

CHAPTER IX
OIL AND HAZARDOUS SUBSTANCES SPILL
PREVENTION AND RESPONSE REQUIREMENTS

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POM-02 ENVIRONMENTAL REQUIREMENTS GUIDEBOOK

CHAPTER IX: OVERVIEW OF OIL AND HAZARDOUS SUBSTANCES SPILL PREVENTION AND RESPONSE REQUIREMENTS

1. OPA 90 addresses both onshore and off-shore facilities that handle and store oil. The U.S. Coast Guard (USCG) promulgates regulations pertaining to marine transportation-related onshore and off-shore facilities (33 CFR 154). The Environmental Protection Agency (EPA) promulgates regulations pertaining to non-transportation-related onshore and off-shore facilities (40 CFR 110 (Discharge of Oil), and 112 (Prevention and Response). And, the Research and Special Programs Administration (RSPA) promulgates regulations pertaining to non-marine transportation-related pipelines (49 CFR 194), and regulations pertaining to bulk packaging (49 CFR 171). Further, OPA 90 required amendments to Section 113 of the Federal Water Pollution Control Act (Clean Water Act) which impacts on Navy discharges.
2. EPA 40 CFR 112.1 through 112.7 addresses provisions for Spill Prevention, Control, and Countermeasures (SPCC) planning. Compliance involves having plans, equipment and procedures in place to prevent a spill from occurring. A SPCC plan is required for every onshore oil storage facility whose location could allow a spill to reach navigable waters and meets the criteria set forth in the regulation. A SPCC plan is more than an assessment of compliance; it must detail how any non-compliance will be corrected.
3. EPA regulations 40 CFR 112.20 and 112.21 address the requirement for Facility Response Planning. Navy spill response plans shall be coordinated with local and regional spill response plans.
4. OPA 90 and existing EPA SPCC regulatory provisions that require compliance expenditures by the Navy involve:
 - 1) the preparation, maintenance, and update of spill response and contingency plans;
 - 2) construction, and operation and maintenance (O&M) of facility spill prevention features;
 - 3) the provision and O&M of spill response capabilities including equipment, materials, and trained personnel; and
 - 4) extensive spill drills, training, and exercises.
5. The Navy's approach to meeting multiple requirements from regulatory agencies is to provide a single, comprehensive facility response plan. The initial preparation of these plans is necessary and requires up-front budget support. Subsequent plan updates for the integrated FRP should require less budget support than required for separate plans.
6. Other regulations (i.e., the National Contingency Plan, the Clean Air Act, RCRA, OSHA) also require Navy facilities which use, store or transport hazardous materials to develop specialized response plans. Under the National Contingency Plan (NCP), the Navy is designated as the Federal On-Scene coordinator for hazardous substance spills that occur on or from Navy facilities.

7. Because regulators have recognized that these various regulations require multiple, duplicative and oftentimes conflicting response plans, they have developed an “Integrated Contingency Plan” (ICP) designed to streamline and meet *all* Federal requirements. Although the ICP is a voluntary standard, it is likely that Navy facilities can greatly benefit, and ultimately reduce, compliance costs by adopting the ICP format.

Accordingly, commanders of Naval commands and field activities need to begin budgeting now for the effort that will be required to consolidate all existing response plans into the ICP format.

In the meantime, Navy commanders need to continue to budget to:

- 1) review and update Facility Response Plans, SPCC Plans, and SCP Plans;
- 2) fund facility improvement projects for oil storage and handling facilities;
- 3) procure additional spill response equipment and/or fund spill response contracts; and
- 4) conduct drills/exercises and training (in accordance with National Preparedness for Response Exercise Program (PREP) guidelines or an alternative program outlined in an approved Facility Response Plan).

8. Routine/recurring Guidebook projects identified in this chapter are as follows:

- 09001 Update and Maintain facility Response Plans
- 09007 Update SPCC Plans
- 09008 Conduct Spill Drills
- 09010M Maintenance and Repair of Spill Equipment
- 09011 SPCC Corrective Actions
- 09014M Recurring SPCC Requirements
- 09015 Update Coast Guard Operations Manual
- 09018M Testing of Hoses/Pier Piping and Equipment
- 09940 Training

CHAPTER IX

OIL and HAZARDOUS SUBSTANCES SPILL PREVENTION AND RESPONSE REQUIREMENTS

SUB-PROGRAM AREAS

I. OPA 90/SPCC PLAN

- 09007 Update SPCC Plans
- 09011 SPCC Corrective Actions
- 09014M Recurring SPCC Requirements

II. OPA 90/FRP

- 09001 OPA 90 Facility Response Plan
- 09002 Regional NOSC Response Plan
- 09003 Natural Resources Damage Pre-incident Planning
- 09008 Conduct Spill Drill
- 09010 Spill Equipment
- 09010M Maintenance and Repair of Spill equipment
- 09019 Spill Response Facility Improvements
- 09020 Spill Response
- 09021 OHS Spill Contingency Plan
- 09022 Integrated Contingency Plan

III. Coast Guard Requirements

- 09015 Coast Guard Operational Manual
- 09017 Coast Guard Pollution Prevention Corrective Actions
- 09018M Testing of Hoses/Pier Piping and Equipment

IV. Common Requirements

- 09940 Training
- 09980 Program Fees

V. Miscellaneous Requirements

- 09949 Travel related to 09940
- 09950 Specific State Requirements
- 09960 Specific Local Requirements
- 09970 Specific Overseas Requirements
- 09999 Miscellaneous Requirements

Guidebook #: 09001
Project Name: OPA 90 Facility Response Plans

Requirement: **Initial Facility Response Plan Development:**

Activities classified as having the potential to cause ‘substantial harm’ to the environment in the event of a major oil spill are required to develop a facility response plan (FRP) which fully complies with all Oil Pollution Act of 1990 (OPA 90) cognizant regulatory agencies requirements. The criteria for determining whether an activity has substantial harm potential along with all FRP requirements are stated in EPA 40 CFR 112, US Coast Guard 33 CFR 154, and Research and Special Programs Administration (RSPA) 49 CFR 194.

It should be understood that an activity may meet substantial harm classification criteria from any or all of these regulations.

Update and Maintain Facility Response Plans:

Activities are required to annually review and update their facility response plans (FRP). Regulatory agencies require plan re-submission periodically: EPA every 3 years, USCG every 5 years, and RSPA every 3 years. [OPNAVINST 5090.1B, EPA 40 CFR 112, USCG 33 CFR 154, 49 CFR 194]

Integrated Contingency Plan (ICP):

The ICP combines multiple agency contingency planning requirements into a single document. See 09022 for ICP guidance.

EPR Data Entries

Project Name: OPA 90 Facility Response Plans (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09001 (field must be entered by user)
PPI#: 13 if initial plan – NON RECURRING, 6 if update/revision – RECURRING (field must be entered by user, see Appendix E of the Guidebook)
Progress Code: 1,2,3, or 4 if Non Recurring, 9 if Recurring (pick field from EPR)
P2 Category: (pick field from EPR)

Guidebook #: 09001 (Continued)

Project Name: OPA 90 Facility Response Plans

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments:

Update and Maintain Facility Response Plans:

All agencies require that FRPs be updated immediately and submitted if any substantial changes are made to the oil storage or handling facilities or spill response capability at the Activity.

The USCG requires that their plans be annually reviewed and updated as needed, with a re-submittal for review required only if changes are made. They also require that the activity respond to them annually with either a revised copy of their FRP for review, or a letter stating that the annual review was done and “no changes to the plan were required”.

Guidebook #: 09001 (Continued)

Project Name: OPA 90 Facility Response Plans

Other Comments: (Continued): The EPA requires that their plans be reviewed and updated “periodically”, with re-submittal for review required only if changes are made. They only want to see an updated plan whenever an activity makes any substantial changes to the oil storage or handling operations or spill response capabilities, or every three years.

RSPA requires that plans be reviewed and updated whenever substantial changes are made to facility operations or spill response capabilities, or at least every three years. The plan must be re-submitted to RSPA if significant changes are made.

Funds are for plan development, update and significant changes.

Integrated Contingency Plan (ICP):

This reference pertains to the initial development, maintenance and re-submittal of a FRP. However, activities should strongly consider an integrated contingency plan (ICP) in lieu of a dedicated FRP. See 09022 for specific ICP guidance.

If an activity develops an ICP which complies with all applicable OPA 90 regulations, the activity does not need a FRP and this project reference Item will be omitted.

If an activity does not meet the substantial harm criteria of any of the aforementioned regulations, omit this project and see Guidebook Item 09021 (OHS spill contingency plans (SCP)).

Effective Date: Current

Guidebook #:

09001 (Continued)

Project Name:

OPA 90 Facility Response Plans

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Initial FRP Development Only:

\$40,000 to \$80,000 depending on the size and complexity of the activity.

Factors which determine an activity's complexity are:

- number of cognizant regulatory agencies with jurisdiction over all or portions of the activity,
- whether over-water transfer of OHS material is accomplished,
- annual throughput,
- hydrant systems, and
- amount, size, and complexity of pipeline transfer systems.

Update and Maintain Facility Response Plan:

Routine minor annual updates which consist of changes to response personnel, notification phone numbers, etc. are recommended to be accomplished by the activities in-house.

Substantive updates to an FRP due to changes in OHS storage and transfer facilities or operations at an activity will normally be much more involved and are estimated to cost \$20,000 to \$60,000 depending on the amount and complexity of the changes.

Costs for plan revisions should reflect re-submittal timelines.

ICP Development:

See 09022 for requirement and cost data.

Guidebook #: 09002

Project Name: Regional NOSC Response Plans

Requirement: The Navy On-Scene Coordinator (NOSC) must develop a regional NOSC plan. This plan includes the response to the most onerous Worst Case Discharge within the NOSC area of responsibility (AOR). The NOSC plan also addresses any oil or hazardous substance spills beyond an activity's capability to provide an effective response.[EPA 40 CFR 112, EPA 40 CFR 300, USCG 33 CFR 154, and RSPA 49 CFR 194.]

Update and Maintain the NOSC Plan:

The Navy On-Scene Coordinator (NOSC) shall annually review and update the regional NOSC plan. [OPA 90, 40 CFR 300, OPNAVINST 5090.1B and USCG 33 CFR 154.]

EPR Data Entries

Project Name: Regional NOSC Response Plans (field must be entered by user)

Law/Regulatory Area: CWA (pick field from EPR)

Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 09002 (field must be entered by user)

PPI#: 13 if NON RECURRING, 6 IF RECURRING (field must be entered by user, see Appendix E of the Guidebook)

Progress Code: 1,2,3, or 4 if NON RECURRING, 9 IF RECURRING (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 09002 (Continued)

Project Name: Regional NOSC Response Plans

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Budgeting for the NOSC Plans is the responsibility of the NOSC. This plan should be developed using SUPSALV guidance and assistance. SUPSALV coordinates plan development and will assist in format and content requirements.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Initial Plan Development:

Average - \$50,000

Plan Maintenance:

Average - \$5,000 - \$10,000

Guidebook #:

09003

Project Name:

Natural Resources Damage Pre-incident Planning

Requirement:

In addition to Executive Order 12580, the National Oil and Hazardous Substances Contingency Plan designates heads of Heads of specified Departments, including the Department of the Navy, as natural resource trustees. In the NCP, regional and area planning committees are responsible for the identification of natural resources under their jurisdiction that are potentially vulnerable to incidents for given geographic areas such as wetland habitats or bird rookeries. If there is such an incident, the response teams will focus their efforts on protection of these natural resources and/or services considered most vulnerable. Natural resource trustees need to actively participate in such planning committees to identify natural resources and services which are at risk. Trustees should develop scenarios for the types of natural resources and services that may be affected by an incident, and plan for appropriate NRDA protocols and procedures that allows easy customization for a specific incident.. This requirement is not to be confused with a NRDA baseline survey or post-spill NRDA activities. To improve the NRDA process and maximize NRDA efficiency and effectiveness, natural resource trustees should engage in pre-spill agreements with potential Responsible Parties and response personnel on joint assessment criteria and protocols to clearly identify how trustees and response personnel will coordinate their activities during the early phase of an incident. [NOAA 15 CFR 990, OPA 90, OPNAVINST 5090.1B].

EPR Data Entries

Project Name:

Natural Resource Damage Pre-incident Planning (field must be entered by user)

Law/Regulatory Area:

MULT (pick field from EPR)

Environmental Category:

PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment:

H/M/L (pick field; high, medium, low)

Compliance Status:

(pick field from EPR , automatically changes class)

Pillar:

CMP (pick field from EPR software)

Fund Command:

(pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor:

04 (pick field from EPR indicating the command sponsoring project)

Cookbook #:

09003 (field must be entered by user)

PPI#:

5 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code:

1 (pick field from EPR)

P2 Category:

(pick field from EPR)

Guidebook #: 09003 (Continued)

Project Name: Natural Resources Damage Pre-incident planning

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Activities must coordinate natural resource damage pre-incident planning activities with the NOSC. Risks and liabilities associated with spills can be greatly reduced with proper pre-spill coordination. Pre-planning actions include: conducting cursory reviews of resource baselines to know approximately where resources at risk exist and in what quantities; identifying a “call-out” list of knowledgeable local/regional NRDA consultants; periodically meeting (i.e., quarterly) with other resource trustees to plan NRDA response strategies (e.g., establish MOAs, joint protocols, etc.). To eliminate redundancy in funding cost, estimates for this requirement must be coordinated with the NOSC.

Effective Date: FY 96

Guidebook #: 09003 (Continued)

Project Name:

Natural Resources Damage Pre-incident planning

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Small Activity: \$5,000
Medium Activity: \$10,000
Large Activity: \$20,000

Guidebook #: 09007
Project Name: Update SPCC Plans
Requirement: Update Spill Prevention Control and Countermeasure (SPCC) plans every three years or after any material change that would effect the facility's potential to spill oil or as required by 40 CFR 112. CWA.

EPR Data Entries

Project Name: Update SPCC Plans (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09007 (field must be entered by user)
PPI#: 6 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections "Requirement", "Other Comments", and "Cost Guidance" as well as local information available.)

Guidebook #: 09007 (Continued)
Project Name: Update SPCC Plans
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section "Cost Guidance" is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: OMN (pick field from EPR)

Other Comments: Routine minor annual updates and maintenance of the SPCC plan which consist of changes to response personnel, notification phone numbers, etc. are recommended to be accomplished in-house by the activity. Substantial changes to the SPCC and the triennial updates, including certification, costs are shown below. SPCC can be incorporated into ICP. See Guidebook Item 09001 and 09022. The cost guidance for "Very Small Activity" also includes the cost to develop an initial SPCC plan for a reserve center.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Very Small Activity (1-5 tanks)	\$5,000 - 10,000
Small Activity (5-20 tanks):	\$15,000 - 25,000
Medium Activity (20-50 tanks):	\$25,000 - 35,000
Large Activity (>50 tanks):	\$35,000 - 50,000

Guidebook #: 09008

Project Name: Conduct Spill Drills

Requirement: Per OPA 90 and other spill contingency planning regulations, activities must conduct spill drills. It is Navy Policy to participate in the National Preparedness for Response Exercise Program (PREP), to include local and regional training and exercises. PREP is accepted by regulatory agencies and is less costly than agency requirements. Facilities that do not meet OPA 90 requirements shall perform periodic drills to test their spill contingency plans.[OPNAVINST 5090.1B, OPA 90, 40 CFR 300, 29 CFR 1910.120, 40 CFR 68, and CWA .]

EPR Data Entries

Project Name: Conduct Spill Drills (field must be entered by user)

Law/Regulatory Area: CWA (pick field from EPR)

Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 09008 (field must be entered by user)

PPI#: 6 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09008 (Continued)

Project Name: Conduct Spill Drills

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: OMN (pick field from EPR)

Other Comments: The Cost Guidance listed below is for activities requesting outside assistance in the design and execution of the listed drills. If the required drills are conducted in house there should be considerably less cost associated with the drill. These costs are for drills and exercises, and *do not* include cost guidance for training (see Guidebook Items 09940). Triennial exercises required per PREP include:

3 Tabletops

6 Equipment Deployment, and

12 Notification Drills

Facilities not participating in PREP, and not under PREP guidance criteria, should conduct annual drills and exercises consistent with the facility spill contingency plan.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Notification Drill \$500 per drill

Tabletop Exercise \$20,000

Equipment Deployment 15,000 per drill

Guidebook #: 09010

Project Name: Spill Equipment

Requirement: Response equipment is usually purchased through the Naval Facilities Engineering Service Center (NFESC) A²R² system. This project is provided for the procurement of additional response equipment not funded by the A²R² system and other consummables, i.e., PPE, vapor monitoring devices, absorbent pads, absorbent boom, overpack drums, patch kits, etc., [40 CFR 112, 33 CFR 154, 49 CFR 194, 40 CFR 264, 40 CFR 265, 40 CFR 68 40 CFR 300, and 29 CFR 1910.120.]

EPR Data Entries

Project Name: Spill Equipment (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09010 (field must be entered by user)
PPI#: 6 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (THIS SHOULD BE A RELATIVELY LOW COST JUST TO REPLENISH SPILL RESPONSE CONSUMABLES) (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 09010 (Continued)

Project Name: Spill Equipment

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN (ANY OPN FUNDED EQUIPMENT WILL BE FUNDED BY NAVFAC) (pick field from EPR)

Other Comments: Spill response equipment provided NFESC A²R² program is centrally funded. Maintenance of the A²R² equipment may be required and is the responsibility of each activity (see 09010M).

Effective Date: Current

Cost Guidance: As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Varies according to the equipment purchased Contact your local NAVFAC EFD, EFA, or PWC for cost guidance assistance.

Guidebook #: 09010M

Project Name: Maintenance and Repair of Spill Equipment

Requirement: Spill response equipment, e.g. rapid response skimmers, utility boats, permanent boom, Class II boom, vacuum trucks, oilboom platforms, etc., is centrally purchased through the Naval Facilities Engineering Service Center (NFESC) A²R² system. Once delivered, the equipment becomes the property and responsibility of the activity and requires periodic maintenance and/or repair. This Item has a continuing environmental regulatory driver, however, it should be considered maintenance of real property and should be programmed and budgeted in the RPM/OBOS programs as appropriate.

EPR Data Entries

Project Name: Maintenance and Repair of Spill Equipment (field must be entered by user)

Law/Regulatory Area: CWA (pick field from EPR)

Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 09010M (field must be entered by user)

PPI#: (Leave this entry blank)

Progress Code: 9 (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 09010M (Continued)

Project Name: Maintenance and Repair of Spill Equipment

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available.)

Fund Code: RPMD (pick field from EPR)

Other Comments: Spill response equipment provided by the Naval Facilities Engineering Service Center (NFESC) A²R² program is centrally funded. The OPN funding is not used for maintenance of the equipment.

Effective Date: Current

Cost Guidance: As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Consult your facility maintenance department for cost information.

Guidebook #: 09011

Project Name: SPCC Corrective Actions

Requirement: Per the SPCC plan, activities must install new or improve existing structures, facilities, and/or equipment for oil and hazardous substance containment. This would also include replacement of USTs with ASTs, or upgrading existing ASTs to meet SPCC Plan requirements. Federal Spill Prevention Control and Countermeasure regulations require adequate containment provisions be installed to prevent the discharge of oil (petroleum and non-petroleum) products to navigable waters. 40 CFR 112; CWA.

EPR Data Entries

Project Name: SPCC Corrective Actions (field must be entered by user)

Law/Regulatory Area: CWA (pick field from EPR)

Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 09011 (field must be entered by user)

PPI#: 13 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09011 (Continued)

Project Name: SPCC Corrective Actions

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Some examples of SPCC corrective actions are secondary containment, overflow protection, security and lighting, cathodic protection for USTs and underground piping, warning signs to prevent drive-aways at loading racks, replacement of USTs with ASTs, and upgrade of ASTs to meet SPCC requirements.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

SPCC Corrective Actions

Small Project: \$25,000
Medium Project: \$100,000
Large Project: \$500,000

UST replacement with AST, AST Upgrade

<u>Size (gallons):</u>	<u>Replace/Upgrade:</u>	<u>Remove/Abandon:</u>
<2,000	\$16.00 per gal.	\$2.00 per gal.
2,000 to 5,000	\$10.00 per gal.	\$1.50 per gal.
5,001 to 10,000	\$8.00 per gal.	\$1.00 per gal.
10,001 to 20,000	\$6.00 per gal.	\$0.75 per gal.
>20,000	\$4.50 per gal.	\$0.50 per gal.

Install release detection for aboveground tanks:
\$20,000 to \$200,000 per tank

Contact your local NAVFAC EFD, EFA, or PWC for additional cost guidance assistance.

Guidebook #: 09014M
Project Name: Recurring SPCC Requirements
Requirement: 40 CFR 112 requires recurring testing, inspection, and maintenance actions if such actions are considered necessary for the prevention of oil spills and written into approved SPCC plans.

EPR Data Entries

Project Name: Recurring SPCC Requirements (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09014 (field must be entered by user)
PPI#: (Leave this entry blank)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 09014M (Continued)
Project Name: Recurring SPCC Requirements
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: RPMD (pick field from EPR)

Other Comments: The following are examples of recurring actions that may be required by an activity’s SPCC plan:

- Periodic integrity testing of aboveground storage tanks; periodic testing of buried metallic tanks;
- Testing and maintenance of cathodic protection systems on buried metallic tanks or piping systems;
- Testing and maintenance of liquid level sensing devices or other overfill prevention systems; or
- Periodic pressure testing of piping systems.

Some recurring SPCC requirements may duplicate recurring underground storage tank (UST) requirements. See also the recurring UST project Items in the Underground Storage Tank Chapter (Chapter 7).

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Hydrostatic testing, non-destructive shell thickness testing, or other precision storage tank test - \$500 to \$2500 per tank.

Cathodic Protection Testing:

Impressed current system - \$1500-\$2500/year/pipeline

Magnesium Anode system - \$300-800/year/pipeline

Pressure testing of piping - \$200 to \$1000 per pipe segment (depending on length and complexity of piping segment)

Testing/Maintenance of liquid level sensing device or other overfill protection device - \$200 to \$1000 per device

Guidebook #: 09015

Project Name: Coast Guard Operations Manual

Requirement: **Initial Operations Manual Development:**

Under 33 CFR 154, Oil Facility Operations Manuals must be prepared and submitted to the Coast Guard for fixed or mobile facilities that are capable of transferring oil in bulk, or hazardous material to or from a vessel with a capacity of 250 barrels or more. Operations Manuals address measures necessary to prevent oil and hazardous material spills from pier facilities. CWA.

Update Operations Manual

Under 33 CFR 154, Coast Guard Operations Manuals must be updated as necessary so that they are current. Amendments to the Operations Manual are normally necessary whenever there are changes to the equipment, procedures, and personnel specified in the Operations Manual or when revisions to the manual are requested by the Coast Guard Captain of the Port. [33 CFR 154, CWA]

(A)

EPR Data Entries

Project Name: Coast Guard Operations Manual (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09015 (field must be entered by user)
PPI#: 13 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 09015 (Continued)

Project name: Coast Guard Operations Manual

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding, use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Operations manuals apply to pier operations up to the first valve inside of onshore secondary containment areas.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Initial Coast Guard Operations Manual Development:

\$20,000 to \$60,000

Update Coast Guard Operations manual:

\$5,000 to \$ 15,000 depending on scope of necessary amendments

Guidebook #: 09017
Project Name: Coast Guard Pollution Prevention Corrective Actions
Requirement: Upgrades are required at pier facilities that fail to meet the Coast Guard's pollution prevention standards. [33 CFR 154, CWA]

EPR Data Entries

Project Name: Coast Guard Pollution prevention Corrective Actions (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09017 (field must be entered by user)
PPI#: 13 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections "Requirement", "Other Comments", and "Cost Guidance" as well as local information available.)

Guidebook #: 09017 (Continued)
Project Name: Coast Guard Pollution Prevention Corrective Actions
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: The following are examples of corrective actions that may be necessary for compliance with the Coast Guard regulations: replacement of hose assemblies or pier piping systems that fail to meet the pressure ratings and design requirements of 33 CFR 154.500, upgrade of mechanical loading arms that fail to meet ANSI standard B31.3 or fail to have a means of draining and closing before disconnect, adding small discharge containment, providing vessel containment if required by the operations manual, adding emergency shutdown systems, adding two-way voice communication system, adding adequate fixed lighting for fuel transfers at night, etc.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Varies according to complexity and scope of corrective action required. Contact your local NAVFAC EFD, EFA, or PWC for cost guidance assistance.

Guidebook #: 09018M
Project Name: Testing of Hoses/Pier Piping and Equipment
Requirement: Coast Guard regulations in 33 CFR 156 require annual testing of fuel transfer hoses, pier piping, and equipment (fittings, relief valves, gauges, etc.). CWA.

EPR Data Entries

Project Name: Testing of Hoses/Pier Piping and Equipment (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09018 (field must be entered by user)
PPI#: (Leave this entry blank)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09018M (Continued)

Project Name: Testing of Hoses/Pier Piping and Equipment

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: RPMD (pick field from EPR)

Other Comments:

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

\$1000 to \$10000 annual

Guidebook #: 09019
Project Name: Spill Response Facility Improvements
Requirement: Activities must construct facilities or install equipment as necessary for the storage, deployment, or maintenance of spill response equipment. 40 CFR 300, OPA 90, OPNAVINST 5090.1B

EPR Data Entries

Project Name: Spill Response Facilities Improvements (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09019 (field must be entered by user)
PPI#: 13 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 09019 (Continued)
Project Name: Spill Response Facility Improvements
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Facilities are required for the storage and maintenance of spill response equipment. Also, facility improvements may be required for rapid deployment of spill response equipment. In order to meet these requirements, activities must construct facilities such as sheds to store boom, pier facilities, boom reels, boom cleaning facilities, launching facilities for boom deployment boats and skimmers, etc.

Effective Date: Current

Cost Guidance: As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Varies. Contact your local NAVFAC EFD, EFA, or PWC for cost guidance assistance.

Guidebook #: 09020
Project Name: Spill Response
Requirement: Activities must have oil and hazardous substance spill response capabilities or a written contract with a spill response organization.[40 CFR 112, 40 CFR 264, and 265, 40 CFR 300, OPA 90,]

EPR Data Entries

Project Name: Spill Response (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09020 (field must be entered by user)
PPI#: 6 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 09020 (Continued)
Project Name: Spill Response
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item is intended for initial response (Tier I support) only, or unique site-specific requirements.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Retainer costs up to \$15,000

Guidebook #: 09021

Project Name: OHS Spill Contingency Plan

Requirement: Initial OHS Spill Contingency Plan (SCP) Development:
Activities which are not required to comply with the Oil Pollution Act of 1990 (OPA 90), and which store/handle oil and/or hazardous substances, must develop an OHS Spill Contingency Plan. The specific formatting requirements and degree of complexity for this plan is dependent upon the extent (if any) of spill response participation by Activity site personnel. [EPA 40 CFR 112.7(d), 40 CFR 264 and 265, 40 CFR 300, 40 CFR 68, OSHA 29 CFR 1910.120, and OPNAVINST 5090.1B]

Update/Maintain OHS Spill Contingency Plan:
To ensure the continued effectiveness of the OHS Spill Contingency Plan, it should be updated annually or whenever changes to an OHS facility's design, construction or operation occur which increases the potential for a release of OHS material; or if spill management or response personnel changes are made.

EPR Data Entries

Project Name: OHS Spill Contingency Plan (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09021 (field must be entered by user)
PPI#: 13 FOR INITIAL PLAN – NON RECURRING, 6 FOR PLAN UPDATES - RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3 OR 4 FOR INITIAL PLAN, 9 FOR UPDATES (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Guidebook #: 09021 (Continued)

Project Name: OHS Spill Contingency Plan

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (Pick field from EPR)

Other Comments: Funds are for plan development, update and maintenance.

This may also be satisfied by development of an Integrated Contingency Plan (ICP) which will combine all of the activity spill contingency and emergency response requirements into a single plan. See Guidebook Item 09022.

Effective Date: Current

Guidebook #: 09021 (Continued)

Project Name: OHS Spill Contingency Plan

Cost Guidance: Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

Initial OHS Spill Contingency Plan (SCP) Development:

Activities which evacuate on-site personnel following an OHS spill and do not allow them to participate in the spill response: \$20,000

Activities which may utilize facility personnel as spill responders:
\$40,000

Update/Maintain OHS Spill Contingency Plan:

Activities which evacuate the on-site personnel following an OHS spill and do not allow them to participate in the spill response: \$4,000

Activities which utilize facility personnel as spill responders: \$8,000

Guidebook #: 09022

Project Name: Integrated Contingency Plan

Requirement: Activities may elect to develop an Integrated Contingency Plan (ICP) in lieu of a dedicated Facility Response Plan (FRP). An ICP is a singular OHS spill response plan which fully complies with all OPA 90 regulations and, in addition, covers emergency response planning requirements for RCRA, OSHA, and CAA.

The National Response Team (NRT) recommended consolidating the multiple requirements and revising the formats into a single Integrated Contingency Plan (ICP), and published guidance in the Federal Register on June 5, 1996. The June 5, 1996 Federal Register states that the ICP is intended to be used by facilities to prepare emergency response, and that the ICP will "...be the federally preferred method of response planning." [EPA 40 CFR 112; EPA 40 CFR part 68, Subpart F, 40 CFR part 68 A-E, and G-H, 40 CFR part 264, Subpart D, 40 CFR part 265, Subpart D, 40 CFR 279.52; MMS 30 CFR part 254; RSPA 49 CFR part 194; USCG 33 CFR part 154, Subpart F; OSHA 29 CFR 1910.38(a), 29 CFR 1910.120, 29 CFR 1910.1200]

EPR Data Entries

Project Name: Integrated Contingency Plan (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09022 (field must be entered by user)
PPI#: 13 FOR INITIAL PLAN – NON RECURRING, 6 FOR PLAN UPDATES - RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 FOR NON RECURRING, 9 FOR RECURRING (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

Guidebook #: 09022 (Continued)

Project Name: Integrated Contingency Plan

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Activities should strongly consider developing an integrated contingency plan in lieu of independent Federal Contingency Plans. If the ICP option is selected, the activity should omit requirements #09001,

The costs associated with facility contingency planning, including review, updating, and re-submissions, are high. The potential cost savings of the ICP are apparent, and an integrated response plan makes a facility better prepared to respond.

A phased approach is encouraged when converting existing plans to the ICP format, i.e., the ICP format should be used when updating and re-submitting individual plans to regulatory agencies for approval.

Effective Date: Current

Guidebook #:

09022 (Continued)

Project Name:

Integrated Contingency Plan

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in paragraph A.2 of Chapter 0 facility specific information should be used for developing cost estimates for the EPR submissions.

The first response plan converted to the ICP format is expected to cost more than subsequent conversions. The first conversion establishes the Introduction, the Core, and initial Appendices of the ICP. Subsequent conversions should add to, or modify the Core slightly, and make more substantial additions to the Appendices. The intent of the ICP is not to create a new document, but rather fold existing plans into a basic ICP as they require re-submission. A phased approach should space the conversions, and costs, over a period of a few years.

ICP Development:

Estimated cost for initial development of an ICP is \$50,000 to \$150,000, depending on size, complexity, and number of different regulatory response plan requirements addressed in the plan.

Guidebook #: 09940
Project Name: Training
Requirement: Requirements are dependent upon specific oil and hazardous substance (OHS) spill prevention and response regulations: [40 CFR 112.7(e)(10) - SPCC Training; 33 CFR 154.1050, 40 CFR 112.21, 40 CFR 300.120(h), 49 CFR 194.117, and 49 CFR 130.31 - FRP Training; 40 CFR 264.16(3) and 265.16(3) – Emergency Training and 29 CFR 1910.120 - OSHA Incident Response Training.]

EPR Data Entries

Project Name: Training (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: TRNG (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09940 (field must be entered by user)
PPI#: 2 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 5-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09940 (Continued)
Project Name: Training
Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should be used for all training requirements, including ICS training, that are mandated by statute or regulation.
A response structure required by OSHA is to be used by all organizations when responding to any emergency. [OPNAVINST 5090.1B Chapter 10-3.3, OSHA 29 CFR 1910.120]
See additional information provided in section A.6.a of Chapter 0.

Effective Date: Dependent on specific OHS spill prevention and response training requirements.

Cost Guidance: Dependent on specific OHS spill prevention and response training requirements. Use historical data.

Average cost for ICS training is \$50,000.

Hazardous Substance Incident Response Management (HSIRM)
Course: NAVOSHENVTRACEN course, A-493-0077 CDP:0381 5 days cost/student \$314 per offering.

Navy On-Scene Commander/Facility Incident Commander Course: NAVOSHENVTRACEN course, A-493-0082, 4 days cost/student \$1500 per offering.

Facility Response Training Course (FRT), 40 Hours: NAVOSHENVTRACEN course, A-493-0012 cost/student \$275 per offering.

Facility Response Training Course (FRT), 24 Hours: NAVOSHENVTRACEN course, A-493-0013 cost/student \$200 per offering.

Guidebook #: 09949
Project Name: Travel Related to 09940 (Activities please use a descriptive title)
Requirement: Dependent upon specific training requirements indicated in Guidebook Item 09940.

EPR Data Entries

Project Name: Travel Related to 09940 (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR, automatically changes class)
Pillar: PVN or CMP or CNS or CLN (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 4 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09949 (field must be entered by user)
PPI#: 2 (field must be entered by user, see Appendix E of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 09949 (Continued)

Project Name: Travel Related to 09940 (Activities please use a descriptive title)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (Pick field from EPR)

Other Comments: This Guidebook Item should only be used for travel requirements that are related to training as indicated in Guidebook Items 09940. Activities must enter the title and purpose of the travel being requested. Use only if total travel cost for any single year is more than \$5,000.

See additional information provided in section A.5.b of Chapter 0.

Effective Date: Dependent on specific training requirements.

Cost Guidance: Dependent on specific training locations.

Guidebook #: 09950
Project Name: Specific State Requirements
Requirement: Specific state oil and hazardous substance (OHS) spill prevention and response requirements which are either more stringent than or not addressed in existing Federal requirements.

EPR Data Entries

Project Name: Specific State Requirements (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09050 (field must be entered by user)
PPI#: 13 FOR NON RECURRING, 6 FOR RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, 4 FOR NON RECURRING, 9 FOR RECURRING(pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 2 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #:	09950 (Continued)
Project Name:	Specific State Requirements
Narrative:	(Give a detailed description of the project in accordance with <u>Appendix D</u> . Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
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Other Comments:	This Guidebook Item should only be used for specific State requirements that are not addressed in the requirements of an existing Guidebook Item.
Effective Date:	Dependent on specific State OHS spill prevention and response training requirements.
Cost Guidance:	Dependent on specific State OHS spill prevention and response requirements.

Guidebook #: 09960
Project Name: Specific Local Requirements
Requirement: Specific local oil and hazardous substance (OHS) spill prevention and response requirements which are either more stringent than or not addressed in existing Federal or State requirements.

EPR Data Entries

Project Name: Specific Local Requirements (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09960 (field must be entered by user)
PPI#: 13 FOR NON RECURRING, 6 FOR RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, 4 FOR NON RECURRING, 9 FOR RECURRING (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 3 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #:	09960 (Continued)
Project Name:	Specific Local Requirements
Narrative:	(Give a detailed description of the project in accordance with <u>Appendix D</u> . Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
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Other Comments:	This Guidebook Item should only be used for specific local requirements that are not addressed in the requirements of an existing Guidebook Item.
Effective Date:	Dependent on specific local OHS spill prevention and response requirements.
Cost Guidance:	Dependent on specific local OHS spill prevention and response requirements.

Guidebook #: 09970
Project Name: Specific Overseas Requirements
Requirement: DoD Instruction 4715.5 and OPNAVINST 5090.1B require compliance with the Final Governing Standards (FGS) or the Overseas Environmental Baseline Guidance Document (OEBGD), if an FGS has not been written, to protect human health and the environment

EPR Data Entries

Project Name: Specific Overseas Requirements (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09970 (field must be entered by user)
PPI#: 13 FOR NON RECURRING, 6 FOR RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 FOR NON RECURRING, 9 FOR RECURRING(pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 5,6, or 7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09970 (Continued)

Project Name: Specific Overseas Requirements

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Project name/title must be specific describing the exact requirement that is being addressed. Costs should be based upon historical data and similar projects in CONUS. Your geographical EFD/EFA can assist in the formalization of the requirement and provide budget estimates. Specific citation (FGS, OEBGD, or OPNAVINST 5090) should be provided in the "Regulatory Driver Narrative" field in an EPR.

Effective Date: Dependent on specific Final Governing Standards (FGS) or Overseas Environmental Baseline Governing Document (OEBGD) spill response requirements.

Cost Guidance: Dependent on specific Final Governing Standards (FGS) or Overseas Environmental Baseline Governing Document (OEBGD) spill response requirements.

Guidebook #: 09980
Project Name: Program Fees
Requirement: Payment of fees to regulatory agencies to support oil and hazardous substance (OHS) spill prevention and response requirements. Specific OHS spill prevention and response requirements.

EPR Data Entries

Project Name: Program Fees (field must be entered by user)
Law/Regulatory Area: CWA (pick field from EPR)
Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 09980 (field must be entered by user)
PPI#: 13 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 09980 (Continued)
Project Name: Program Fees
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should only be used for specific requirements that are not addressed in the requirements of an existing Guidebook Item.

Effective Date: Dependent on specific OHS spill prevention and response requirements.

Cost Guidance: Dependent on specific OHS spill prevention and response requirements.

Guidebook #: 09999

Project Name: **Miscellaneous Requirements (activities please use a descriptive title)**

Requirement: Provide support for oil and hazardous substance (OHS) spill prevention and response requirements not addressed in an existing Guidebook Item. Specific OHS spill prevention and response requirements.

EPR Data Entries

Project Name: Miscellaneous Requirements (activities please use a descriptive title)
(field must be entered by user)

Law/Regulatory Area: CWA (pick field from EPR)

Environmental Category: SPCC (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 09999 (field must be entered by user)

PPI#: 13 FOR NON RECURRING, 6 FOR RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 FOR NON RECURRING, 9 FOR RECURRING(pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 09999 (Continued)

Project Name: Miscellaneous Requirements (activities please use a descriptive title)

Narrative: (Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should be used for specific requirements that are not addressed in the requirements of an existing Guidebook Item.

Effective Date: Dependent on specific OHS spill prevention and response requirements.

Cost Guidance: Dependent on specific OHS spill prevention and response requirements.