RESPONSIBLE PARTY'S SAMPLE CHECKLIST

Summarized below are some common issues that arise during an oil spill response. However, because every situation in unique, it is impossible to capture every detail for the RP's consideration. This checklist is provided as a potential ***tool***, or ***quick reference guide***, to assist the RP in identifying and addressing responsibilities and/or issues during an oil spill response to its Covered Vessel.

The RP should always consult with its insurance and legal advisors.

1. **NOTIFICATIONS**
   Ensure that all required legal and necessary notifications have been made, e.g. federal, state, insurance; customer; others.

2. **INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION**
   Complete the INCIDENT ORGANIZATION CHART ICS 207-OS for your Response Management Personnel (Team), as appropriate. Ensure that key individuals are trained / qualified / available.

3. **COMMAND POST LOCATION**
   Satisfied? If not, where will you re-locate? Individual responsible for relocation?

4. **FINANCE / SPENDING AUTHORITY**
   Who has spending authority, and to what limit? Communications established with insurer(s)?

5. **CONTRACTS**
   Agreement with PRC is pre-signed. Any other contracts needed?

6. **CLAIMS**
   Has claims process been started?

7. **COST TRACKING**
   How are costs being tracked and monitored?

8. **DISPOSAL PLAN**
   Is any of the waste "hazardous" under federal or state law? Is segregation required? Ensure custody and documentation.

9. **MEDIA / PUBLIC INFORMATION**
   Team with and support Joint Information Center….
   Are there any "corporate" PR issues which need separate handling?

10. **SITE SAFETY AND HEALTH PLAN (SSHP)**
    Include RP liaison with local public safety officials, as appropriate.

11. **SALVAGE**
    Issues? Preferred salvage master / contractor? Hull insurer notified?

12. **NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA)**
    Issues? Consultant? Is a baseline assessment necessary or desirable?

13. **INCIDENT OBJECTIVES**
    Confirm / agree with Unified Command as appropriate