



Washington State
Department of Ecology
Spill Prevention, Preparedness, and Response Program
PO Box 47600, Olympia, WA 98504-7600
Office Phone: (360) 407-7455
Fax: (360) 407-7288 or toll free 1-800-664-9184

Spill Management Team (SMT) Application

INTRODUCTION

The information provided in this application will be used to verify and evaluate your Spill Management Team (SMT) application, and may be used to support oil spill contingency plan approvals submitted under Chapter 173-182 Washington Administrative Code (WAC) Oil Spill Contingency Plan Rule and Chapter 173-186 WAC Oil Spill Contingency Plan - Railroad Rule. SMT applications are subject to a 30 day public review and comment period prior to receiving approval from the state, in accordance with WAC 173-182-640. All information provided in the application is subject to public disclosure.

WAC 173-182-840

Ecology shall inspect contracts, letters of intent (LOIs), employee training records, and conduct a test of the SMT call-out procedures. A combination of training and experience in drills and spills may be used to describe SMT personnel capabilities within response roles.

WAC 173-182-850

Significant changes in SMT applications require notification. The SMT is responsible to provide written notification to Ecology and all plan holders to whom they are obligated, within twenty-four hours, of any significant change in the information reported in the approved application.

WAC 173-182-900

Ecology may verify compliance with this chapter by examining training records, accuracy of call-out and notification lists, spill management team lists, incident command system (ICS) forms, post-spill reviews and records on lessons learned.

Oil spill responses present opportunities to gather information on the effectiveness of your personnel resources. In the event SMT personnel are deployed for spill response operations, Ecology may require documentation of performance and lessons learned from the SMT.

Submit your completed and signed application via email to contractorapp@ecy.wa.gov or via mail to:

**Washington Department of Ecology
Spill Preparedness Section – Spill Management Team Application Review
PO Box 47600
Olympia, WA 98504-7600**

A – CONTACT INFORMATION

Company Name: Emergency Management Services International, Inc.	UBI Number:	Point of Contact: Billy Haley, VP of Operations	
Mailing Address: 219 East Davis Street, Suite 210	City: Culpeper	State: VA	Zip: 22701
Physical Address: 219 East Davis Street, Suite 210	City: Culpeper	State: VA	Zip: 22701
Primary Phone Number: 540-423-9004	Primary Fax Number: 540-423-9008	Email: info@emsics.com	

B – SIGNATURE

The information in this application is accurate and Emergency Management Services International is committed to:

1. Have a process to provide 24 hour per day contact for spill management. WAC 173-182-830
2. Begin mobilization efforts immediately upon notification but no later than two hours from notification of a spill. WAC 173-182-830
3. Ensure the incident commander is able to arrive in the state within six hours after notification of a spill, if the SMT is contracted to fill the role. WAC 173-182-830
4. Assist plan holders in meeting the requirements for plans and drills in Washington. WAC 173-182-830
5. Implementation and use of the contingency plan(s) to which they are contracted during a spill and substantial threat of a spill, and the training of personnel to implement the plan. WAC 173-182-830
6. Work in unified command within the incident command system to ensure that all personnel and equipment resources necessary to the response will be called out to clean up the spill safely and to the maximum extent practicable. WAC 173-182-830
7. Provide written notification to ecology and all plan holders to whom they are obligated, within twenty-four hours, of any significant change in the information reported in the approved application. WAC 173-182-850

Billy Haley

VP of Operations

Printed Name

Title

William J. Haley

09/05/2024

Signature (electronic signature is acceptable)

Date

Fill out only the sections that apply to your company

C – PERSONNEL INFORMATION: WAC 173-182-840(1)

Include a list of response personnel and indicate whether they are full time, part-time, dedicated, or non-dedicated employees and their home base or office location. Dedicated means either full-time or part-time employee of the SMT. Non-dedicated means any personnel resource available under contract, LOI, or other approvable means. Non-dedicated relationships will be verified during the application review process.

Note: In the SMT application, it is not necessary to include personal information such as phone numbers. That information shall be maintained by the SMT and made available to Ecology upon request. You may add additional lines or use an alternate format and include this information as an attachment if additional space is needed.

D – ORGANIZATIONAL DIAGRAM: WAC 173-182-840(2)

Include an ICS Form 207 organizational diagram depicting a potential staffing plan for the roles the SMT may fill in support of a worst case spill. You may include this diagram as an attachment.

See "EMSI-ICS-207 Incident Org Chart names" (Attached)

E – NOTIFICATION AND PERSONNEL RESOURCES: WAC 173-182-840(3)

E1. Describe your 24 hour response system and provide the phone number. Cite the name of a central reporting office or individual(s) responsible for implementing your call-out process.

EMSI can be contacted 24/7 through the office telephone number (540) 423-9004; utilizing a "live answering service" after normal office operating hours. All calls for assistance will be answered by an agent who will then connect the caller to the appropriate command cadre. The Command Cadre will then contact responders individually, or if required, a "blast" notification can be implemented by use of: MissionEdge software notification system. MissionEdge is a cloud-based, full-suite, Software-as-a-Service (SaaS) which allows the Cadre to immediately notify responders via text and/or email. It is also a deployment tracking tool that helps manage personnel once deployed.

E2. Describe estimated personnel response times for arrival in state, based on the standby or call back status of the person, their home base, and travel time. Describe the order of priority for call-out.

The EMSI cadre is located in various states with-in the US, as such, travel time is dependent on the needs of the response qualification requested. EMSI's policy is to have responders in theater with-in 12 - 24 hours; travel availability may greatly reduce that response time. The team members who can deploy and arrive on-site fastest will be considered first for assignment.

See "Travel Times" (Attached) for travel to Washington State.

F - TRAINING INFORMATION: WAC 173-182-840(4)

F1. Include a list of the type and frequency of training staff receive as applicable by ICS position. The training must be position specific for the roles that may be filled by the SMT. A combination of training and experience in drills and spills may be used to describe SMT personnel capability within response roles. The list may be organized by position or may be an inventory of staff training levels.

The following categories of training, at a minimum, should be described as applicable to the role:

1. ICS training
2. NWACP policies and response tools
3. Use and location of GRPs
4. Contents of the contingency plan(s)
5. Worker health and safety requirements including Washington state specific regulations

1. ICS Training: The type and frequency of ICS training is applicable to "dedicated" and "non-dedicated" staff alike. The attachment titled "Position Requirement Tables", describes the ICS training for EMSI staff. The "Incident Command System Toolkit" available on OilSpills101.wa.gov, is shared with EMSI responders, and they are encouraged to review and use the tools when applicable to their position in any response or exercise.

2. NWACP policies & response tools: As an international response company, EMSI staff utilizes a number of Area Contingency Plans. When working in the Northwest US, EMSI staff access the NWACP at: <https://www.rtt10nwac.com/> and will review the plan prior to any deployments. The regional GRPs are located at: <https://www.oilspills101.wa.gov/>; much like the NWACP, EMSI staff members are required to review any GRPs that are applicable to the area of response. Additionally, the staff members will be given the links upon deployment for advance situational awareness.

3. Worker Health and Contingency Plan Training: EMSI employees obtain GRP and contingency plan experience through workshops, exercises or real-world response. Worker H&S requirements are obtained through training and refresher training is validated prior to response deployments. See file "EMSI_H&S_Matrix" for position requirements and frequencies. Because Washington is a "State Plan" state, EMSI staff deployed with-in Washington State will be required to review David Byers' "Washington Health and Safety Plan Expectations" video prior to arriving to the response.

F2. Describe the responsibility for training based on employment status (full-time, part-time, or non-dedicated) and indicate whether the employer or employee is responsible for maintaining training. Describe how the employer verifies training compliance.

EMSI employees can pursue certification of ICS qualification through one of the following processes:

- 1) New Qualification
- 2) Recognition of Prior Qualification (also referred to as Historical Recognition)
- 3) Recertification

Process 1: New Qualification

Personnel seeking to pursue a new ICS qualification will follow the process outline below. It is recommended that members utilize one of the approved Position Task Books (PTB) that most aligned with their experience and background. For example, former Coast Guard may elect to use a USCG PQS while former Fire Service employees can utilize Cal Fire or NWCG PTBs.

PREREQUISITE QUALIFICATIONS and EXPERIENCE: The position candidate completes the pre-requisite experience and/or qualification criteria for the position as identified in the Position Requirement Tables.

TRAINING, EXPERIENCE and POSITION TASK BOOK COMPLETION: The candidate is issued PTB and completes the required training for the position including completion of and certifications or licenses as delineated in the PTB. Experience is gained and performance is evaluated completing the Position Task Book.

COMPILATION of DOCUMENTATION: The candidate will then gather the required documents for the EMSI qualification board to review. The minimum required documents are follows:

- Completed Position Task Book
- Resume
- Training certificates associated with the specific position (see PTB)
- Currency documentation (may include one or more of the following):
 - o Incident Action Plan with person's name.
 - o Incident, event, or exercise performance evaluations (such as an ICS-225, Incident Personnel Performance Rating, or equivalent) from qualified evaluators or supervisors.
 - o Experience records with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The Type level of incidents, planned events, exercises during which the individual performed.

EMSI QUALIFICATION BOARD REVIEW: The EMSI Qualification Board, will evaluate the candidate's package to ensure that it meets the requirements of this policy document and to evaluate their knowledge, skills and experience against the company's expectations and NIMS standards. The candidate may be contacted in order to provide further documentation, explanation of experience or additional information.

EMSI QUALIFICATION BOARD DETERMINATION: The EMSI Qualification Board will make a determination based upon their review of the candidate's package. The board will either grant certification and EMSI will issue a Credential, request additional supporting information or recommend the candidate gain additional experience or training.

Process 2: Recognition of Prior Qualification

EMSI routinely employs personnel who served in other organizations with well-established and nationally recognized ICS certification systems. EMSI will consider reciprocity for those employees that can provide adequate documentation of qualifications from the following organizations within the last five years:

- National Wildfire Coordinating Group (NWCG)
- California Department of Forestry & Fire Prevention (CAL FIRE)
- California Incident Command Certification System (CICCS)
- U.S. Coast Guard (USCG)
- Organizations that have adopted and implemented the All-Hazards Incident Management Teams Association (AHIMTA) Interstate Incident Management Qualifications System (IIMQS)

QUALIFICATION EVALUATION: The first step for employees who wish to seek reciprocity for qualifications, need to review the list of EMSI approved organizations to determine if their qualification meets the requirements for consideration. Their qualification must be current and have been issued within the last five years. Other organization's qualifications will be considered on a case by case basis. The candidate will have to provide adequate documentation of the organization's ICS certification systems

COMPILATION OF DOCUMENTATION: The second step is for employees to gather the required documents for the EMSI qualification board to review. The minimum required documents are follows:

- Copy of the current ICS qualification credential
- Resume
- Training certificates associated with the specific position

EMSI QUALIFICATION BOARD REVIEW: The EMSI Qualification Board, will evaluate the candidate's package to ensure that it meets the requirements of this policy document and to evaluate their knowledge, skills and experience against the company's expectations and NIMS standards. The candidate may be contacted in order to provide further documentation, explanation of experience or additional information.

EMSI QUALIFICATION BOARD DETERMINATION: The EMSI Qualification Board will make a determination based upon their review of the candidate's package. The board will either grant certification and EMSI will issue a Credential, request additional supporting information or recommend the candidate commence with an approved PTB.

Process 3: Recertification

If an employee has a qualification from EMSI or one of the approved reciprocity organizations and has successfully carried out the responsibilities of a position at least once in the last five years, the employee may submit a package for recertification consideration.

QUALIFICATION EVALUATION: The first step for employees who wish to seek recertification for a qualification, is to review the list of EMSI approved organizations to determine if their qualification meets the requirements for consideration and review the currency requirements.

COMPILATION of DOCUMENTATION: The second step is for employees to gather the required documents for the EMSI qualification board to review. The minimum required documents are follows:

- Copy of the lapsed ICS qualification credential
- Resume
- Training certificates associated with the specific position
- Currency documentation (may include one or more of the following):
 - o Incident Action Plan with person's name.
 - o Incident, event, or exercise performance evaluations (such as an ICS-225, Incident Personnel Performance Rating, or equivalent) from qualified evaluators or supervisors.
 - o Experience records with supporting information about:
 - Number of assignments
 - Number of operational periods

- Variety of incidents
- The Type level of incidents, planned events, exercises during which the individual performed.

EMSI QUALIFICATION BOARD REVIEW: The EMSI Qualification Board will evaluate the candidate's package to ensure that it meets the requirements of this policy document and to evaluate their knowledge, skills and experience against the company's expectations and NIMS standards. When reviewing the package, the Board members must be confident that the evidence gathered from the candidate is Valid, Current, Sufficient, and Authentic and the material or evidence provided by the candidate covers all the competencies of the qualification. This may be done remotely via electronic communications or in person. The candidate may be contacted in order to provide further documentation, explanation of experience or additional information.

EMSI QUALIFICATION BOARD DETERMINATION: The EMSI Qualification Board will make a determination based upon their review of the candidate's package. The board will either grant certification and EMSI will issue a Credential, request additional supporting information or recommend the candidate commence with an approved PTB.

RESPONDER QUALIFICATIONS & RECERTIFICATION: EMSI will verify initial qualification for all response personnel through the MissionEdge software program. Once a qualification is obtained, they will be assigned the position within the software and submit their supporting documentation (Course certificates, PTB, other) which will be held within the software.

All EMSI responders are ultimately responsible for maintaining their qualifications; however, any position that requires a recertification period, the position is assigned an expiration date and will be tracked via the MissionEdge software by EMSI managers.