

RESPONSE TASK LIST

The task list below addresses the specific response tasks that are ordered through PRFA's (Pollution Removal Funding Authorization) in support of FOSC's/OSC's. When modification or amendment to this PRFA is required, a "Amendment to Pollution Removal Funding Authorization" shall be used and a new task list shall be assigned if new tasking is identified.

The recipient agency of the PRFA shall perform the following (as identified by the appropriate check marks below):

- collect facts regarding the discharge of oil, to include its source and cause;
- identify potentially responsible parties (RP's);
- analyze the nature, amount, and location of discharged materials;
- analyze the probable direction and time of travel of discharged materials;
- analyze whether the discharge is a worst case discharge in accordance with Section 300.324 of the National Contingency Plan (NCP);
- identify pathways to human and environmental exposure;
- analyze the potential impact on human, health, welfare, safety, and the environment posed by the discharge of oil;
- provide analysis of discharges posing a substantial threat to the public health or welfare of the United States;
- provide temporary/permanent stabilization prior to the mobilization of other responders;
- provide appropriate personnel, equipment, and supplies to contain and stabilize discharges of oil discharged to waterways or soil which are either threatening to or are actually impacting public health, welfare, and/or the environment;
- document all site specific costs incurred by the contractor and the recipient agency for the response actions;
- identify active or historical facility processes or operations that may have contributed to the discharge of oil;
- develop and implement options to abate, prevent, minimize, stabilize, mitigate, eliminate or remove the threat of a release of oil to public health or welfare or the environment;
- prepare a sampling plan which describes the number, type, and location of samples and the type of analysis (for example, sampling and analysis plans for collection of multimedia environmental samples; petrochemical product or waste oil or crude oil);
- collect representative oil sample(s) and submit them to the U. S. Coast Guard Central Oil Identification Lab (COIL) for appropriate analyses;
- develop site specific Health and Safety Plans (HSP's);
- observe and document state and private actions taken to conduct a response action;
- review, prepare, and submit all required accounting/accounting records in accordance with the National Pollution Funds Center (NPFC) Instruction 16451, "Technical Operating Procedures for Resource Documentation under the Oil Pollution Act (OPA) of 1990";
- submit Pollution Reports (POLREPS) at periodic intervals as specified by the issuing FOSC/OSC;
- provide daily progress reports and/or consultations to the OSC/FOSC, as necessary;
- develop health and safety procedures for response activities, such as OSHA levels of protection associated with a site;
- recommend cleanup and disposal options;
- review completeness of disposal documentation, such as manifests, waste profile data, and other information;
- obtain permits from local, state or federal agencies, associated with the contractor's response activities;
- provide or arrange for site security to prevent unauthorized access of any persons or animals to preserve public safety, such as armed or unarmed security services;
- conduct file reviews to obtain background information to analyze releases of wasted oil or petroleum products;
- analyze Responsible Party (RP) response documents and actions and recommend appropriate revisions;
- analyze the accuracy, timeliness, and completeness of the (RP) reports and associated actions;
- document (RP) activities and provide over-site;
- identify concerned local and elected officials;
- conduct deed and title searches as appropriate;
- conduct waste profile analysis;
- perform and advise on wildlife capture, recovery, and stabilization;