



Activation Protocol

Updated: October 2012

To notify CCA of a spill or potential spill, call (954) 983-9880

Do not attempt to initiate activation via e-mail, fax, or the CCA website

During business hours, a CCA Technical Advisor will guide you through the protocol to ensure an efficient response.

During non-business hours, your call will be handled the by the CCA answering service.

1. State that you have an "Urgent Situation" or an "Emergency"
2. Provide:
 - a. Your Name
 - b. Title/Position
 - c. Company
 - d. Telephone Number (Include Country and City code)
 - e. Location of Incident
3. Request to be connected to the CCA "On call" Technical Advisor

<u>Staff</u>	<u>Title</u>
Paul Schuler	President
Skip Przelomski	Senior Technical Advisor
Mike Gass	Technical Advisor
Elmer Emeric	Technical Advisor
Brian Gove	Technical Advisor

If you have not made contact with the "On-call" Technical Advisor within 15 minutes, please call back and notify the answering service of the delay.

We encourage notifying CCA at the earliest possible opportunity during an incident, even if it has not been determined that CCA equipment and/or resources are required.

READINESS LEVELS

Activation of CCA equipment and/or resources consists of three escalating readiness levels:

1. NOTIFICATION

CCA staff will request basic contact and incident information. CCA can assist the Requesting Party in assessing the situation and suggest appropriate response strategies, as well as recommending a preliminary equipment selection. All information is treated as CONFIDENTIAL. The staff will notify local mobilization resource providers, including cargo aircraft brokers, of a possible need of services. There is no cost to the Requesting Party for "Notification." Early Notification provides staff a "heads-up" to prepare for possible activation.

2. STAND-BY

CCA staff will activate local mobilization personnel and resources. CCA equipment may be staged and loaded on trucks. Other resources, such as Lynden Air Cargo Hercules aircraft may be put on standby. There is a nominal cost for activating mobilization resources (i.e., CCA staff time, contract personnel, trucking, etc.) paid by the Requesting Party. Standby may be cancelled at any time.

3. ACTIVATION

CCA Members:

Activation can be verbally initiated by “Authorized Initiators” of Members. “Authorized Initiators” are identified by our Members in advance through a *Power of Attorney – Initiator* which is on record with CCA. The verbal authorization must be followed up by a signed *Authorization to Mobilize CCA Resources Form* prior to dispatch of equipment. Execution of the *CCA Sale or Lease Agreement* and appropriate Exhibits are also required prior to the release of CCA equipment and resources. Other documents may also be required prior to release of resources, depending on services requested (i.e. *ADDS Lease Agreement, Lynden Air Cargo Assignment Agreement, etc.*). The Member is responsible for all costs associated with mobilization of CCA resources, and must provide a Guarantee of Funds acceptable to CCA prior to the dispatch of equipment. Guarantee of Funds mechanisms are contained in the *CCA Sale and Lease Agreements*.

Non Members:

CCA may provide equipment and resources to Non Members responsible for an oil spill in the Area of Interest, or threatening the Area of Interest. Activation for Non Members cannot be verbally initiated. Prior to the dispatch of CCA equipment and resources, CCA must receive a *Power of Attorney* (POA) signed by an officer of the Requesting Party, or a duly qualified representative of an insurance/P&I club. In addition, the *Authorization to Mobilize CCA Resources Form* must be signed and returned to CCA prior to dispatch of equipment. Execution of the *CCA Sale or Lease Agreement* and appropriate Exhibits are also required prior to the dispatch of equipment. Other documents may also be required prior to the dispatch of resources, depending on services requested (i.e. *ADDS Lease Agreement, Lynden Air Cargo Assignment Agreement, etc.*). The Non Member is responsible for all costs associated with mobilization of CCA resources, and must provide a Guarantee of Funds acceptable to CCA prior to the dispatch of equipment. Guarantee of Funds mechanisms are contained in the *CCA Sale and Lease Agreements*.

ACTIVATION PROTOCOL

The CCA Activation Protocol includes:

1. Notification, Stand-By, Activation
2. Review of Incident Information
3. Assessment of Situation
4. Response Options
5. Equipment Selection (to support response strategies)
6. Aviation & Logistics Support
7. Contractor Support
8. CCA Technical Advisor Support
9. Legal Agreements/Contracts
10. Shipping/Customs Documentation & Government Liaison
11. Finance
12. Demobilization & Return of Equipment (if applicable)

1. NOTIFICATION, STAND-BY, ACTIVATION

When a Requesting Party reports an incident, CCA will first obtain critical contact information from the Requesting Party.

CONTACT INFORMATION	
Date of Report (MM/DD/YR)	
Time of Report (00:00 hrs)	
Name	
Title/Position	
Telephone Number	Country Code _____ City Code _____ # _____
Cell Number	
Fax Number	
E-Mail Address	

Determine Readiness Level (NOTIFICATION / STAND-BY / ACTIVATION) and proceed accordingly.

2. REVIEW OF SPILL/INCIDENT INFORMATION

CCA will also request the following information from the Requesting Party as soon as possible. This information is helpful in identifying appropriate response options.

BACKGROUND				
Name of Vessel/Facility/Area				
Source/Type of Incident				
Responsible Party				
Source Control Measures				
Location of Spill				
Land/River/Nearshore/Offshore				
Shoreline Threatened				
Estimated Impact				
Time of Incident (00:00 hrs)				
Date of Incident (MM/DD/YR)				
OIL				
Type(s) Spilled or at Risk	Quantity	API Gravity	Viscosity	Pour Point
WEATHER				
Air Temperature (°F or °C)				
Tide Times (00:00 hrs)				
Prevailing Current Direction / Speed (knots)				
Wind Direction / Speed (knots)				
Sea State				

3. ASSESSMENT OF SITUATION

CCA may assist in determining the fates and effects of spilled/potentially spilled oils utilizing a variety of software applications and environmental sensitivity information when available. Applications include:

- OILMAP™ (Oil Spill Model and Response System)
- ADIOS®2 (Automated Data Inquiry of Oil Spills)
- QMOS® (Quantifying Marine Oil Spills)

4. RESPONSE STRATEGY SELECTION

CCA Technical Advisors may assist in selecting response strategies or options for the situation based on the fates and effects of spilled oil(s) and Net Environmental Benefit Analysis (NEBA). This is a consultative process between CCA and the Requesting Party.

Response options include:

- Monitor, Track, and/or Observe only
- Chemical Dispersants
- In-Situ Burn
- Containment, Protection and Mechanical Recovery
- Shoreline Clean-up

Additional Support Offered:

- Command, Control and Communications
- Wildlife Rehabilitation
- Technical Advisors
- Trajectory Modeling

5. GLOBAL RESPONSE NETWORK CONSULTATION/ACTIVATION

CCA Technical Advisors may consult GRN Operational Team members in their specific area of response expertise to include:

- Offshore Response
- Near shore/Shoreline Response
- Dispersant Response
- In-situ Burning Response
- Remote Sensing
- Response Management

Activation of any GRN Operational Team in support of CCA is a consultative process between CCA and the Requesting Party.

6. EQUIPMENT SELECTION

Once appropriate response strategies are identified, CCA Technical Advisors can assist in selecting CCA equipment and resources to support those strategies. The web-based Equipment Directory & Selection Guide (ESG, Figure 1) (www.cleancaribbean.org) allows users to develop a list of equipment, summarize response capabilities, air cargo requirements, and estimated costs.

The purpose of the ESG is to:

1. Select Equipment
2. Provide documentation for briefings to:
 - Management
 - Government
 - Response Teams
 - Public
 - Media

Clean CARIBBEAN & AMERICAS Equipment Directory & Selection Guide

Order Name: asd
Order Date: 11/25/2009
Order Number: W37272

Serial No.	Price (\$)	Air Cargo Pos.	Weight (lbs/kgs)	Derated Capacity (BBL/Tonnes)	Qty
Dispersant (Corexit 9500)	\$2,195	0.09	475 / 215	0 / 0	1
Aquaguard RBS-3	\$23,531	0.33	960 / 435	336 / 94	1
Shoreline Flushing/Deluge System	\$13,200	0.33	918 / 416	0 / 0	1
Wildlife Rehabilitation Center	\$10,500	1.00	2,560 / 1,161	0 / 0	1

Total Boom = 0
Total Derated Recovery Capacity(BPD) = 336
Total Derated Recovery Capacity(Tonnes) = 94
Total Storage Capacity = 13 bbls / 1 tonnes / 1057 gals
Total Dispersants = 55 gal / 0.208173 tonnes
Total Weight = 4913 lbs / 2228 kgs
Total Air Cargo Positions = 1.75
Total Price = \$49,422

Figure 1. CCA Equipment Selection Guide

7. AVIATION & LOGISTICS SUPPORT

Aircraft & Air Cargo Broker

CCA will facilitate identifying available jet cargo aircraft to transport equipment to a suitable airport nearest to the incident site. CCA utilizes a Miami-based aircraft broker. In most cases, the Requesting Party must sign a charter agreement and guarantee payment with the aviation broker to secure the aircraft. The broker will provide a list of available aircraft and their specifications as depicted below.

Type	Operator	Cargo Positions	Time Available For Duration of Charter	Cost
B-727	Cargo Airways	12	48 hours	\$48,000
B-757	Caribbean Sky	15	24 hours	\$72,000
DC-8	Latin Airways	18	48 hours	\$65,000

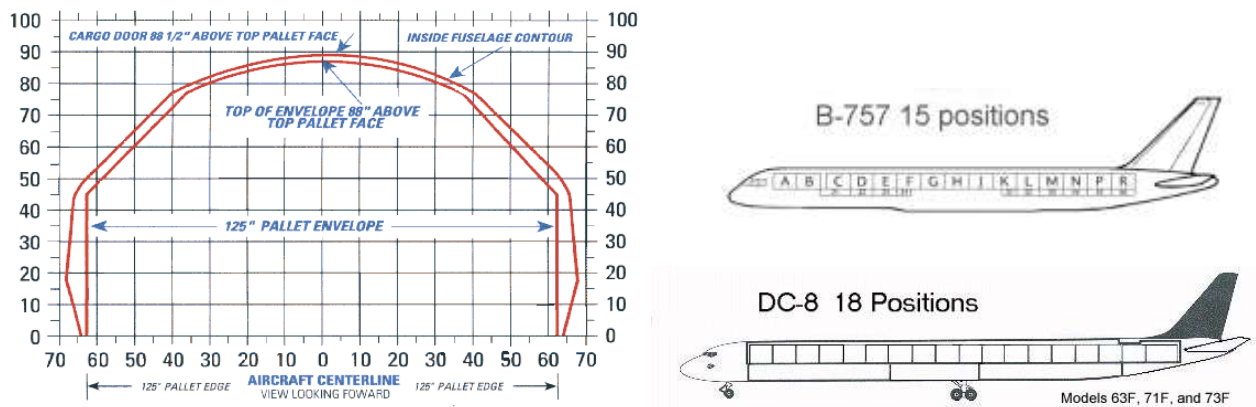


Figure 2. Aircraft Interior Dimensions and B-757/DC-8 Cargo Positions

C-130/L-382 Hercules Aircraft

CCA will also facilitate mobilization of the Lynden Air Cargo Hercules aircraft to support the Airborne Dispersant Delivery System (ADDS). CCA's contract with Lynden allows CCA clients to recall a Hercules from a charter in progress and redirect it to a suitable south Florida airport. This recall is available for the CCA Area of Interest only. The cost of the recall is borne by the requesting Party and is executed via the *Lynden Air Cargo Assignment Agreement*. CCA may also assist in accessing US Coast Guard Hercules aircraft.

On-site Logistics

CCA will provide general information regarding logistical support services required to unload, transport, assemble, and deploy CCA equipment and resources, such as:

- forklifts
- trucking
- support vessels
- aircraft

It is the Requesting Party's responsibility to secure these services with the local vendors.

Support Equipment Typically Required to Support Destination Airport

- High Loaders (also called "K Loaders") (Figure 3)
- Large forklift 10,000 pounds (4.5 tonnes) capacity or greater with long forks 72 to 82 inches (2 meters) preferred (Figure 4)
- Cargo Slave Pallet (if high loader is not available; this may be shipped by CCA as first-off cargo) (Figure 5)
- Flatbed trailers and trucks



Figure 3. High "K" Loader



Figure 4. 10K Lbs. Forklift



Figure 5. Cargo Slave Pallet

Support Equipment Typically Required to Support Staging Site and Deployment Site

- Large forklift 10,000 pounds (4.5 tonnes) capacity or greater with long forks 72 to 82 inches (2 meters) is preferred
- Smaller forklift to move equipment components
- Crane 10,000 pounds capacity at a reach of 12-15 feet (4-5 meters)

8. CONTRACTOR & CONSULTANT SUPPORT

With the exception of CCA Technical Advisors, response personnel and specialized expertise are provided through CCA's *Contractor and Resource Network*. This network can support all functions required in a response operation. A CCA developed *Pro Forma Spill Response Contract* can be used to contract these services. CCA facilitates the mobilization of these resources but the contract is between the Requesting Party and the service provider. Services include:

- Equipment Operators and Supervisors
- Spill Management Team
- Aircraft Brokers
- Marine Salvage
- Dispersant Operations Consultant
- ADDS-Pack Operators
- In-Situ Burn Consultants & Technicians
- Equipment Maintenance Management and Technical Support
- Pit Liner/Storage Tank Installation
- Telecommunications Support and Maintenance
- Spill Trajectory & Fate Modeling
- Environmental and Natural Resource Consultants

- Public Relations/Government Liaison
- Remote Sensing and Spill Tracking Services
- Wildlife Rehabilitation

9. CCA TECHNICAL ADVISOR SUPPORT

CCA Technical Advisors will typically travel to the incident site to provide assistance and advice on the documentation, operation, maintenance, logistics support, and deployment of equipment provided by CCA. Prior to dispatch, the Requesting Party must execute the *CCA Staff Assistance Agreement*.

10. LEGAL AGREEMENTS/CONTRACTS

CCA has developed a number of legal agreements and contracts for conveying equipment and services. Our business and legal strategy seeks to keep CCA's day-to-day costs as low as possible while the cost of response is borne by the spiller.

Government Access: Access to CCA equipment and resources by governments is possible on a case-by-case basis. Governments must also meet CCA Guarantee of Funds provisions.

Options for Conveying Equipment

Sale Agreement: CCA equipment can be purchased via the *CCA Sale Agreement*, conveying title and risk of loss to the Requesting Party. Members should pre-execute the *Sale Agreement* to help expedite the process at the time of a spill, since all the terms and conditions of the contract have already been reviewed and accepted. At the time of activation, the Requesting Party must execute "Exhibit A", which provides the list and price of equipment.

Lease Agreement: CCA equipment can be leased via the *CCA Lease Agreement*. Members should pre-execute the *CCA Lease Agreement* to help expedite the process at the time of a spill, since all the terms and conditions of the contract have already been reviewed and accepted.

Power of Attorney – Initiators: Each Member provides CCA a *Power of Attorney* listing the Member's (& declared affiliates') personnel who are authorized to activate CCA, execute documents, and commit funds on behalf of the Member. For Non Members and Members that have not pre-executed the *Power of Attorney*, activation can only be authorized by a corporate officer.

Power of Attorney – Export: This *Power of Attorney* authorizes CCA to execute shipping documents on behalf of the Member or Requesting Party.

ADDS Lease Agreement and Lynden Air Cargo Assignment Agreement: The Airborne Dispersant Delivery System (ADDS) is accessed via the *ADDS Lease Agreement*. This must be executed between CCA and the Requesting Party at the time of activation. The ADDS requires a C-130/L-382 Hercules aircraft for deployment. CCA has contracted with Lynden Air Cargo to recall a Hercules to support a dispersant spray operation. Requesting Party must execute the *Lynden Air Cargo Assignment Agreement* with Lynden at the time of activation to convey all related legal and financial responsibility to the

Requesting Party.

Pro Forma Contractor Services Agreement: This Agreement clarifies terms and conditions for contractors and consultants to respond internationally.

Staff Assistance Agreement: CCA typically provides, subject to operational and other considerations, a Technical Advisor to provide assistance and advice on the documentation, operation, maintenance, logistics support, and deployment of equipment and materials purchased/leased from CCA to assist the Requesting Party in its efforts in response to the oil spill. While CCA and/or CCA personnel may advise Requesting Party, the Requesting Party retains sole responsibility for the direction, supervision and control of the response, it being understood that CCA and any CCA personnel shall not act, or be deemed to act, in a managerial or supervisory capacity.

Telecommunications Sharing Agreement: All CCA radio equipment is licensed by the U.S. Federal Communications Commission (FCC). The *Telecommunications Sharing Agreement* must be executed by CCA and the Requesting Party upon mobilization of the communications system to allow the Requesting Party to use CCA's FCC licenses.

11. LOGISTICS/CUSTOMS DOCUMENTATION & GOVERNMENT LIAISON

Customs Formalities

CCA will prepare shipping documents for the transport of equipment to the appropriate airport or seaport of debarkation nearest the incident site. Our objective is to provide detailed and accurate documentation to ease the clearance of equipment through customs formalities. CCA will e-mail or fax shipping information and documentation to the Requesting Party once equipment is dispatched. CCA has an ongoing Expedited Customs Program designed to pre-identify CCA equipment to national customs authorities within CCA's Area of Interest. Nevertheless, it is the responsibility of the Requesting Party to coordinate with national, state, and local customs agencies and officials to expedite customs approvals. To facilitate, CCA equipment and containers have been labeled as Emergency Oil Spill Response Equipment in English, Spanish, and French (Figure 6). Similarly, the serial number and dimensions of the equipment can be found on a placard which is attached to each cargo pallet (Figure 7).



Figure 6. Custom Advisory Placard



Figure 7. Shipping Placard

Immigration Formalities

CCA will forward names of CCA staff and contractors for immigration coordination.

Coordination with Customs and Immigration should take place while the equipment and personnel are en route.

12. FINANCE

Guarantee of Funds

Before CCA resources are dispatched, the Requesting Party must satisfy CCA's requirement for Guarantee of Funds as outlined in the *Sale or Lease Agreements*. Acceptable Guarantee of Funds mechanisms vary depending on Requesting Party's status (Full Member/Associate Member/Non Member/Government) and credit status.

13. DEMOBILIZATION & RETURN OF EQUIPMENT

CCA must be consulted regarding the return of CCA equipment and resources that has been conveyed under sale and/or lease. Acceptance and the cost of rehabilitation of equipment will depend upon the condition of the equipment at the conclusion of its use in the incident.

<p>This document is intended to summarize the CCA Activation Protocol. It is not intended to provide a definitive and all inclusive interpretation of the referenced agreements, documents, and protocols of Clean Caribbean & Americas. The CCA Bylaws and other legal agreements provide in-depth details, terms and conditions of the corporation and take precedence over this document.</p>
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