

In-Situ Burn Unified Command Decision Verification Checklist

Purpose and Summary:

The following checklist, created with input from the Region II RRT, provides a summary of important information to be considered by the Unified Command, consisting of the federal On-Scene Coordinator (OSC), state On-Scene Coordinator (SOSC), and responsible party representative (RP) when planning for the use of in-situ burning in response to an oil spill in marine waters of Region II. The document is intended to allow Unified Command verification of a decision, rather than an information distribution sheet or an approval form.

Each section of the checklist provides a series of “limiting factors” questions for each of the decision points on the Region II In-Situ Burning Decision Flowchart. Some sections also contain a “worksheet” for important information that may be necessary to answer limiting factor questions; the user is encouraged to attach forms that already contain this information if they are readily available.

Questions in the limiting factors section that are answered with a “Yes/Optimal” support the decision to conduct an in-situ burn. However, spill response involves numerous tradeoffs, and any less-than-ideal conditions that are represented by a “No/Sub-Optimal” answer may be balanced by other benefits of in-situ burning in a given situation. Not every question of the worksheet must be answered. It is acceptable for the Unified Command to make a decision based on incomplete information, provided the information gaps are understood and considered.

In Situ Burn Decision:

Federal On-Scene Coordinator Decision: ___ Approve	Signature: _____		
State On-Scene Coordinator Decision: ___ Concur	Signature: _____		
Responsible Party Decision: ___ Concur	Signature: _____		
Under Region II MOU, additional consultation or concurrence is required in Zone C (or Zone B if winds are not from the pre-approved directions).			
Agency/Contact	Concurrence/consultation	Time/Date	Method(verbal, written)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Points of Contact for checklist:	Name	Position	Telephone
Federal	_____	_____	_____
State:	_____	_____	_____
Responsible Party:	_____	_____	_____
Scientific team:	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____

FIELDS MAY BE LEFT BLANK, LIMITING FACTORS DO NOT PRECLUDE BURNING. PLEASE REFER TO DOCUMENT SUMMARY AND PURPOSE.

Incident information (To be completed by Requesting Party)

Incident Name	
Current date/time	
Anticipated burn date/time	
Location of spill (descriptive)	
Location of burn (descriptive)	

Spill Location/Trajectory (To be completed by Scientific Support Team)

Trajectory (Graphic Attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No
-or- Text:	
Overflight Map (Graphic Attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No
-or- Text:	

To be completed by OSC representative:

Consultations/Concurrence based on location of approval area of burn		Yes	No	Comments
Zone A – 6 miles offshore:	FOSC approval of burn?			
Zone B – 3 to 6 miles offshore with decidedly offshore wind:	FOSC approval of burn?			
Zone C – Less than 3 miles offshore:	FOSC approval of burn?			
	EPA RRT co-chair concur with burn?			
	State(s) RRT representative concur with burn?			
	Consultation with DOI RRT representative?			
	Consultation with NOAA RRT representative?			
	Region I/III consultation/concurrence if burn to impact neighboring Region?			
Notifications planned as described in MOU (EPA, DOI, NOAA, State(s))?				
Attachments/Additional Information:				

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To be completed by Scientific Support Team:

	Optimal Condition	Sub-Optimal Condition	
	Yes or Probable	No or Unlikely	Comments
Oil Burnability			
Anticipate oil to remain ignitable (fresh, not highly emulsified)?			
Attachments/Additional Information:			

To be completed by Scientific Support Team:

	Optimal Condition	Sub-Optimal Condition	
	Yes or Probable	No or Unlikely	Comments
Weather/Sea Conditions			
Weather forecast precipitation-free (affects ignition)?			
Winds/forecast winds less than 25 knots?			
Visibility sufficient for burn operations/observations (greater than 500 feet vertical, 1/2 mile horizontal)?			
Wave heights/predicted wave heights less than 2-3 feet?			
Attachments/Additional Information:			

To be completed by Requesting Party:

	Optimal Condition	Sub-Optimal Condition	
	Yes or Probable	No or Unlikely	Comments
Operational feasibility			
Is an operational plan written or in process? (if available, attach)			
Is needed air support available?			
Are personnel properly trained, equipped with safety gear, and covered by a site safety plan?			
Are all necessary communications possible (i.e. between aircraft, vessels, and control base in an open water burn)?			
Can all necessary equipment be mobilized during window of opportunity (i.e. fire boom, igniter, tow boats, residue collection equipment)?			
Can undesirable secondary fires be avoided?			
Can burn be safely extinguished or controlled?			
Can aircraft pilots and mariners be adequately notified, as necessary?			
Is equipment and personnel available for residue recovery?			
If ignition from a helicopter, FAA approved equipment?			
Attachments/Additional Information:			

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To be completed by OSC/SOSC staff in consultation with meteorologists/modelers as appropriate:

	Optimal Condition	Sub-Optimal Condition	Comments
Human and Environmental Impacts	Yes or Probable	No or Unlikely	
Public exposure to PM-10 (particulates <10µm) not expected to exceed 150 µg/m3 averaged over 1 hour as a result of burn? (current NRT planning guideline)			
Can burning be conducted at a safe distance from other response operations, and public, recreational and commercial activities?			
Is particulate (hour-averaged PM-10) monitoring available?			
Can public be adequately notified of burn?			
Trustees consulted if endangered species in immediate burn area?			
Attachments/Additional Information:			

Public Health/Plume Worksheet (Open Water and Inshore):

Distance / direction to nearest population relative to burn: _____ miles to the _____ (direction)
 Distance / direction to nearest downwind population: _____ miles to the _____ (direction)
 Forecast wind speed / direction (24 hour): _____ mph from the _____ (direction)
 Forecast wind speed / direction (48 hour): _____ mph from the _____ (direction)

Estimated plume trajectory (text or attached graphic): _____

Other comments/issues: _____

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