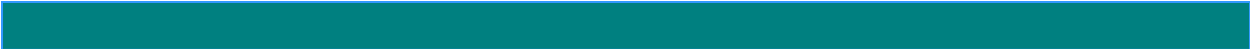





Section 9101

Region 10 Response Team and Northwest Area Committee Charter

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Region 10 Response Team and Northwest Area Committee Charter

Oil and hazardous material spill response is a unique regulatory field where public trust demands a rapid, aggressive, and well-coordinated response action by federal, state, and responsible parties.

9101.1 RRT 10 and Executive Committee Membership

The RRT 10 is jointly chaired by the EPA and the U.S. Coast Guard District 13. The members of the RRT 10 include:

- United States Coast Guard (USCG), District 13;
- United States Environmental Protection Agency (EPA), Region 10;
- United States Department of Commerce (DOC) (National Oceanic and Atmospheric Administration [NOAA]);
- United States Department of Defense (DOD) (United States Navy);
- United States Department of Energy (DOE);
- United States Department of Health and Human Services;
- United States Department of the Interior (DOI);
- United States Department of Justice;
- United States Department of Labor (Occupational Safety and Health Administration);
- United States Department of Transportation;
- Federal Emergency Management Agency (Department of Homeland Security);
- General Services Administration State of Idaho, Office of Emergency Management;
- State of Oregon, Department of Environmental Quality;
- Washington State Department of Ecology;
- Makah Tribe;
- Yakama Nation; and
- Confederate Tribe of Coos, Lower Umpqua, and Siuslaw Indians.

To facilitate decision making, an Executive Committee is also formed and is composed of the RRT members and these additional representatives:

- USCG, Sector Columbia River;

- USCG Sector Puget Sound;
- United States Army Corps of Engineers;
- Washington State Military Department – Division of Emergency Management
- Washington State Department of Health
- Oregon State Fire Marshall
- Oregon Public Health Division
- Idaho Department of Health and Welfare

9101.2 Northwest Area Committee Membership

The NWAC is jointly chaired by the Captains of the Port for Puget Sound and Columbia River and EPA’s Emergency Response Program Manager. Washington, Oregon, and Idaho lead response agency representatives serve as co-vice chairs. Other member-representatives include the following:

- DOC (NOAA);
- DOI;
- Other federal agencies, such as the United States Fish and Wildlife Service, United States Navy, United States Food and Drug Administration;
- Other state agencies, such as the Oregon State Public Health Officer, Oregon State Fire Marshal, Washington Department of Health, Washington Military Department Division of Emergency Management, Idaho Department of Environmental Quality, and Idaho Department of Health and Welfare;
- Local government agencies;
- Tribes;
- Nongovernmental organizations;
- Nonprofit organizations;
- Industry; and
- Response contractors.

9101.1.2 RRT and Area Committee Function

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) is the rule book for implementing the Comprehensive Environmental Response, Compensation & Liability Act and Oil Pollution Act of 1990. All response actions by the federal agencies must be consistent with the NCP. Since inception, the NCP has required federal agencies to develop and maintain Regional Contingency Plans. After the enactment of the Oil Pollution Act of 1990 (prompted by lessons learned from the Exxon Valdez oil spill), the NCP was updated to require Area Contingency Plans and Area Committees across the United States.

Region 10 has developed a consolidated plan whereby the United States Coast Guard (USCG), United States Environmental Protection Agency (EPA), member tribes and three Pacific Northwest states in the region sign on to one plan that meets the requirements for both a Regional Contingency Plan and three Area

Contingency Plans. Previous state and federal Regional Contingency Plans were shelved for an area-wide focus on one consolidated plan. Then Region 10 combined the RRT meetings with the Area Committee meetings. The resulting RRT/Area Committee plan is written to apply to both organizations jointly.

9101.1.3 Relationship of RRT to NWAC:

The RRT has two roles specified in the NCP:

1. Support the Federal On-Scene Coordinator (FOSC) during incident-specific activations.
2. Ensure effective regional planning and preparedness.

The Northwest Area Committee is fully functional and effective at multi-agency joint planning and preparedness, and the RRT’s primary focus is on preparing for incident-specific activations and planning for support of the FOSCs. RRT Co-Chairs and all RRT members are encouraged to attend the Area Committee meetings, in order to support and maintain familiarity with FOSC and State On-Scene Coordinator issues and concerns.

9101.1.4 RRT and Area Committee Meetings

The decision to form the joint Executive Committee and hold joint meetings was made around 2002. There are at least three joint meetings per year, each a day and a half long. The joint meetings are moved around the region in an attempt to maintain a presence and outreach to as many local responders as possible. The Northwest Area Committee Co-Chairs and Vice-Chairs hold additional meetings in their Sectors or subareas to supplement the three annual combined meetings. The objective of the meetings is to engage with local officials and responders from the local area where the meeting is held.

See a brief overview of the two-day combined meeting agendas below:

Day 1: Half day session with RRT 10/NWAC Executive Committee. The Executive Committee meeting is open to the NCP-designated RRT members, Area Committee Co-Chairs, and any other agency representatives invited by them. At the end of the half-day meeting, there is the option of a closed-door session for NCP-designated RRT members only, where sensitive issues may be discussed. Any NCP-designated RRT member may raise issues for discussion during the closed-door session. All RRT member agencies should have a representative at these half day Executive Committee and closed-door RRT sessions.

Day 2: Full day Area Committee meeting, hosted by EPA, USCG Captain of the Port, and States. The objective is to engage with local officials and responders from the local area where the meeting is held. This provides an opportunity for the EPA, Captain of the Port, and State that are hosting the meeting to create a meeting agenda that will be interesting and worthwhile for their local community. This meeting is open to everyone.

All members have voice and vote at all Area Committee proceedings. Robert's Rules of Order govern all meetings. Motions are carried by a simple majority of votes cast by member agencies, but most decisions are arrived at by consensus. The Area Committee meets as determined by the membership but at least semiannually. The Area Committee does not constitute a formal Federal Advisory Committee; therefore, each agency is responsible for funding its own participation.

9101.3 Steering Committee

The Steering Committee is responsible for ensuring that the NWACP/Regional Contingency Plan (RCP) remains a valuable response tool for local, state, and federal responders in the Northwest Area. At the direction of the RRT and NWAC, the Steering Committee shall undertake efforts to review and improve the NWACP/RCP, conduct outreach activities to increase the general understanding of the NWACP/RCP, and make recommendations to the RRT and Area Committee regarding planning and preparedness activities. The Steering Committee is also responsible for coordination of task forces and ensuring assigned tasks are carried out. The following is a list of the primary duties the Steering Committee is responsible for in coordinating the task forces:

- Work with the RRT/NWAC Executive members to identify work priorities and a schedule for completion;
- Assign projects and track task force progress;
- Review task force work plans to assure they reflect Steering Committee priorities and are kept up to date;
- Assure each task force has an appointed contact on the Steering Committee; and
- Coordinate the development of new task forces as needed and as directed.

The Steering Committee includes members from EPA; USCG (District 13, Sector Puget Sound, and Sector Columbia River); the States of Idaho, Oregon, and Washington; NOAA; DOI; the Navy and the Makah, and the Confederate Tribe of Coos, Lower Umpqua, and Siuslaw Indians, EPA and USCG District 13 currently co-chair the Steering Committee.

9101.3.1 Task Forces, Subcommittees and Work Groups

Task forces are formed for short-term projects addressing specific issues. They may be formed at the direction of the Executive Committee members or the Steering Committee as needed. Subcommittees and Work Groups may be established to work on longer-term projects. The NWAC/RRT Executive Committee sponsor one NWAC Summit each year in which Area Committee members gather and determine which planning priorities should be addressed for the upcoming NWACP update. A task force is formed for each planning priority. After a specified planning issue has been addressed, the task force is disbanded. The Steering Committee coordinates all task force work.

9101.4 Summary of RRT/NWAC Organizational Groups:

- **Workgroups:** Work in subject areas that require ongoing attention to improve both the NWACP and the function of the RRT/NWAC. Area planning developments should be memorialized in the NWACP if appropriate. The workgroups report to the Steering Committee.
- **Subcommittees:** Work in subject areas that require ongoing attention to improve both the NWACP and the function of the RRT/NWAC. Area planning developments should be memorialized in the NWACP if appropriate. May work for the RRT or the Area Committee, may be assigned a sponsor. Will work under a signed charter and report as assigned to either the RRT, Area Committee chairs and co-chairs or the Steering Committee.
- **Task Forces:** Work on specific issues that have a limited scope and a clear end point. The task forces report to the Steering Committee.
- **Steering Committee:** Guides the preparedness work of the Area Committee and the RRT task of preparing to support the FOSCs. Ensures that workgroup and task force efforts are meeting the needs of the Executive Committee. Frames decision points for the Executive Committee. Manages the annual update to the NWACP.
- **RRT Coordinators:** Designated to coordinate the work of the RRT, which includes preparedness and planning responsibilities. In R10, the RRT Coordinators from EPA and USCG District 13 also serve as the Co-Chairs of the Steering Committee.
- **Area Committee Co-Chairs and Vice-Chairs:** Acts as representatives for their agency and approve RRT/NWAC policy and procedures. Ensures that the steering committee, workgroups, and task forces are enhancing their ability to respond. Ensures that responses are conducted in accordance with the NWACP.
- **RRT Co-Chairs:** Ensures that the RRT is ready to fulfill its NCP obligations. Ensure that adequate area planning is conducted.
- **Executive Committee Members:** Ensures that NWACP policies and procedures appropriately incorporate the expertise and capabilities each agency provides.