## Checklist to Guide Completion of the 232

This checklist is designed to aid in the process.  There may be additional incident specific steps required.  The steps in this process may vary by incident or operational period.

**GETTING STARTED**

[ ]  Environmental Unit Leader (EUL) assigns the work group to complete the 232 form.  RP should consider having representation on this work group.

[ ]  Determine when the EUL needs the product (tied closely with timing of Tactics meeting).

[ ]  Determine operational period for which you are planning.  Note: on the first day of a response, may need to complete two 232 forms for the first day and the next operational period.

[ ]  Locate map of incident area of suitable scale.

**GAIN SITUATIONAL AWARENESS**

[ ]  Determine volume and properties of spilled oil: Is discharge controlled [ ]  or on-going [ ] ?

[ ]  Review trajectory provided by NOAA.

[ ]  Review over flight maps or shoreline observations if available.

[ ]  Check for tides, winds, current, season and weather.

[ ]  List agencies and organizations with information to contribute.  Coordinate with Liaison to contact.

**COMPILE INFORMATION**

[ ]  Review information found in Area Plan Geographic Response Plans (GRPs) for affected and threatened areas.  Note: GRPs are only the initial priorities and don’t identify all resources or tactics you need for a response.

[ ]  Participating agencies and organizations contribute expertise and data.

[ ]  Are threatened and endangered species (ESA) present? [ ]  Yes [ ]  No

If so, and ESA consultation may be necessary if response activities may affect listed species.

[ ]  Are there Reservation land(s) or Usual and Accustomed Areas for Tribes present?

[ ]  Yes [ ]  No If so, contact the tribes and ask for their information and participation in the response.

**PRIORITIZE RESOURCES AND FINALIZE 232**

[ ]  Review and apply the prioritization policy in the Northwest Area Plan. (Chapter 4000)

[ ]  EUL or designee guides consensus on final prioritization of RARs.

**PREPARING FOR TACTICS MEETINGS**

[ ]  EUL or designee, coordinating through the PSC, works with Operations to discuss 232 form and design appropriate tactics to protect or mitigate listed resources on the 232.   Permits may be required for certain tactics or areas.