

I certify that this report is a true and complete record of the materials, labor, equipment and subcontractors provided by the contractor on the date listed above for the project number cited above.

____

Contractor's Authorized Representative

ON SCENE COORDINATOR'S/LEAD TRUSTEE'S REVIEW:

I certify inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

____

Page Intentionally Left Blank

Chapter 6

STANDARD FORM 1080

CHAPTER 6 - SF1080: VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

A. Reimbursement. The SF-1080 (OPAC transfers may be authorized by specific agreement) should normally be used to request payment for earned reimbursements from the OSLTF. Accompanying documentation should be organized and summarized, to provide a clear audit trail to support the amounts on the SF-1080 or equivalent invoice. These submittals will be reviewed by the NPFC staff for continuity and propriety. Incomplete submittals will be returned to sender for corrective action.

B. HOW TO COMPLETE SF-1080/GENERAL INFORMATION:

1. **Voucher No:** Inserted by the agency submitting the SF-1080.
2. **Schedule No:** Inserted by the agency submitting the SF-1080.
3. **Department, establishment, bureau, or other billing:** Federal agency submitting SF-1080 (usually complete mailing address).
4. **Bill No: -** Used by federal agencies to identify accompanied invoice number.
5. **Department, establishment, bureau, or office billed:** Address of NPFC.
6. **Paid By:** Leave blank.
7. **Order No:** FPN or IAG document number.
8. **Date of Delivery:** Date work began and was completed.
9. **Articles or Services:** Brief explanation of how expenses were incurred; ensure IAG Accounting String and Document Control Number are listed. Some agencies may choose to include their own in-house accounting information.
10. **Quantity:** Entry varies.
11. **Unit Price:** Entries depend on how specific work is identified; normally accompanied by an invoice and dailies to explain work specifics.
12. **Amount:** Exact dollar amount of reimbursement.
13. **Total:** Sum of amounts.
14. **Remittance in payment hereof should be sent to:** Mailing address to which payment should be sent.

C. ACCOUNTING CLASSIFICATION - BILLING OFFICE

1. This section is to be completed by agency submitting SF-1080. There should be a name listed as a point of contact with a telephone number.

D. CERTIFICATE OF OFFICE BILLED

1. This is to be completed by NPFC staff after the SF-1080 and its attached documentation has been reviewed.

E. ACCOUNTING CLASSIFICATION - OFFICE BILLED

1. This section is to be completed by NPFC staff.

Standard Form 1080 Revised April 1962 Department of the Treasury 1 TFPN 30-2500 1980-???	VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS	VOUCHER NO. SCHEDULE NO.
Department, establishment, bureau, or office receiving funds		BILL NO.
Department, establishment, bureau, or office charged Director (cm) National Pollution Funds Center Case Management Division 4200 Wilson Blvd., Suite 1000 Arlington, VA 22203-1804		PAID BY

ORDER NO.	**DATE OF DELIVERY**	**ARTICLE OR SERVICES**	**QUAN-TITY**	**UNIT PRICE**		**AMOUNT DOLLARS AND CENER**
				COST	**PER**	
					TOTAL	

Remittance in payment hereof should be sent to

ACCOUNTING CLASSIFICATION—*Office Receiving Funds*

CERTIFICATION OF OFFICE CHARGED

I certify that the above articles were receved and accepted of the services performed as stated and should be charged to the appropriation(s) and / or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.

____
(Authorized administrative or certifying officer)

____
(Date)

____
(Title)

ACCOUNTING CLASSIFICATION—*Office Charged*

Paid by Check No.

NSN 75-40-00-63 and 220

Page Intentionally Left Blank

APPENDIX A

INTER-AGENCY AGREEMENT TO INITIATE THE ASSSSMENT OF NATURAL RESOURCE DAMAGES

**INTER-AGENCY AGREEMENT TO
INITIATE THE ASSESSMENT OF
NATURAL RESOURCE DAMAGES**

FPN ______________________

I. As the Federal Lead Administrative Trustee (FLAT), the Department of ______________________ _____________________________________ requests the obligation of funds to Initiate the Assessment of Natural Resource Damages for the following oil spill incident:

____
____
____
____

II. Potential Trustee Notifications:

	Participating Yes / No
Department of Agriculture (USDA)	_____ / _____
Department of Defense (DOD)	_____ / _____
Department of Energy (DOE)	_____ / _____
Department of the Interior (DOI)	_____ / _____
Department of Commerce (DOC)	_____ / _____
State/Commonwealth/Territory _______________	_____ / _____
Indian Tribe	_____ / _____

III. Request for Funds:

Amount this request $____________________

Previous amount $____________________

Total Amount requested $____________________

IV. Use:

These funds are to be used only for accomplishing Initiation. The purposes of an Initiation are to scope the extent of the natural resource damage (NRD) caused by a discharge of oil, in order to ascertain what type of natural resource damage assessment (NRDA) is warranted, and to preserve perishable evidence which would support the NRDA. The reassessment screen activities described in 43 CFR 11.22, 11.24 and 11.25 or in 15 CFR 990 Subpart D are NRDA Initiation activities when they are reasonably necessary to fulfill the purposes of an NRDA Initiation and are consistent with the National Contingency Plan (NCP).

Activity (under DOI regulations)

Estimated costs and completion dates:	Cost	Est. Date Of Completion (mo/yr)
Site Characterization	$______________	_____ / _____
Early Sampling, Data Collection & Evaluation	$______________	_____ / _____
Identification of Pathways $______________	_____ / _____	
Identification Of Exposed Areas	$______________	_____ / _____
Exposed Water Estimates	$______________	_____ / _____
Estimates Of Concentrations	$______________	_____ / _____
Identification Of Potentially Affected Resources	$______________	_____ / _____
Total Amount Requested	$______________	

The computation or other basis of each of these estimates, including personnel [(# persons)x(# days)x($/day)],equipment [(# days)x($/day)], and contractor estimates are to be provided on separate sheet.

V. FLAT's Allocation Of Funds:

USDA	$_______________
DOD	$_______________
DOE	$_______________
DOI	$_______________
DOC	$_______________
(State) ________________________	$_______________
Total (all of above)	$_______________

Activity (under NOAA regulations) (alternate)

Estimated costs and completion dates:	Cost	Est. Date Of Completion (mo/yr)
Determination of jurisdiction	$______________	______ / ______
Determination to conduct restoration planning	$______________	______ / ______
Data collection	$______________	______ / ______
Notice of Intent to Conduct Restoration Planning	$______________	______ / ______
Administrative record	$______________	______ / ______
Total Requested Amount	$______________	

The computation or other basis of each of these estimates, including personnel [(# persons)x(# days)x($/day)], equipment [(# days)x($/day)], and contractor estimates are to be provided on separate sheet.

V. FLAT's Allocation Of Funds:

USDA	$______________
DOD	$______________
DOE	$______________
DOI	$______________
DOC	$______________
(State)______________________	$______________
__________________________	$______________
Total (all of above)	$______________

VI. Documentation and Payment:

The FLAT shall provide documentation of all expenditures, costs and activities conducted under this agreement. This documentation shall itemize costs incurred to Initiate the assessment of natural resource damages, including: daily expenditures by individual, giving name, title or position, activity performed, time on task, salary or hourly rate, travel cost, per diem, out of pocket or extraordinary expenses; equipment purchased or rented, with the daily or hourly rate; and materials and consulting fees. All documentation will be compiled on a daily basis. When any of the costs are based on standard rates, the Trustees must also provide a justification or rationale for those rates so they can be defended in cost recovery.

Each participating trustee will certify that costs are not currently being recovered or obtained from any other source and include details of any payments received by the trustee from the responsible party, guarantor, a third party source or express appropriation. Within 60 days of completion of the actions to Initiate the assessment of natural resource damages, the FLAT will provide a written invoice to the National Pollution Funds Center (NPFC) using form SF-1080/81, Voucher for Transfer Between Appropriations, accompanied by the documentation described above. The FLAT will review all of the cost documentation and will certify that the costs submitted by each of the Trustees were reasonable and necessary for the Initiation of NRDA, the activities giving rise to the costs are consistent with the NCP, and the amounts requested have and will not be sought from any other source. Transfer instructions will be provided on the SF-1080.

VII. Cost Recovery:

The FLAT shall ensure that all trustees involved in this incident agree to assign cost recovery actions arising from this incident to the OSLTF, to the extent they represent costs reimbursed pursuant to this agreement. In addition, the FLAT agrees to cooperate fully with the NPFC in any claim or action by the OSLTF against the responsible party, guarantor, or other persons to recover costs from this incident. The FLAT shall notify the NPFC of any negotiations to execute an agreement between any natural resource trustee and any responsible party/guarantor which address funding or liability associated with costs covered in this agreement.

VIII. Certification And Assignment Of Contact Person:

I certify that Department of ____________________________is the Federal Lead Administrative Trustee and that I am authorized to sign this document on behalf of the Department of ___________________________. I further certify that all actions to be funded are necessary to Initiate the assessment of natural resource damages and that the activities to be conducted are consistent with preassessment as described under 43 CFR 11.22, 11.24 and 11.25 or in 15 CPR 990 Subpart D. I agree to refund any disallowed amounts related to the incident.

____
(Signature of Official and Title)

For the Department of ______________

____
(Date)

FLAT Contact Person: ____
Address: ____

Phone: ____
Fax: ____

IX. Authorization:

The NPFC authorizes the obligation of funds to the Department of ______________________to Initiate assessment of natural resource damages for the incident and activities described in their request dated ______________________. Total amount of funds available under this agreement shall not exceed $______________________. The Federal Project Number ________________ ____________________ must be referenced on daily cost documentation, and the Inter-Agency Agreement Number ______________________, must be included on all requests for reimbursement from the OSLTF.

X. Supplemental Requests:

Nothing in this authorization prohibits the FLAT from requesting supplemental funds on the same incident.

XI. Deobligation:

This agreement will be closed 90 days from the date of completion of the Initiation as specified above. At that time, the NPFC will notify the FLAT of the intent to deobligate any amounts for which documentation has not been submitted. If documentation is not submitted and reimbursement requested in a subsequent 90-day period, the undocumented amount will be deobligated.

XII. Authority: Oil Pollution Act of 1990 (33 USC 2752 (b)).

____
(Signature of NPFC Regional Manager)

____
Date

NPFC Contact Person: ____
Address: ____
____
____
Telephone: (703) 235
Fax: (703) 235-4837

Page Intentionally Left Blank

APPENDIX B

NPFC CONTACTS / CASE MANAGEMENT TEAMS

Case Management Team

Case Management Receptionist (general info.)	703-235-4756
Case Management Fax	703-235-4837

TEAM I - responsible for Alabama, Arkansas, Iowa, Kansas, Louisiana, Mississippi, Missouri, Nebraska, New Mexico, Oklahoma, and Texas.

CDR Liston Jackson, REGIONAL MANAGER	703-235-4770
BMC Freddie Thompson	703-235-4778

Includes Coast Guard District 8 - divided with Team III, and EPA Regions IV (Mississippi and Alabama only), VI, and VII.

TEAM II - responsible for Delaware, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virgir Islands, Virginia, Washington DC, and West Virginia.

CDR Bob Smith, REGIONAL MANAGER	703-235-4771
LT Lloyd Banks	703-235-4766
Richard Steffens	703-235-4798
SKC Edward Credle	703-235-4779

Includes Coast Guard Districts 5 and 7, and EPA Regions II (Virgin Islands) and IV (excluding Mississippi and Alabama).

TEAM III - responsible for Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

CDR Ron Gan, REGIONAL MANAGER	703-235-4765
MSTCS Carl Moberg	703-235-4767
MSTC Patrick Glenn	703-235-4768

Includes Coast Guard Districts 8 - divided with Team I, (Colorado, North Dakota, South Dakota, and Wyoming) 11, 13, 14, 17, and EPA Regions VII, IX, and X.

TEAM IV - responsible for Connecticut, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, and Wisconsin.

CDR Tom Tansey	703-235-4731
CWO2 Mike Spence	703-235-4772
CWO4 Jim Jacenich	703-235-4777

Includes Coast Guard Districts I and 9 , and EPA Regions I, II, III, and V.

Page Intentionally Left Blank