



LETTER OF PROMULGATION

The 2016 Great Lakes Operational Supplement to the Canada-United States Joint Marine Pollution Contingency Plan (JCP), otherwise known as the CANUSLAK Annex, has been revised to supersede the 2008 CANUSLAK Annex. The CANUSLAK Annex provides guidance for planning, preparing, and responding to harmful substance discharges or the threat of harmful substance discharges in the Great Lakes contiguous waters of interest of both Canada and the United States. It is consistent with the provisions of Article 10 of the *International Convention on Oil Pollution Preparedness, Response, and Cooperation (OPRC), 1990* and Annex 9 of the *Agreement Between the Government of Canada and the Government of the United States on Great Lakes Water Quality*, in force on April 17, 1972 and updated in 2012. The Great Lakes Supplement:

- Identifies the geographic area of response,
- Identifies specific responsibilities for carrying out preparedness activities: planning, training and exercises,
- Identifies authorities and assigns responsibilities for notification, activation and deactivation of joint response activities,
- Establishes the organizational structure that will manage the response,
- Outlines the procedures for Customs and Immigration Clearance and for the non-application of Coasting Trade Laws, and
- Details other elements specific to the Great Lakes geographic area of response.

In accordance with the JCP, the responsibility for development of five geographic annexes for areas to which the JCP applies are assigned to the responsible Regional Directors, Canadian Coast Guard and District Commanders, United States Coast Guard. CANUSLAK is the geographic annex that covers the international boundary waters of the Great Lakes and is the joint responsibility of the Canadian Coast Guard Central and Arctic Region and the United States Coast Guard Ninth District.

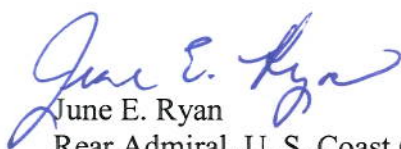
This annex will be reviewed on an annual basis by both parties and amended as required. The CANUSLAK Geographic Annex is hereby approved and promulgated.

For the Canadian Coast Guard


Julie Gascon
Assistant Commissioner
Central & Arctic Region
Canadian Coast Guard

AUG 5 2016

For the United States Coast Guard


June E. Ryan
Rear Admiral, U. S. Coast Guard
Commander, Ninth Coast Guard District

AUG 5 2016

ANNEX 1

CANUSLAK

GREAT LAKES
OPERATIONAL SUPPLEMENT

TO THE

JOINT MARINE POLLUTION CONTINGENCY PLAN

This Annex is the responsibility of:

Canadian Coast Guard
Central and Arctic Region
520 Exmouth Street
Sarnia, Ontario
N7T 8B1
Canada

United States Coast Guard
Ninth District
1240 East Ninth Street
Cleveland, Ohio
44199
USA

For Amendments:

Office of the Superintendent,
Environmental Response
(general) Tel (519) 383-1951

Incident Management and
Preparedness Advisor
Ninth Coast Guard District
Tel (216) 902-6112
Fax (216) 902-6121

Emergency Contact Numbers

For notification, activation or deactivation of this annex by the United States Representative the 24 hour MCTS – Alerting and Warning Network in Sarnia will be the contact point.

Phone (800) 265-0237 (preferred)

Phone (519) 337-6221 (alternate)

Fax (519) 337-2498

For notification of this annex by the Canadian Representative the 24 hour United States National Response Center will be the contact point:

Phone (800) 424-8802

For activation or deactivation of this annex by the Canadian Representative the 24 hour USCG Ninth District Operations Center will be the contact point:

Phone (216)-902-6117/8

Fax (216)-902-6121

TABLE OF CONTENTS

I. PURPOSE.....4

II. AREA OF COVERAGE4

III. RESPONSIBILITIES.....5

IV. PLAN REVIEW AND UPDATES.....7

V. PATTERN OF RESPONSE7

VI. ORGANIZATIONAL STRUCTURE8

 DESIGNATION OF ON-SCENE COMMANDERS/FEDERA ON-SCENE COORDINATORS9

 OTHER CRITICAL PERSONNEL9

 GEOGRAPHICALLY-SEPARATED COMMAND STRUCTURE.....10

 COLLOCATED RESPONSE.....11

VII. NOTIFICATION, ACTIVATION AND DEACTIVATION PROCEDURES11

 NOTIFICATION11

 ACTIVATION AND DEACTIVATION.....11

VIII. PROCEDURES FOR CUSTOMS AND IMMIGRATION CLEARANCE12

IX. PROCEDURES FOR THE NON-APPLICATION OF COASTING TRADE LAWS.....16

X. EXERCISES17

XI. DETAILED SECTIONS OF THE OPERATIONAL SUPPLEMENT.....18

 A) COMMUNICATIONS PLAN18

 B) RESPONSE INVENTORY18

 C) SENSITIVE ENVIRONMENTS PLAN18

 D) LOGISTICS PLAN19

 E) INTEGRATION OF VOLUNTEERS19

 F) SALVAGE AND RESCUE RESOURCES INVENTORY19

 G) DISPOSAL & DECONTAMINATION20

 H) JOINT RESPONSE TEAM CONTACT LIST20

 I) PUBLIC INFORMATION COORDINATION.....21

 J) GREAT LAKES COUNTERMEASURES APPROVAL COORDINATION22

Joint U.S./Canada Protocols for Countermeasure Use.....24

 K) SAMPLE INCIDENT NOTIFICATION FORM.....25

 L) INTERNATIONAL COORDINATION OFFICER (ICO) CONCEPT OF OPERATIONS26

 M) CANUSLAK QUICK RESPONSE CHECKSHEET (QRC)31

I. Purpose

Pursuant to the Canada – United States Joint Marine Pollution Contingency Plan, the CANUSLAK Geographic Annex provides the basic information necessary to execute an efficient and effective pollution response operation in the contiguous waters of the Great Lakes. This Annex also supports requirements in Article 6 of the Agreement between Canada and the United States of America on Great Lakes Water Quality, 2012.

In response to an incident or significant threat both Coast Guards shall remain consistent in their application of their own national response systems while engaged in a “coordinated” response. No action contained within this annex shall be interpreted as usurping the authority of processes identified in the respective national response systems.

II. Area of Coverage

The CANUSLAK Annex covers the contiguous waters as defined in the Great Lakes Water Quality Protocol of 2012:

“Waters of the Great Lakes” means the waters of Lake Superior, Huron, Michigan, Erie and Ontario and the connecting river systems of St. Marys, St. Clair including Lake St. Clair, Detroit, Niagara and the St. Lawrence at the international boundary or upstream from the point at which this river becomes the international boundary between Canada and the United States, including all open and near-shore waters.”



III. Responsibilities

For current contact information see Detailed Section H. Joint Response Team Contact List.

Table 1: Canada

Position	Role
Assistant Commissioner Canadian Coast Guard Central and Arctic Region	<ul style="list-style-type: none"> Overall responsibility for the development of the CANUSLAK Geographic Annex (JCP 202.3)
Director of Coast Guard Programs Canadian Coast Guard Central and Arctic Region	<ul style="list-style-type: none"> Joint Response Team Co-Chair (JCP 304.1)
Superintendent Environmental Response Canadian Coast Guard Central and Arctic Region	<ul style="list-style-type: none"> For the purposes of the JCP (initial) Incident Commander for the Canadian Coast Guard (may be superseded by superior officer) Responsible for ensuring that a timely and appropriate response is undertaken (JCP 202.5) Responsibility for coordinating and overseeing issues of operational readiness for the CANUSLAK Annex among other federal, territorial and local agencies (JCP 202.4) Responsible for activation of Regional incident command team, CCG resources commensurate with the requirements of the incident. Responsible for the coordination and documentation required for CANUSLAK (JCP 301) Responsible for the promotion of joint training (JCP 303) Responsible for the development and documentation of the Exercise Program (JCP 302)
Duty Officer (available 24/7)	<ul style="list-style-type: none"> Responsible for initial incident assessment and recommendations to Superintendent
National Environmental Emergencies Centre	<ul style="list-style-type: none"> Responsible for scientific advice and computerized spill modeling
CCG Alert Warning Network	<ul style="list-style-type: none"> Responsible for receiving spill notification, gathering and disseminating information on the incident to appropriate government agencies as per regional procedures

Table 2: United States

Position	Role
Commander Ninth Coast Guard District	<ul style="list-style-type: none"> Overall responsibility for the development of the CANUSLAK Geographic Annex (JCP 202.3)
Incident Management Advisor United States Coast Guard Ninth District – Great Lakes Cleveland	<ul style="list-style-type: none"> Overall responsibility for the development of the CANUSLAK Geographic Annex (JCP 202.3) Joint Response Team Co-Chair (JCP 304.1)
District Response Advisory Team (DRAT) Supervisor United States Coast Guard District 9 – Great Lakes Cleveland	<ul style="list-style-type: none"> Responsibility for coordinating and overseeing issues of operational readiness for the CANUSLAK Annex among other federal, state and local agencies (JCP 202.4) Responsible for activation of the District Response Advisory Team Responsible for the coordination and documentation required for CANUSLAK (JCP 301) Responsible for the development and documentation of the Exercise Program (JCP 302) and CANUSLAK Annex Section X Responsible for the promotion of joint training (JCP 303)
Command Duty Officer (available 24/7) Ninth District Command Center	<ul style="list-style-type: none"> Responsible for initial incident assessment and notification of DRAT Supervisor
Captain of the Port United States Coast Guard Sector Offices: <ul style="list-style-type: none"> Detroit Sault Ste Marie Buffalo Marine Safety Unit <ul style="list-style-type: none"> Duluth 	<ul style="list-style-type: none"> Pre-designated as Federal On-Scene Coordinator for the area covered by their Marine Safety Office (US National Response Plan 40 CFR 300 Section J) Responsible for activation of Regional USCG resources Responsible for ensuring that a timely and appropriate response is undertaken (JCP 202.5) Responsible for the equipment readiness and inventory (USCG Marine Safety Manual)
Scientific Support Coordinator National Oceanic and Atmospheric Administration	<ul style="list-style-type: none"> Responsible for training, consultation and computerized spill modeling Responsible for Section C of the Annex
National Response Centre	<ul style="list-style-type: none"> Responsible for receiving spill notification, gathering and disseminating information on the incident to appropriate government agencies (US National Contingency Plan)

IV. Plan Review and Updates

The CANUSLAK annex will be reviewed annually taking into consideration changes in law, policy, organization, environmental factors, socio-economic development, and as the result of joint exercises and/or actual pollution incidents.

In recognition of the extensive interaction and coordination (six states, one province, three U. S. EPA regions and numerous points of entry) necessary in the Great Lakes, considerable emphasis is placed on the preparedness aspect of response. To facilitate this interaction the Incident Management Advisor, Ninth District, and Regional Director, Coast Guard Programs have instituted, with the cooperation of the US Environmental Protection Agency (Regions II, III and V), Environment Canada's National Environmental Emergencies Program and Transport Canada Marine Safety (Ontario Region), the operation of a Joint Response Team. This team is co-chaired by the Incident Management Advisor and Regional Director Coast Guard Programs, and facilitated by the office of the Superintendent Environmental Response and the District 9 District Response Advisory Team (DRAT) Supervisor. It meets annually and addresses issues related to the planning, exercising and/or results of actual responses while providing a forum for the review of this Annex.

Proposed amendments to this annex will be reviewed through the above core JRT membership prior to approval by the Assistant Commissioner and District Commander (JCP 1100.2).

Regional and District personnel shall distribute approved amendments in accordance with the following distribution list.

- Regional and District Headquarters
- CCG Bases and Sectors responsible for *Area of Coverage*
- Joint Response Team members, including State and Provincial representatives within *Area of Coverage*

V. Pattern of Response

The Region and District work very closely together, sharing the longest international border of all the Operational Annexes, approximately 2400km or 1500 miles. The conservative approach is used in the St. Marys waterway, the St. Clair and Detroit River corridor and in the St. Lawrence waterway in that we notify each other even when the risk of an international spill is minimal. The rationale is that in these areas the distance over water to land between the two countries can be as narrow as one kilometer and thus any discharge into these areas is likely to affect both countries.

The general operational precepts of the Plan include:

- a) The health and safety of response personnel, crews and the public is paramount;
- b) The "polluter pays principle," with regard to marine spills, is entrenched in the Canadian Marine Liability Act and the U.S. National Contingency Plan as amended by the Oil Pollution Act 1990;
- c) The onus for first response lies with the polluter/responsible party;
- d) To be effective the response must be immediate;

- e)* The protection of the public interest will be the primary objective for each response effort;
- f)* There can only be one lead federal agency with the authority and mandate to ensure the protection of the public interest while recognizing that many different organizations have mandates and responsibilities to protect the marine environment, and that circumstances may dictate that the lead agency will seek their advice;
- g)* Recognizing that each marine spill will be different, each response to marine spills is founded upon an “appropriate response”;
- h)* The “appropriate response” includes the efficient and effective movement of personnel and equipment across the border, the prioritization of sensitive areas, and effective management; and
- i)* It is essential that timely and accurate notification is made and that information is disseminated immediately to all regulatory organizations, local, state agencies, provincial authorities, and the public and, as necessary, the media.

Geographically Separated Command Structure

In most situations, each country will monitor the protection and clean-up of their respective jurisdictions. If coordinated response activities are required, the command and control of the response efforts will be conducted separately on respective sides of the border. Although the response on each side of the border will be separate, the coordination of activities would be prudent and the assignment of coordination officers, as described in Section VI, to each command is recommended.

Collocated Response

For those spills occurring in a more remote location, collocation of response resources will be considered due to limited infrastructure that may be available.

VI. Organizational Structure

Canada

Refer to the *Canadian Coast Guard Marine Spills Response Plan*

United States

Refer to the *United States National Contingency Plan* supplemented by:

- *Eastern Great Lakes Geographic Response Plan*
- *Eastern Lake Erie Geographic Response Plan*
- *Western Lake Erie Geographic Response Plan*
- *Southeastern Michigan Coast Zone Geographic Response Plan*
- *Eastern Lake Superior Geographic Response Plan*
- *Western Lake Superior Coastal Zone Geographic Response Plan*

Designation of Incident Commanders/ Federal On-Scene Coordinators

For the purpose of this Annex the two Coast Guards will be the primary coordinating agencies for all marine spills, even in cases where other lead agencies provide an On Scene Commander (JCP 103).

In the United States, areas of responsibility are geographically defined in the Regional Contingency Plans (RCP) between the coastal zone and the inland zone. The U.S. Coast Guard appoints a Federal On Scene Coordinators (FOSC) for the coastal zone and the U.S. Environmental Protection Agency appoints a FOSC for the inland zone. The pre-designated FOSC for the geographical area in which a particular incident occurs would monitor the responsible party or, in the case of an unknown or unwilling responsible party, the FOSC would assume control of the response. This annex applies to the Coastal Zone of the Great Lakes.

In Canada, the source of the pollution determines the lead agency. Where the pollution or threat of pollution is from a ship Canadian Coast Guard will appoint an Incident Commander. For spills originating from a jurisdiction outside of CCG’s mandate, CCG will appoint an Incident Commander to coordinate on-water response operations with the USCG.

Table of Lead Agency Authorities for Great Lakes Area

	United States	Canada
Coast Guard	<ul style="list-style-type: none"> • Spills in Coastal Zone 	<ul style="list-style-type: none"> • Ship Source & Mystery spills • Spills entering into Canadian waters from foreign or international waters
Environment Canada		<ul style="list-style-type: none"> • Federal Lands • Federal Facilities
US Environmental Protection Agency	<ul style="list-style-type: none"> • Spills in Inland Zone 	
Ontario Ministry of the Environment		<ul style="list-style-type: none"> • Land based: Provincial Lands & Facilities.
National Energy Board		<ul style="list-style-type: none"> • Pipelines crossing international boundaries

Details of the lead agency designation can be found in the *U.S. Regions II, III and V Regional Contingency Plans* and within the *Canadian National Marine Spills Response Plan*.

Geographically Separated Command Structure – Response Coordination

International Coordinating Officer (ICO)

Given the requirement for a geographically separated command structure, coordination of US and Canadian operations will be facilitated through an exchange of liaison officers (JCP 404). For the purposes of the execution of a coordinated response under this Annex this person shall be referred to as the “International Coordinating Officer” (ICO) to reduce confusion with the definition and role of Liaison Officer resident in each country’s national response system.

The ICO shall report to the respective Incident Commander or Federal On-Scene Coordinator. Such a representative shall be someone from the Coast Guard with the following knowledge and experience in:

- spill management
- applicable contingency plans and national spill response regimes
- Coast Guard and industry response capabilities, and
- pollution response equipment.

ICOs shall have immediate access to, and speak for, their own Coast Guard On-Scene Commander or Coordinator. See Section L of this Annex for additional information regarding the ICO.

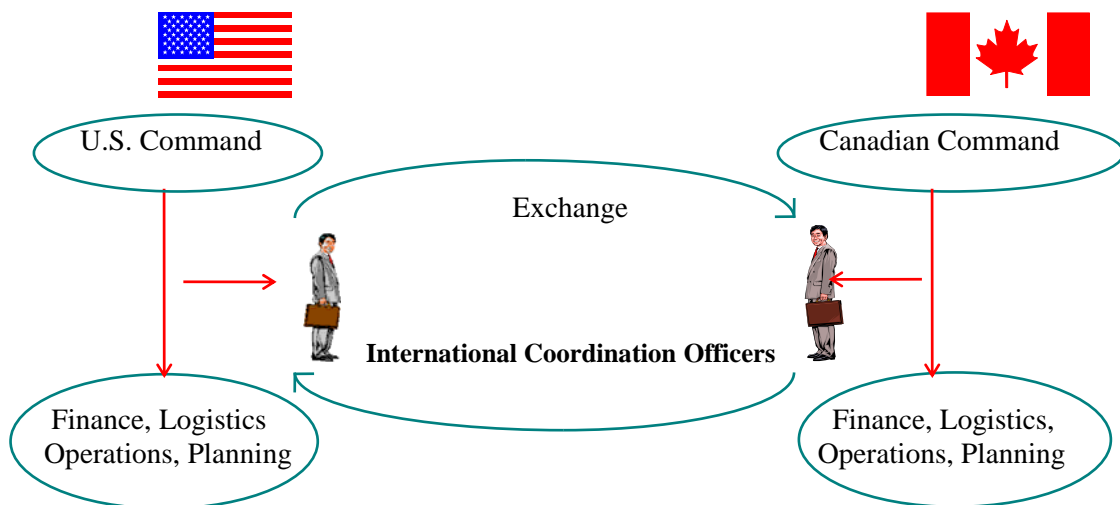


Figure 2. Separated Command

International Coordination Team

In some circumstances, more than one representative may be required to adequately represent the home country’s interests. This will likely occur in more complex responses which result in increased demands to provide timely information and advice. Expertise required in an international response coordination team will vary depending on the circumstances surrounding an incident, and may change over the course of a response. The most likely areas to require additional support would be:

- response operations – task force / strike team coordination of non-host country’s resources
- environmental sensitivity and impact assessment
- public affairs / media relations

An International Coordination Team will report to (work with) the ICO. The ICO, in a more complex response, will maintain responsibility for gathering situation awareness and determining whether there are any concerns that need to be raised to the home country's incident command.

Collocated Response

Integration of Planning and Operations

Collocation of a response effort should be considered when circumstances (limited resources, limited infrastructure and complexity of the operations) dictate. To achieve the necessary coordination and benefits associated with this arrangement consideration should be given to the full integration of Planning and Operations sections. Personnel selected to these integrated units must be knowledgeable in both countries national response systems.

United States / Canadian Public Information Officer

The coordination of public information (JCP 700) is accomplished through the activation of each country's media or external communications protocols. For the USCG, the PIO reports directly to the FOSC during an incident. For the CCG, communications services are provided by CCG's parent department of Fisheries and Oceans Canada (DFO). DFO Communications Officers providing support in an incident report directly to the Regional Director of Communications for Fisheries and Oceans.

VII. Notification, Activation and Deactivation Procedures

Notification

Upon receiving information indicating a spill incident has occurred or is likely to occur which has the potential of affecting the "Area of Coverage" the source country shall notify the affected country through the use of the emergency contact numbers provided in the front cover of this Annex (JCP 501). Responsibility for this notification falls on the Superintendent Environmental Response CCG-Sarnia and the Captains of the Port of Sector Sault Ste. Marie and Sector Detroit, MI, Sector Buffalo, NY and the Duluth Marine Safety Unit (Sector Sault Ste. Marie). Notification does not necessarily constitute the requirement for implementing coordinated response operations.

Notification can be written (via fax/e-mail) or verbal (via phone) but shall include as a minimum the following:

1. Date/Time of Initial pollution report
2. From – originating agency contact
3. To – receiving agency contact
4. Subject – location of incident and brief situation description

See Detailed Section K for a sample notification form.

Activation and Deactivation

The activation of a coordinated response under the CANUSLAK Annex will occur when:

- An activation of either country's resources occurs within the *Area of Coverage* and the harmful substance has the potential of impacting the other's waters.

- Resources (either personnel or equipment) from the party in whose country the harmful substance originated are being requested even though the harmful substance may not immediately threaten the near border waters.

Activation can be written (via fax/e-mail) or verbal (via phone) and in accordance with the JCP Section 403. The emergency contact numbers found in the inside cover of this annex shall be used to facilitate this process.

The deactivation of a response under the CANUSLAK Annex will occur when:

- When the Canadian Coast Guard Incident Commander and United States Federal On-Scene Coordinator jointly determine that a coordinated response effort is no longer required.
- Either country's resources have been deactivated, demobilized or otherwise relieved from the response effort.
- When resources involved in mutual aid have been returned.

Deactivation can be written (via fax/e-mail) or verbal (via phone) and in accordance with the JCP section 403. The emergency contact numbers found in the inside cover of this annex shall be used to facilitate this process.

VIII. Procedures for Customs and Immigration Clearance

Responding from Canada into the United States- Customs and Exercise Regulations

During an emergency, United States Customs and Border Protection Regulations provide for the movement of work force and equipment from Canada into the United States. *Title 19, United States Code Section 1322 International traffic and rescue work, (b) states (in part):*

“The Secretary of the Department of Homeland Security may provide by regulation or instruction for the admission, without entry and without the payment of duty or tax imposed upon or by reason of importation, of:

(1) Aircraft, equipment, supplies, and spare parts for use in searches, rescues, investigations, repairs, and salvage in connection with accidental damage to aircraft:

(2) Fire-fighting and rescue and relief equipment and supplies for emergent temporary use in connection with,

(3) Rescue and relief equipment and supplies for emergent temporary use in connection with floods and other disasters.”

Pursuant to this section, U.S. Customs and Border Protection Regulations allow rescue and relief equipment into the country without payment of duty.

Customs and Excise Procedures into the United States

When federal involvement becomes necessary in a trans-boundary incident, a USCG official notifies U.S. Customs Port Director that the JCP (CANUSLAK) has been activated to deal with a release affecting or threatening the United States. The telephone notification will be followed by a written confirmation via fax to U.S. Customs and Border Protection and a copy to the FOSC.

The United States Customs and Border Protection Port Director may authorise or direct the following:

- U.S. Customs and Border Protection should be notified as soon as possible after the arrival in the U.S. of any carrier and/or equipment. This may be done by telephone and/or fax if necessary. In no way shall any carrier responding to an emergency be delayed by U.S. Customs and Border Protection to report its arrival.
- Expedited entry/clearance for response equipment involved with emergency response with no duty or other fees to be collected (clearance is valid for 90 days).
- Where equipment enters the United States at other than a port of entry, e.g., air or water, it must be reported to United States Customs and Border Protection within 10 days, or as soon as is practicable.
- Material, equipment and supplies dispatched from Canada must remain under supervisory control of an appropriate Canadian authority.
- Equipment brought into the United States must be returned to Canada within 90 days unless an extension is granted or other arrangements are made at the time of entry or during the response. Consumables need not be brought back into Canada.
- Equipment returning to Canada will be required to be check-out through U.S. Customs and Border Protection prior to the leaving the United States.

Employment and Immigration Regulations into the United States

The *Immigration and Nationality Act* provides the U.S. Customs and Border Protection the responsibility for regulating the movement of people across the international borders of the U.S. This includes the ability to expedite the movement of emergency workers from Canada into the U.S., upon request from the U.S., to assist the U.S. in responding to emergencies.

Section 212(d)(3) of the *Immigration and Nationality Act* provides the District Director, Customs and Border Protection the discretion to allow Canadian workers with special skills, who might not otherwise be allowed into the U.S., to temporarily enter the U.S. to assist in the response.

- When United States federal involvement in a trans-boundary incident becomes necessary, a USCG official notifies United States Customs and Border Protection of an international spill and the need for trained Canadian workers to support the emergency response.
- The official must specify that the Canada/United States Joint Plan has been activated and CANUSLAK has been invoked. Initial telephone notification will be followed up with a written confirmation via fax to CBS and the FOSC.

- The USCG official certifies to the CBS that insufficient trained response workers are available to respond in a timely manner.
- Secure from United States CBS a form I-94 (confirm) for each foreign worker that is not a citizen of Canada or of the British Commonwealth. All personnel should have proper identification with them. In addition, non-Canadian citizens must have passport or visas with them.
- US Coast Guard should provide 24-hour advance notice if possible.
- Workers from Canada may work only 90 days in the United States unless other provisions are made.
- Upon departing the United States, the Canadian workers must check out through a CBS office.

See Appendix 1 for full contact information for U.S. Customs and Border Protection Service.

See Appendix 2 for U.S. Customs and Border Protection checklist.

Responding from the United States into Canada - Canada Border Services Agency Regulations

In the event of an emergency, the Canada Border Services Agency (CBSA) has specific regulations governing the movement of persons and goods. Canada Border Services Agency [Memorandum D8-1-1](#) (September 28, 2009) provides guidelines and information regarding the temporary importation of emergency equipment.

Officials of federal, provincial or municipal governments may declare emergencies. However, when time or circumstances do not permit an official notice of an emergency, CBSA Officers will have to assess the situation as it develops by consulting with local response agencies.

- When time permits, a Temporary Admission Permit E29B¹ will be issued covering all equipment and supplies not consumed in Canada. This permit will be issued covering emergency supplies and equipment without collection of security (duty or Harmonized Sale Tax HST). In the case of consumables being imported, the duty and HST is waived by virtue of Tariff Item No. 9993.00.00 (Appendix G) and Order-In-Council 73-2529. When the situation is urgent, the paperwork will be reduced to a simple blotter record of the E29Bs describing the goods in general terms. This record can be cancelled whenever evidence that the goods have been consumed or exported from Canada is provided, preferably from an official or person involved in the emergency situation.
- When goods are brought into Canada, where there are no Customs or Royal Canadian Mounted Police in attendance, a record kept by a responsible individual (i.e. federal officer, municipal mayor, provincial government representative or other individual charged with responsibility of directing the emergency countermeasures) will be accepted for the purpose of completing form E29B.

¹ E29B Form is on the CBSA web site at: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/e29b.pdf>

Canada Border Services Agency (CBSA) Procedures

The CCG Incident Commander will notify CBSA at the port of entry as soon as possible that a response under the CANUSLAK Annex of the International Joint Plan has been activated and that goods will be entering Canada. The telephone notification will be confirmed in writing, via facsimile, to CBSA and a copy to the CCG Incident Commander.

The driver of the vehicle/vessel/aircraft transporting goods to Canada should adhere to the following:

- Carry two copies of the equipment list including serial numbers and monetary value. Stop at U.S. Customs during crossing to get the equipment list stamped. A copy of any lists presented to CBSA, preferably with some type of CBSA stamp, should expedite the return of equipment to the United States.
- Present the list to CBSA for clearance approval. Should problems arise, ask to speak to a Senior Officer (usually a Superintendent). Report to CBSA when leaving Canada so that temporary admission permits can be cancelled.

Employment and Immigration Regulations into Canada

Emergency services providers may be granted entry into Canada under the *Canadian Immigration and Refugee Protection Act* as Temporary Residents. Under this provision responders are not required to obtain employment authorization from Human Resources Development Canada. A Temporary Resident Visa will be granted to visiting personnel by Citizenship & Immigration Canada provided they meet the conditions of Paragraph 179 of the *Canadian Immigration and Refugee Protection Regulations* which includes providing proof of citizenship.

Provisions under the *Canadian Immigration and Refugee Protection Regulations – Part 9 Temporary Residents Paragraph 186* provides for case by case admission of people with special skills which would otherwise not be admissible without a work permit.

Employment and Immigration Procedures into Canada

Citizenship and Immigration officers are not always present at Customs border crossings. In their absence, CBSA may function on behalf of Citizenship and Immigration Canada and grant temporary authority to work in Canada on an emergency basis. To facilitate the process of gaining temporary authority to work in Canada, United States citizens should notify the specific border crossing of their needs prior to arriving for entry into Canada. It is also advisable for United States responders to co-ordinate entry with an official involved in the emergency situation (e.g. CCG) so that they may contact CBSA and confirm the need for their entry into Canada.

See XI Detailed Sections to the Geographic Annexes, Section D – Logistics Plan for full contact information for the Canada Border Services Agency and Citizenship & Immigration Canada.

See XI Detailed Sections to the Geographic Annexes, Section D – Logistics Plan for Customs and Immigration checklist.

IX Procedures for the Non-Application of Coasting Trade Laws.

Canadian equipment entering into the U.S.

U.S. Customs and Border Protection officials, with prior notification, will allow the entrance of Canadian response equipment during an emergency without duty in accordance with Regulation (19 CFR §10.107).

During an emergency, United States Customs and Immigration Regulations provide for the movement of work force and equipment from Canada into the United States. Section 1322(b) of Title 19, United States Code, states (in part):

“The Secretary of the Treasury may provide by regulation or instruction for the admission, without entry and without the payment of duty or tax imposed upon or by reason of importation, of fire-fighting and rescue and relief equipment and supplies for emergent temporary use in connection with conflagrations; and “Rescue and relief equipment and supplies for emergent temporary use in connection with floods and other disasters.”

Pursuant to this section, United States Customs Regulations allow rescue and relief equipment into the country without payment of duty.

When federal involvement becomes necessary in a trans-boundary incident, a USCG official notifies United States Customs and Border Protection Port Director that a response under the CANUSLAK provisions of the Canada – United States Joint Marine Pollution Contingency Plan has been activated to deal with a release affecting or threatening the United States. The telephone notification will be followed by written confirmation via fax to Customs and a copy to the FOSC.

The United States Customs and Border Protection Port Director may authorize or direct the following:

- U.S. Customs and Border Protection should be notified as soon as possible after the arrival in the U.S. of any carrier and/or equipment. This may be done by telephone and/or fax if necessary. In no way shall any carrier responding to an emergency be delayed by Custom to report its arrival.
- Expedited entry/clearance for response equipment involved with emergency response with no duty or other fees to be collected (clearance is valid for 90 days).
- Where equipment enters the United States at other than a port of entry, e.g., air or water, it must be reported to United States Customs within 10 days, or as soon as is practicable. Material, equipment and supplies dispatched from Canada must remain under supervisory control of an appropriate Canadian authority.
- Equipment brought into the United States must be returned to Canada within 90 days unless an extension is granted or other arrangements are made at the time of entry or during the response; and consumables need not be brought back into Canada.
- To facilitate the movement of equipment across the border into the United States and back into Canada, it is advisable to identify ahead of time, which Ports of Entry are open at the time projected for crossing.

- It is important to maintain a list of equipment and supplies carried in each vehicle to be taken across the border. This list will be presented to the United States Customs and Border Protection Agent when crossing the border. It will help re-entry into Canada if the list has been stamped by Canadian Customs prior to departing Canada.

Canadians will be required to check equipment through United States and Border Protection prior to leaving the United States. Canadian-flag oil spill recovery vessels must report arrival and make entry when coming into the U.S. These vessels may discharge oil recovered from U.S. waters to a U.S. port (SEC.1117. 46 USC 12101) (P. L. 104-324 §1117).

U.S. equipment entering into Canada

Remission of duties may be granted to response equipment imported into Canada to be used temporarily for an actual or imminent pollution incident. Goods do not include personnel and all goods that have not been expended or destroyed in resolving the emergency must be exported from Canada. The issuance of Canada Border Services Agency (CBSA) form E29B by CBSA officers will be required at the time of importation or after the fact depending on the circumstances. Where CBSA officers or Royal Canadian Mounted Police are not in attendance a record will be kept by a responsible person for the purpose of completing the E29B. To ensure that there are no undue impediments and to expedite such procedures for the importation of equipment requires co-ordination by responsible agencies with field CBSA officials. Local senior CBSA officials should be included in Area Planning meetings and any Canadian equivalent meetings whenever possible.

X. Exercises

The scope and frequency of exercises will be in accordance with the JCP 302, under the responsibility for coordination in accordance with Part III of this Annex.

Specific exercise objectives relative to a coordinated response include:

- Notification, Activation & Deactivation (Annex VII)
- Incident Management Coordination (JCP 203 and 400)
 - ✓ US/Can Coordination Officer (Annex VI)
 - ✓ US/Can Communications (Annex XI – A)
 - ✓ US/Can Safety Coordination (Proposed)
 - ✓ Integration of Planning and Operations – Collocated Responses (Annex VI)
- Trans-border transfers of resources (JCP 600, Annex VIII and XI - D)
- Procedures for non-application of Coasting Trade Laws (Annex IX)
- Joint Response Team (JCP 304 and Annex XI – H)
- Public Information Coordination (JCP 700 and Annex XI – I)
- Countermeasure approval coordination

CANUSLAK exercise objectives can be met by utilizing actual activities during which a coordinated response under the Joint Plan has been activated. An example of this would be Notification – should a CANUSLAK warning be issued during the two year cycle then the Notification objective will be considered to have been met and no further exercise planning to test this objective will be planned. In order to utilize an incident to meet an exercise objective, it is required that an incident report is completed and presented at a Joint Response Team meeting for acceptance by the Joint Response Team co-chairs.

XI. Detailed Sections of the Operational Supplement

A) Communications Plan

During the notification stage of an incident involving coordinated response activation, communications will generally be through the public phone system. When and where possible, public phones will be used during an incident, and the phone numbers distributed to the command posts.

Cell phones can be used when and where there is adequate coverage.

VHF radio will also be used extensively during an incident. Common radio frequencies may be utilized.

As an incident progresses, a more detailed Communications Plan and equipment list will be appended to the incident action plan. This communications plan will be developed between the USCG FOSC and CCG Incident Commander.

Canada

Please refer to the *Central and Arctic Chapter of the Canadian Coast Guard Marine Spills Contingency Plan*, and the accompanying Area Annex for communications availability.

United States

When and where possible, telephones will be used during an incident, and the phone numbers distributed to the command posts. VHF radio may also be used during an incident. Radio frequencies will be utilized per the respective Coast Guard sector's communications plan.

B) Response Inventory

Canada

Please refer to the *Central and Arctic Chapter of the Canadian Coast Guard Marine Spills Contingency Plan*, for Canadian Coast Guard Response Equipment Inventories.

United States

In the U.S. information on U.S. contractors and equipment may be found in the Response Resource Inventory (RRI) maintained by the National Strike Force Coordination Center (NSFCC). In addition, the District Response Advisory Team maintains an inventory of emergency response equipment in the field.

C) Sensitive Environments Plan

Sensitive Areas have been identified in the Great Lakes Environmental Sensitivity Atlases:

- Lake Erie
- Lake Ontario
- Lake Huron
- Lake Superior
- St. Clair/Detroit River
- St. Lawrence River
- St. Mary's River

Joint protection strategies have been developed and can be found in the appropriate Area Plans.

Canada

Please refer to the *Central and Arctic Chapter of the Canadian Coast Guard Marine Spills Contingency Plan* and Area Annexes for the list of response priorities and theoretical response strategies.

United States

The United States Coast Guard and Environmental Protection Agency have determined environmental sensitivities for the Great Lakes which may be found in the respective area contingency plans.

D) Logistics Plan

Canada

Please refer to the *Central and Arctic Chapter of the Canadian Coast Guard Marine Spills Contingency Plan*, and *Area Annexes*.

United States

Please refer to the *applicable area contingency plan*.

E) Integration of Volunteers

Canada

Volunteers will not be used to conduct oil spill clean up operations. CCG can engage the services of a company or individuals (registered as a business) through emergency contracting authorities when the services meet the need of a response. Individuals looking to volunteer their time will be directed to a response company for training and potential employment.

United States

Please refer to the *United States National Contingency Plan*.

F) Salvage and Rescue Resources Inventory

Salvage - General

Under a 1908 Treaty between the United States and Canada, both countries agreed vessels from either country "may salvage any property wrecked and may render aid and assistance to any vessel wrecked, disabled or in distress in the waters or near the shores of the other country..." Vessels operating under the terms of this treaty shall report, as soon as possible, to the nearest Customs House of the country in whose waters the operation took place.

Canada

The 1996 MOU between Transport Canada and Fisheries & Oceans Canada states that salvage will be a joint responsibility between Transport Canada and the Canadian Coast Guard. Salvage plans will be reviewed and advice provided, with Canadian Coast Guard focused on the spill preparedness and response aspects of the plan and Transport Canada Marine Safety focused on the application of marine health & safety regulation and vessel integrity. Should the salvage operation

be undertaken in regards to a derelict vessel (i.e. owner is not known) the Receiver of Wreck also has responsibilities.

United States

Salvage responsibilities lie with the United States Captain of the Port within their respective Port Area. The United States Navy Supervisor of Salvage (SUPSALV) in Norfolk, Virginia maintains a list of salvors. Salvage masters are authorized to evaluate salvage plans.

Rescue

In Canada and similarly in the United States, the specific responsibility for Rescue coordination and implementation resides within each other's Search and Rescue Programs. Long standing Rescue procedures and coverage zones are in place and can be automatically invoked by the appropriate authority (e.g. the Joint Rescue Coordination Centre Trenton and Joint Rescue Coordination Centre Cleveland).

In Canada the responsibility lies with the Joint Rescue Coordination Centre located in Trenton, Ontario. They can be contacted at 1-800-267-7270 (Resident Calls only) or at (613) 965-3870.

In the United States the Joint Rescue Coordination Centre located in Cleveland can be contacted at (216) 902-6117.

G) Disposal & Decontamination

Canada

Disposal of hazardous waste in the area of coverage is the responsibility of the Provincial Ministry of the Environment who administers the Ontario Waste Management Act 1992, and associated Waste Disposal Regulations.

United States

Disposal of hazardous waste in the area of coverage is the responsibility of the United States Environmental Protection Agency.

The United States Coast Guard Captain of the Port will ensure that all contractors hired to transport waste for disposal are certified waste management handlers as per the National Contingency Plan and the United States Department of Transportation regulations.

Decontamination procedures will be followed as identified in each country's National Response Plan.

H) Joint Response Team Contact List

In accordance with JCP 304, the Joint Response Team includes the following proposed permanent membership; however, should the incident circumstances require the participation of additional agencies, the Co-chairs may include those agencies accordingly. Permanent JRT membership is based upon Federal/State and Federal/Territorial authorities with respect to:

- Emergency Measures Agencies – for coordination of ancillary services during a response
- Customs and Immigration Agencies – for coordination of importation/exportation of expertise and equipment.
- Environmental Agencies – based upon their authority to approve or deny response actions

JRT Members

<p>Canadian Coast Guard – Central & Arctic Region JRT Co-Chair Regional Director Coast Guard Programs 101 Champlain Boulevard Quebec City, QC G1K 7Y7 Telephone (418) 648-4548 E-mail: sylvain.vezina@dfp-mpo.gc.ca</p>	<p>Transport Canada – Ontario Region Director, Marine Safety 100 S Front Street Sarnia, ON N7T 2M4 Telephone (519) 383-1825 Facsimile (519) 464-5119 E-mail: michaelj.dwyer@tc.gc.ca</p>
<p>Environment Canada Director Environmental Emergencies 351 St Joseph Blvd Gatineau, Quebec K1A 0H3 Telephone (819) 953-0607 Facsimile (819) 997-5029 E-mail: Grant.Hogg@ec.gc.ca</p>	<p>Ontario Ministry of the Environment and Climate Change Ontario Emergency Measures Program A/ Manager 5775 Yonge St., 5th Floor North York, ON M2M 4J1 Telephone (416) 325-3000 Facsimile (800) 268-6061 E-mail: Valerie.Bowering@ontario.ca</p>
<p>National Energy Board Technical Specialist, Emergency Management 444 Seventh Avenue SW Calgary, Alberta T2P 0X8 Telephone (403) 299-3187 Facsimile (403) 471-5503</p>	<p>Public Safety & Emergency Preparedness Canada 4900 Yonge Street, Suite 240 Toronto, ON M2N 6A4</p>
<p>U. S. Coast Guard Ninth District JRT Co-Chair Incident Management and Preparedness Advisor 1240 E. 9th Street Cleveland, OH 44199 Telephone: (216) 902-6112 E-mail: jerome.a.popiel@uscg.mil</p>	<p>U. S. Environmental Protection Agency Region 5 U. S. EPA Region Five 77 W. Jackson Boulevard Chicago, IL 60604 Telephone: (734-692-7661)</p>

I) Public Information Coordination

Refer to CANUSLAK Section VI (B) and JCP 700.

Canada

In accordance with Government-wide standards as integrated in the Canadian Coast Guard National Marine Spills Contingency Plan, a designated Departmental communications officer is identified at the time of an incident to coordinate or otherwise facilitate public/media information.

United States

Refer to the Joint Information Center Manual Developed for the National Response Team by the United States Coast Guard Public Information Assist Team.

J) Great Lakes Countermeasures Approval Coordination

Introduction

This section addresses the protocols for use of countermeasures incorporating the use of chemical oil spill treating agents and in situ burning in the Great Lakes jointly or by either country during a spill incident.

Chemical oil spill treating agents (OSTA) include dispersants, herding agents, emulsion treating agents, solidifiers, elasticity modifiers, shoreline cleaning agents, shoreline pre-treatment agents, oxidation agents, and bioremediation agents. In the United States these products must be listed on the National Contingency (NCP) Product Schedule to be considered for use during a spill incident. While no similar list exists in Canada, Environment Canada's Environmental Technology Center makes recommendations on the effectiveness and suitability of various OSTAs.

In-situ burning is defined as the use of an ignition source to initiate the combustion of spilled oil that will burn due to its intrinsic properties and does not include the adding of a burning agent to sustain the burn. In situ burning can be performed on the open water and near or on shore.

Approving Authorities

In the U.S. the NCP specifically provides for the use of OSTA for spill containment and cleanup. The On-scene Coordinator (OSC) is authorized to use any chemical product without requesting permission if he or she believes its use is necessary to prevent or substantially reduce a hazard to human life (58 FR 47384, Sept. 15, 1994). In situations when a human hazard is not present, the OSC must receive the concurrence of the U.S. EPA Regional Response Team (RRT) representatives(s) and the RRT representative of the affected State(s). The OSC must also consult with the Department of Interior (DOI) and Department of Commerce (DOC) natural resource trustees, where practicable, before authorizing the use of a listed product.

Although not specifically addressed in the NCP, the use of in situ burning during a spill overseen by a Federal OSC must have concurrence from the affected State(s) RRT representative, the USEPA RRT representative(s), and in RRT Region V, the DOI natural resource trustee.

In Canada the Science Table provides environmental and scientific advice to the lead response agency including specific advice on the applicability of using OSTAs or in-situ burning. These teams are made up of a core group including Environment Canada as the chair for most marine spills, the provincial agencies of Ministry of the Environment and Ministry of Natural Resources, the Federal Department of Fisheries and any affected First Nations. Science Table membership by academic institutions and environmental groups with required expertise is also encouraged. The membership of the team will change based on the location and any special circumstances surrounding the spill and related response activities.

Present Pre-Approvals and/or Policies for Countermeasure Use in the Great Lakes

Dispersant Use

United States: The Region V RRT does not promote the use of dispersants on surface waters on the Great Lakes. This policy is necessary to protect the fragile aquifers, sensitive ecosystems, and numerous potential and existing surface and subsurface water intakes (potable and non-potable) in the region.

Canada: Environment Canada does not support the use of dispersants as an oil spill response strategy in freshwater due to unproved effectiveness and toxicity issues of currently available products.

In Situ Burning

When federal involvement becomes necessary in a trans-boundary incident, a USCG official notifies United States Customs Border Patrol Port Director that a response under the Canada – United States Joint Marine Pollution Contingency Plan has been activated to deal with a release

affecting or threatening the United States. The telephone notification will be followed by written confirmation via fax to Customs and a copy to the FOOSC.

Guidance for approving proposals to burn oil is presently being developed by the Region V RRT. The draft policy statement is:

“The Region V Regional Response Team has adopted in situ oil burning as a means to avert potential oil spill impacts to the region’s beaches, wetland environments, and the Great Lakes and inland Resources. As a policy, in situ burning will augment, not replace, other oil spill response techniques such as mechanical removal or chemical countermeasures. Where and when appropriate, in situ burning will be used as a first strike option for defensive purposes (e.g. open water burning and burning in ice conditions) and as a cleanup technique (e.g.. burning of wetlands to remove spilled oil).

This document will not be considered to grant Pre-approval to conduct an in situ burn. It is intended to provide consistent guidance throughout the region to facilitate the decision-making on whether or not to conduct an in situ burn during a spill incident. Approvals are still required on a case-by-case basis.

Canada: While no specific policy exists for its facilitated use, in situ burning is considered a viable countermeasure that has the potential to quickly remove large amounts of oil. Environment Canada applies the ASTM Standard *Guide for In-Situ Burning of Oil Spills on Water: Environmental and Operational Considerations*. This provides specific information on environmental and operational considerations for burning to aid in the decision-making process during an actual event.

Other Oil Spill Treating Agents (OSTA)

United States: Region V has a pre-approval in place for the test use of ELASTOL, an elasticity modifier. A field test protocol and decision making flow diagram have been developed. Additionally, the use of the NOCHAR A610 solidifier product contained in booms, sock, and pillows is also approved for use in Region V. No approval is in place for use of uncontained solidifier products.

Canada: A few agents have been tested however no pre-approvals are in place for any oil spill treating agents. Environment Canada has ongoing testing of various chemical products and has produced a list of tentatively acceptable agents. This list only identifies those products which have been tested by Environment Canada and have been found to meet specific criteria of toxicity and effectiveness, e.g. COREXIT 9580 and ELASTOL.

Joint U.S./Canada Protocols for Countermeasure Use

For the following protocols, notifications of intended OSTA and / or in situ burning use occur between the respective federal agencies with OSC authority for the specific spill, either U.S. Coast Guard (USCG) or USEPA and the Canadian Coast Guard or Environment Canada.

Dispersant Use

Due to the policy of each country on dispersant use, dispersants will not be considered for use in the Great Lakes.

Non-dispersant OSTA and In Situ Burning Use

Other Great Lakes Areas -The proposed use of any other of these countermeasures in any part of the Great Lakes would require notification and consultation with the other country only if there was a reasonable chance (based on federal agency trajectory forecasts) that the applied product, the treated spilled oil, and / or the emissions from the spill or burn would cross the international boundary.

Unresolved Notification and Consultation Issues

When there is disagreement between each country on the use of a particular countermeasure the Joint Response Team will be consulted. For example: what would happen if Canada wanted to conduct an in situ burn and but there was some risk that the smoke plume could impact the U.S. and, as a result, the US opposed Canada's decision to burn? Problem resolution process will start between each country's IC/FOSC, then to the Joint Response Team co-chairs, with final resolution by the Admiral and Commissioner of the Coast Guard.

K) Sample CANUSLAK Notification/Activation Form

Operational Supplement to the Joint Marine Pollution Contingency Plan



CANUSLAK



WARNING ACTIVATION EXERCISE

Spill Threat:	MINOR	MEDIUM	MAJOR	
Date/Time of initial report:				
Pollutant:				
Location of incident:				
Brief situation description:				
From: _____ To: _____		From: _____ To: _____		
USCG Ninth District District Command Center US Joint Response Team Co-Chair: Chief Incident Management Branch		CCG Central and Arctic Regional Operations Centre CDN Joint Response Team Co-Chair: Director of Maritime Services		
Fax: (216) 902-6121 Tel: (216) 902-6118		Fax: (519) 337-2498 Tel: (800) 265-0237		

L) International Coordinating Officer CONOP



Canadian Coast Guard
United States Coast Guard
Joint Marine Pollution Contingency Plan

CANUSLAK Annex
International Coordinating Officer (ICO)
Concept of Operations (CONOP)



-
- Ref: (a) Canadian Coast Guard – United States Coast Guard Joint Marine Pollution Contingency Plan (JCP) of May 2013
(b) Canadian/U.S. Lakes (CANUSLAK) Annex to Reference (a)
(c) U. S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17B

Introduction. To achieve the international coordination contemplated in section 403, “Coordinated Response,” of reference (a) and section VI, “Organizational Structure,” of reference (b), the Canadian Coast Guard Central and Arctic Region and Ninth Coast Guard District developed the International Coordinating Officer (ICO) position. With some similarities to the Liaison Officer (LOFR) and Agency Representative (AREP) positions in Incident Command System (ICS), the ICO transcends those responsibilities in reference (c) by employing a Senior Response Officer (SRO)- or Federal On Scene Coordinator Representative (FOSCR)-like concept of operations. Capitalizing on experience and lessons learned from two decades of exercises and actual incidents, the ICO position has proven to be an effective construct to achieve coordinated response and maintain close international cooperation.

Operational Requirement. Bi-national, regional experience has demonstrated that, in instances of spills with international impacts, complete collocation of both Canadian and U.S. command structures and response organizations is unlikely due to funding, legal, logistical, political and geographical constraints. Coordinated response, however, remains a chief tenet of reference (a), so use of a mechanism other than complete collocation for achieving a coordinated response remains necessary. Accordingly, reference (b) specifies a “geographically separated command structure” that uses an ICO, or ICO team, to attain the prerequisite coordination. In practice, two scenarios generally occur in the CANUSLAK coverage area:

a. An incident where a spill has effects primarily in the internal waters of one nation with minimal or only potential impacts to the other nation. In this instance, it is usually appropriate for the primarily impacted nation to establish its robust response organization and request an ICO or ICO team from the other nation participating either on site (usually Incident Command Post) or virtually via electronic connectivity;

b. An incident where here a spill has relatively equal effects on both sides of the border. In this instance, it is expected that both nations will establish robust response organizations and exchange ICO or ICO teams as needed, participating either on site (usually Incident Command Post) or virtually via electronic connectivity.

ICO vs. LOFR/AREP. While ICS LOFR and AREP are conduits of information that do not normally have delegated authority to make decisions on matters (although that can theoretically be authorized), a CANUSLAK ICO is a knowledgeable, senior representative who will typically have some decision-making authority and ability to request resources and coordinate support from scientific and operational elements. These are defining characteristics of an ICO.

Authority. The extent of each ICO's authority will depend on the location, nature and extent of each incident, and on the preferences of the Incident Commander. It should be noted that an ICO will never exercise his or her own nation's SRO or FOSC authority over actions taking place in the other nation's sovereign territory. SRO or FOSC authority will be exercised in accordance with the ICO's own national policy in each jurisdiction, but coordinated with the other nation's actions. An ICO may direct resources across the international border, such as pollution overflights, in accordance with approved entry procedures specified in applicable treaty or bi-national MOU.

ICO Suggested Qualifications or Selection Criteria. An ICO is normally selected from the CCG Central and Arctic Region staff and/or Ninth District Response Group (DRG) to serve during a spill response. To perform these functions effectively, personnel assigned should have previous experience working with the participating international agencies. The ICO is expected to communicate effectively within the Incident Command structure of one country to transmit resource needs, concerns and recommendations to the Incident Commander/Unified Command of the other country. Therefore, the position requires sound and proven interpersonal and communication skills. The knowledge base is such that duties of the ICO should rarely be assigned to junior or inexperienced personnel or those without regional experience. To be successful as an ICO, the following is a list of recommended qualifications:

- Senior Response Officer/Federal On-Scene Coordinators Representative certification
- Thorough knowledge of the JCP, CANUSLAK Annex and Area Contingency Plans,
- Familiarity with industry and government owned equipment available
- Knowledge of Canadian RMS differences with ICS.
- Familiarity with Canadian/U.S. customs and health and safety policies.

The ICO has the ability to speak for their respective IC to ensure coordination of effort, tactics and objectives. It ensures they remain aware of progress, issues and constraints regarding the incident. The activities of the ICO are intended to augment the IC's ability to coordinate and focus response planning and the deployment of resources. They include establishing and maintaining contact and communication between elements of the command and as directed, assisting and cooperate with all involved agencies.

ICO Team. In some instances where staffing requirements dictate a larger international coordinating presence, an ICO team may be appropriate. An ICO team consists of several members who meet ICO qualification guidance suggestions under the direction of an ICO who is in charge of the team.

When to use. An ICO can use this CONOP for any incident involving cross-border emergency response activity. It is designed for incidents where the Incident Command System is activated in support of oil spill response operations along the Canadian/U.S. border of the Great Lakes but may also be useful for contingency planning associated with the CANUSLAK Annex of the Joint Canada United States Marine Pollution Contingency Plan.

ICO Objectives. The ICO's general objectives include:

- Enhancing cooperation and understanding between ICs and District/Regional staffs of both countries.

- Coordinating on tactical matters to achieve unity of effort.
- Requesting and/or directing resources to support operational objectives
- Requesting and/or directing scientific support of a response
- Ensuring understanding of policy guidance and coordination measures to achieve the best possible results.
- Enhancing the IC's confidence. Help the ICs anticipate and overcome any possible problems and coordinate international operations.

Upon arrival to the incident, the ICO will complete the prescribed check-in procedures and report their location and status to the FOSC/OSC. This lets all concerned know the ICO arrived safely and is on duty. The ICO will then develop current status information which should be accomplished in concert with their U.S. / Canadian counterpart. If their counterpart is not present, they will meet with the Incident Commander. The ICO will develop an Incident Brief for the FOSC and transmit preferred documentation to the FOSC/OSC within two hours of check-in.

Notification Phase (pre-deployment).

- Receive job assignment
- Specific location of the disaster
- Name of point of contact (POC), if available, with contact number Reporting location and contact number Reporting time
- Travel instructions, arrange for transportation, country clearance, communications and appropriate Personal Protective Equipment (PPE).
- Receive and understand tasks from sending unit staff.
- Receive a briefing from operations, planning, and other staff elements on current and future operations.
- Understand information requirements for involved parties.
- Obtain the correct data and information, including charts and contingency plans.
- Complete route and time-management plans. Arrive at designated location on time.
- Coordinate with POC from host country for logistical support.

Action Phase (deployment).

- Notify the sending command of arrival.
- Check in with security and complete any required documentation.
- Obtain initial briefing and attend scheduled briefings.
- Meet the receiving command's coordinating and Command and General Staff elements.
- Assign ICOs to appropriate staff elements, brief staff on the sending command's situation, and collect appropriate information. (if required) Provide leadership in forming an international command structure with affected jurisdictional agency designated representatives.
- Determine and establish joint international incident objectives.
- Develop an international information management plan.
- Make an initial appraisal of the types of assistance most urgently needed.
- Collect pertinent facts about the discharge, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged materials; the probable direction and time of travel of discharged materials; the pathways to human and

environmental exposure; the potential impact on human health, welfare, and safety and the environment; whether the discharge poses a substantial threat to the public health or welfare of the United States or Canada; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate international cost documentation.

- Determine a strategy to accomplish International incident objectives and prioritize action items.
- Establish and maintain a communications schedule with appropriate sending command's staff elements.
- Participate in planning meetings, providing current resource status, including limitations and capability of agency resources.
- Document in writing daily all significant decisions and facts relative to related activities on the incident and maintain this documentation in a notebook and retained it as a permanent record.

Demobilization/Documentation Phase.

- Preparation for demobilization begins with mobilization. Each ICO mobilized to an incident has responsibilities in the demobilization process.
- Verify demobilization schedule with host country POC.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Have debriefing session with the IC prior to departure.
- Evaluate performance of subordinates. (if required) Follow approved check-out procedures.
- Report to appropriate agency representative upon arrival to final destination.

The ICO On Scene. During the response effort, the ICO is more than just a Liaison Officer to the Canada/U.S. government. The ICO also serves as the FOSC's representative on-scene directing response efforts and coordinating other efforts at the scene of the spill, discharge, or release, in accordance with national, regional, area, or other pertinent contingency plans. The ICO is authorized to take all response measures deemed necessary to protect public health, welfare, and the environment. The ICO is also responsible for ensuring that all persons designated to act on their behalf on-scene, including contractors hired for spill removal, are properly trained, familiar with all applicable site safety plans, and are fully prepared to accomplish all spill response objectives in accordance with applicable federal, state, provincial, and local regulations and the guidance or direction that is provided by the Canada/U.S. FOSC.

On Scene Assessment. The ICO will almost never be first on-scene. In most cases boats and crews from the nearest Coast Guard Station along with oil spill investigators from Coast Guard Sectors will be first to arrive on-scene to assess the situation, rescue and transport the injured, control the spill if possible, and secure the waterway. Their initial pollution report will open a pollution case file to track all activities and provide information for the ICS-201 Incident Briefing Form. Immediately upon check-in to the incident, the ICO will verify initial incident information and from that point until properly relieved of duty, maintain situational awareness at all times. It is important to note that initial spill reports are almost always wrong. The extent of vessel or facility damage may not be fully known for several hours resulting in under or misreported spill quantities. It is the duty of the ICO to establish the facts of the case and brief the FOSC as quickly as possible. The following paragraph contains a checklist designed to assist the ICO with establishing the facts and maintain situational awareness throughout the incident.

Incident Information Checklist.

- Source and cause of the spill / release
- Identification of responsible parties
- Name, quantity, and location of discharged/released product
- Probable direction and time of travel for product plume impacts
- Potential for a Worst-Case-Discharge
- Potential impact on human health, welfare, safety, and the environment
- Potential impact on natural resources, sensitive areas, and property
- Priorities for protecting human health, welfare, and the environment
- Appropriate cost documentation

ICO Support. During response operations the ICO will have a wide array of resources available to support the mission. Resource support from Canada and the United States is available upon request thru the FOSC and their respective regional and district commands. Special Teams, personnel, vessels, aircraft, and pollution removal equipment are available to support the ICO. Upon delivery of response resources, the ICO will work with their counterpart to coordinate their deployment to maximize effectiveness.



CANUSLAK Quick Response Card (QRC)



In the event of a discharge of oil or hazardous substance in the Great Lakes (Canadian or U.S. waters) that potentially could impact the environment of the other country, it is the responsibility of the source country to ensure that all notifications and activation procedures are followed in accordance with the Joint Response Team's (JRT) CANUSLAK Annex.

The procedures listed in the QRC shall be completed for all notifications and requests for activation/deactivation by either JRT co-chair.

Date/ Time:

Watchstander:

By U.S. representative:

Notification	Activation	Deactivation - Date/ Time:
24 hour Regional Operations Centre, Sarnia ONT:		Phone (800) 265-0237 (preferred) Phone (519) 337-6221 (alternate) Fax (519) 337-2498

By Canadian representative:

Notification only	
24 hour U.S. National Response Center:	Phone (800) 424-8802
24 hour USCG Ninth District Command Center:	Phone (216) 902-6117 or 6118

By Canadian representative:

Activation	Deactivation - Date/ Time:
24 hour USCG Ninth District Command Center:	Phone (216) 902-6117 or 6118 Fax (216) 902-6121

Summary of incident (A brief synopsis of the who/what/where/when/why/how of the incident):

Current organization and actions taken:

FOSC

Actions/ Approval requested by FOSC to JRT:

JRT

Decision/ Action/ Recommendation on request from FOSC:

Rationale:

Additional notes:

SIGNATURES

Member/ Agency:

Concur:

Non-Concur:
