



# USER'S MANUAL

*Statewide Industry Preparedness Program Application*

**Alaska Department of Environmental Conservation**

Division of Spill Prevention and Response

*Version 2.0*

## Revision Sheet

Version No.	Date	Revision Description
0.1	3/18/13	User's Manual created
0.1	3/18/13	First Iteration functionality added
0.2	4/8/13	Second Iteration functionality added
0.3	4/29/13	Last minute/extra Iteration 2 and Iteration 3 functionality added
0.4	5/20/13	Fourth Iteration functionality added
0.5	6/17/13	Fifth Iteration functionality added
1.0	6/28/13	Final functionality and revisions added
2.0	6/1/15	New functionality and revisions added

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## **1.0 GENERAL INFORMATION**

### **1.1 System Overview**

The Department of Environmental Conservation (DEC) is responsible for safeguarding Alaska's environment against accidents caused by mankind. The safeguard is in the form of a response plan describing environmental risks and plans to mitigate those risks by applying certain precautions and ensuring safety measures are in place. DEC monitors sites throughout the state to identify risks to the environment and establishes a list of the environmentally sensitive areas. Companies (or individuals) that are plan holders must establish a plan that details their business, how they plan to mitigate risk, and how they will respond if a discharge occurs. Following the plan approval, the company adheres to inspections and drills to ensure plan compliance and make adjustment to the plan as needed. In the event an issue occurs, a spill is then recorded and reported to the state as required.

The Statewide Industry Preparedness Program Application (IPP) establishes the locations, assists with the permitting process and indexes the contingency plans.

## **2.0 SYSTEM SUMMARY**

### **2.1 System Configuration**

Each employee uses their own computer running Windows OS. On those computers is the client application that will connect to a central database running Windows and SQL database software. This Web-based application is accessed internally within the DEC intranet only.

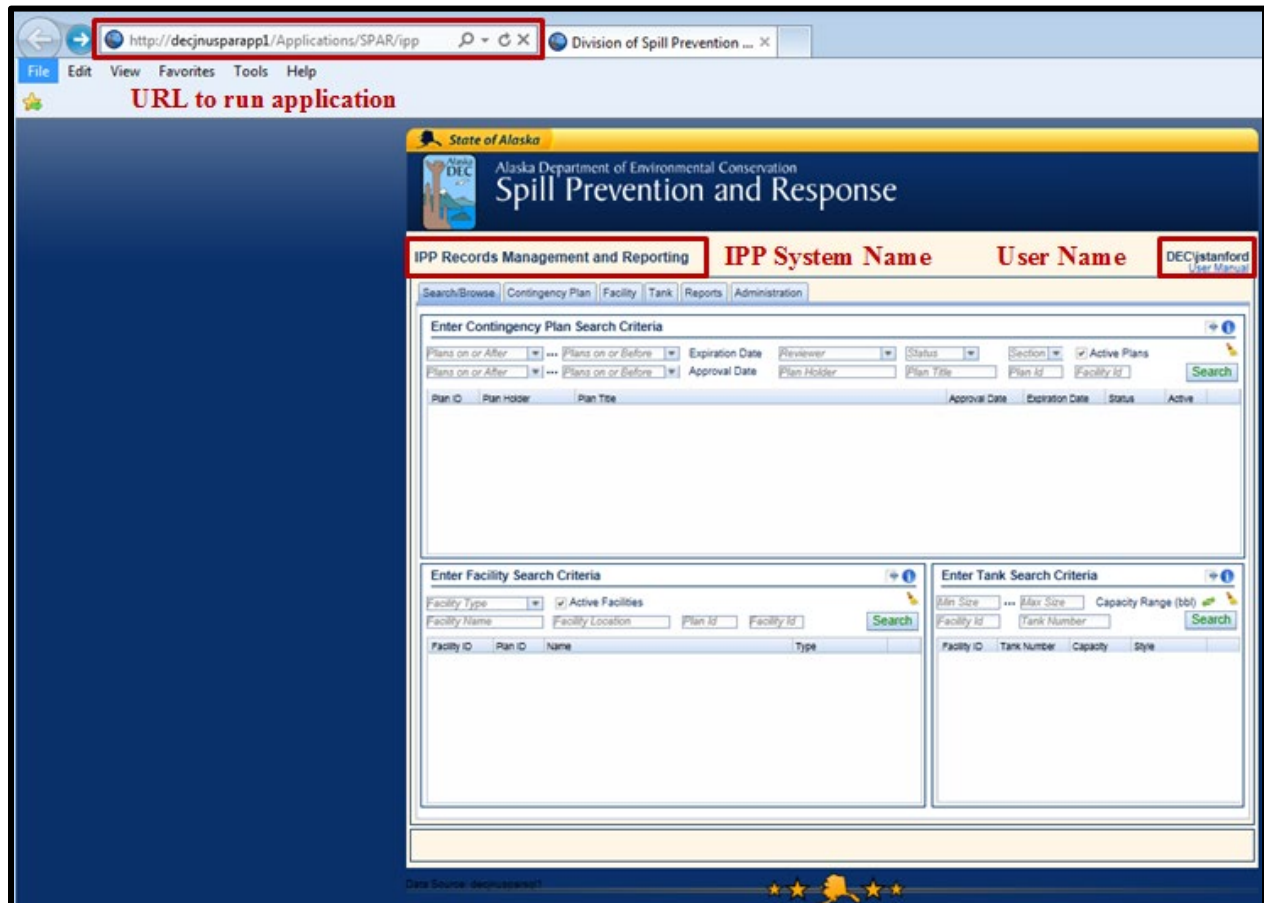
### **2.2 User Access Levels**

Integrated Windows Authentication will be used to transparently authenticate a client and server in a Windows Active Directory environment. Once a user is identified through authentication the user will require access to resources through authorization. Authorization will be accomplished through a custom authorization check.

A Custom Role Provider has been developed as part of this application. Roles are managed using a minimal user-to-role assignment application delivered as part of the total solution.

### 3.0 GETTING STARTED

This section provides an overview of the application's components and mechanics of key features used throughout the application. For best results, IPP should be run on Internet Explorer. The URL to run the application is displayed in a standard browser window. The application name is illustrated near the top, left of the screen. The user name shows at the top, right of the screen.



## 3.1 Common Icons in the Application

This section explains common icons in the application, how they function, and where they are located.

### 3.1.1 Delete

The delete icon is located on the top right side of the application. It allows you delete records from different parts of the application, such as entire contingency plans and all corresponding data, and facility and tank records. This icon is located on the Contingency Plan, Facility, and Tank tabs.



### 3.1.2 Add

The add icon appears next to the delete icon on the top right side of the application. This icon allows you to add new contingency plan, facility, tank, and PRAC records. This icon is located on the Contingency Plan, Facility, Tank, and Administration tabs.



### 3.1.3 Refresh

The refresh icon appears at the top, right side of the screen. This enables you to refresh values from the database at any time. The refresh icon also allows you exit out of edit mode. However, please note that clicking on the refresh icon without saving changes first will discard any unsaved changes made to the record. This icon is located on the Contingency Plan, Facility, Tank, and Administration tabs.



### 3.1.4 Clear Screen

The “sweep” button in the upper, right corner will clear the selection tabs. This icon is located on the Search/Browse, Contingency Plan, Facility, Tank, and Administration tabs.



### 3.1.5 Export

The export icon appears at the top right side of the application within the Search/Browse, Contingency Plan, Facility, Tank, and Administration tab. This icon allows you to export information from the application to your computers, in order to create printable files. This icon is located on the Search/Browse, Contingency Plan, Facility, Tank, and Administration tabs.



### 3.1.6 Help

The help icon appears at the top, right side of the screen. Clicking this icon will open a pop-up window that displays a help dialog to assist you in completing the tasks related to the current screen you are on. To close the “Help Dialog” pop-up window, click the gray “X” at the top, right side of the window. This icon is located on the Search/Browse, Contingency Plan, Facility, and Tank tabs.



### 3.1.7 View

The view icon allows users to open and view retrieved records within the Search/Browse tab.



### 3.1.8 Switch units of measurements

The icon allows you to switch the units of measurements entered into the Search/Browse tab, specifically in the Enter Tank Search Criteria section. This icon switches the units of measurement from gallons to barrels, and from barrels to gallons. This icon is also located on the Tank tab.



### 3.1.9 Save

The save icon allows you to save new information to subsections within the Contingency Plan, Facility, and Tank tabs. This icon is available after you click Edit and enter edit mode. This icon is located on the Contingency Plan, Facility, and Tank tabs.



## 3.2 Data Fields

The drop-down menus and text fields have descriptions inside them indicating the function of each field. Tool tips also appear while clicking inside and hovering over each field, displaying these same functions.

This screenshot shows the 'Enter Contingency Plan Search Criteria' form. It includes several input fields: 'Plans on or After' and 'Plans on or Before' (both with ellipsis icons), 'Expiration Date', 'Reviewer' (with a dropdown arrow), 'Status' (with a dropdown arrow), 'Section' (with a dropdown arrow), and a checked 'Active Plans' checkbox. Below these are 'Approval Date', 'Plan Holder', 'Plan Title', 'Plan Id', and 'Facility Id'. A green 'Search' button is located on the right side of the form.

## 3.3 Entering Dates

Dates are entered by clicking on the drop-down menu, then selecting a date on the calendar provided. To navigate to a prior month or the next month, click the arrows that appear on the top of the calendar next to the name of the current month. To select a day, click on any day displayed on the calendar. To change the year, click the desired year at the bottom of the calendar.

This screenshot shows the 'Enter Contingency Plan Search Criteria' form with a calendar overlay. The calendar is for the month of May. Red arrows point to specific elements with text labels: 'Click to select a month' points to the 'May' dropdown, 'Click to select a day' points to a day in the calendar grid, and 'Click to select a year' points to the year '2015' at the bottom of the calendar. The form fields and 'Search' button are visible in the background.

### 3.4 Making a Selection from a Drop-Down Menu

Drop-down menus are used to quickly and efficiently enter data. The fields that display a downward-facing arrow indicate a drop-down menu. To make a selection, click the arrow inside the field, and then click on the desired selection from the list that displays.

Drop-down menus include a filtering feature that restricts the list to all records that contain the text you type. For example, typing the letter “a” restricts the list to all records that contain the letter “a”.

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Search/Browse Contingency Plan Facility Tank Reports Administration

Drop-down menus provide a list to select from

Enter Contingency Plan Search Criteria

Plans on or After ... Plans on or Before ... Expiration Date Reviewer ... Section ☒ Active Plans

Plans on or After ... Plans on or Before ... Approval Date Plan Holder Approved In Review Withdrawn Not Approved

Plan ID Plan Holder Plan Title al Date Expiration Date Status Active

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Search

### 3.5 Entering Data in a Text Box

Fields that do not contain an arrow are text boxes. To populate these fields, type the desired data directly into the text box.

The screenshot displays the 'IPP Records Management and Reporting' web application. At the top right, the 'DEC|stanford User Manual' link is visible. Below the title bar, a navigation menu includes 'Search/Browse', 'Contingency Plan', 'Facility', 'Tank', 'Reports', and 'Administration'. The 'Search/Browse' section is active, showing 'Enter Contingency Plan Search Criteria'. This section contains several search filters: 'Plans on or After' and 'Plans on or Before' (both dropdowns), 'Expiration Date' (text box), 'Reviewer' (dropdown), 'Status' (dropdown), 'Section' (dropdown), and a checked 'Active Plans' checkbox. Below these, there are more 'Plans on or After' and 'Plans on or Before' dropdowns, an 'Approval Date' text box containing 'BP', and fields for 'Plan Title', 'Plan Id', and 'Facility Id'. A 'Search' button is located to the right. The search results, indicated as 'Results: 2', are shown in a table below. The table has columns for Plan ID, Plan Holder, Plan Title, Approval Date, Expiration Date, Status, and Active. Two results are listed: Plan ID 5192 for 'BP Oil Shping Co...' and Plan ID 5079 for 'BP Exploration (Ala...'. The 'BP' text in the Plan Holder for Plan ID 5079 is highlighted with a red box.

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
5192	BP Oil Shping Co...	BP Oil Shipping Company, USA Tank Vessel Operation	11/2/2012	11/1/2017	Approved	Yes
5079	BP Exploration (Ala...	BPX Greater Prudhoe Bay, North Slope, Alaska	4/13/2012	4/12/2017	Approved	Yes



### 3.6 Sorting Columns

After clicking on the title of a column header, small triangles appear at the right of each column heading within the search results grid indicate whether the sequence is listed in ascending or descending order. Clicking on these columns will change the order.

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Click on column headers to sort search results in ascending or descending order

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Search/Browse Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria** Results: 141

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans

Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id Search

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
2039	Tesoro Corporation	Tesoro Cook Inlet Vessel Operations	5/10/2013	2/15/2015	Approved	Yes
2150	U.S. Coast Guard	USCG Integrated Support Command Kodiak	2/20/2015	3/30/2015	Approved	Yes
5166	Cascade Towing	Cascade Towing	4/5/2010	4/4/2015	Approved	Yes
5140	U.S. Air Force	USAF Eareckson & King Salmon Air Stations	10/3/2009	5/5/2015	In Review	Yes
2063	Kenai Pipeline Com...	Kenai Pipeline Company	8/30/2005	6/11/2015	In Review	Yes
5175	Paul Weltzin	Sea Level Transport	6/30/2010	6/29/2015	Approved	Yes
5113	Brooks Range Petr...	Brooks Range NSX Program	4/15/2005	7/7/2015	Approved	Yes

**Enter Facility Search Criteria** Results: 421

Facility Type ☒ Active Facilities

Facility Name Facility Location Plan Id Facility Id Search

Facility ID	Plan ID	Name	Type
0	0	Orphan Facility	Vessel, Barge
1006	1017	Petro Marine Services, Sitka North	Terminal - Non-Crude
1008	1010	Andares Oil, Inc.	Terminal - Non-Crude
1009	1014	Petro Marine Tesoro Ketchikan Fac. PMS	Terminal - Non-Crude
1012	1014	Petro Marine Ketchikan Bulk Plant PMS	Terminal - Non-Crude
1014	1016	Petro Marine Petersburg Bulk Plant	Terminal - Non-Crude
1015	1017	Petro Marine Sitka Bulk Plant PMS	Terminal - Non-Crude

**Enter Tank Search Criteria** Results: 2016

Min Size ... Max Size Capacity Range (bbl)

Facility Id Tank Number Search

Facility ID	Tank Number	Capacity	Style
5755	20	20143	Vertical,Se...
5754	103	81240	Vertical
5754	104	20142	Vertical
5754	105	20142	Vertical
5754	106	42550	Vertical
5754	107	31396	Vertical
5754	108	21933	Vertical,Up...

## 4.0 CONTINGENCY PLANS

### 4.1 Performing a Search for Contingency Plans

To perform a search for contingency plans, use the drop-down menus and text boxes in the “Enter Contingency Plan Search Criteria” section at the top of the screen on the “Search/Browse” tab. There is no minimum number of fields that are required to perform the search. For instance, to search all contingency plans, leave all fields blank and then click the “Search” button at the right side of the section.

A contingency plan search can be executed by selecting and/or entering criteria in the following fields:

- Plans on or After Expiration Date
  - This drop-down calendar allows you to search contingency plans on or after a specified expiration date.
- Plans on or Before Expiration Date
  - This drop-down calendar allows you to search contingency plans on or before a specified expiration date.
- Plans on or After Approval Date
  - This drop-down calendar allows you to search contingency plans on or after a specified expiration date.
- Plans on or Before Approval Date
  - This drop-down calendar allows you to search contingency plans on or before a specified expiration date.
- Reviewer
  - In addition to the pre-populated list of DEC Reviewer names, this drop-down menu includes a filtering feature that allows you to type the letter “a” to restrict the list to all names that start with the letter “a”.
- Plan Holder
  - This text field allows you to search contingency plans based on the plan holder.
- Status
  - This drop-down menu allows you to search contingency plans based on the current status of the plan.
- Plan Title
  - This text field allows you to search contingency plans based on the title of the plan.
- Section
  - This drop-down menu allows you to search contingency plans based on the section of the plan.
- Plan Id
  - This text field allows you to search contingency plans based on the Id number of the plan.
- Active Plans
  - This check box allows you to search only contingency plans that are active.
- Facility Id
  - This text field allows you to search contingency plans for a specified facility.

EXAMPLE: To search for all contingency plans that were reviewed by a specific reviewer, select the reviewer from the Reviewer drop-down menu, and then click on the “Search” button.

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Search/Browse Contingency Plan Facility Tank Reports Administration

Enter Contingency Plan Search Criteria

Results: 0

Plans on or After ... Plans on or Before ... Expiration Date Steele, Bill Status Section ☒ Active Plans

Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id

Plan ID Plan Holder Plan Title Approval Date Expiration Date Status Active

Select options, and then click Search

EXAMPLE: To search all approved contingency plans, select *Approved* from the “Status” drop-down menu, and then click the “Search” button.

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Search/Browse Contingency Plan Facility Tank Reports Administration

Enter Contingency Plan Search Criteria

Results: 0

Plans on or After ... Plans on or Before ... Expiration Date Reviewer Status Section ☒ Active Plans

Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id

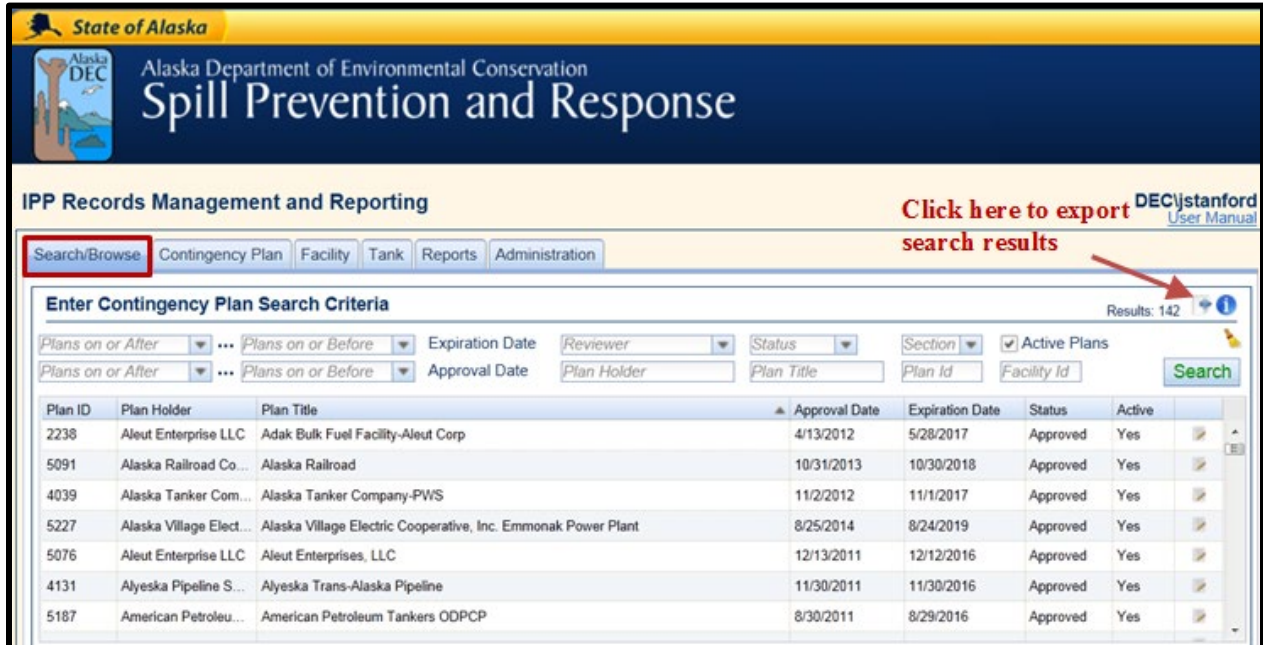
Plan ID Plan Holder Plan Title Approval Date Expiration Date Status Active

Search all Approved contingency plans

## 4.2 Exporting Contingency Plan Search Results

Perform a search for contingency plans. For information on searching contingency plans, see section 4.1.

In the top, right corner of the screen, click the export icon. This will export the search results list to Microsoft Excel, or a similar application.



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Click here to export search results [DEC\jstanford User Manual](#)

Search/Browse Contingency Plan Facility Tank Reports Administration

Enter Contingency Plan Search Criteria Results: 142

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id Search

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active	
2238	Aleut Enterprise LLC	Adak Bulk Fuel Facility-Aleut Corp	4/13/2012	5/28/2017	Approved	Yes	
5091	Alaska Railroad Co...	Alaska Railroad	10/31/2013	10/30/2018	Approved	Yes	
4039	Alaska Tanker Com...	Alaska Tanker Company-PWS	11/2/2012	11/1/2017	Approved	Yes	
5227	Alaska Village Elect...	Alaska Village Electric Cooperative, Inc. Emmonak Power Plant	8/25/2014	8/24/2019	Approved	Yes	
5076	Aleut Enterprise LLC	Aleut Enterprises, LLC	12/13/2011	12/12/2016	Approved	Yes	
4131	Alyeska Pipeline S...	Alyeska Trans-Alaska Pipeline	11/30/2011	11/30/2016	Approved	Yes	
5187	American Petroleu...	American Petroleum Tankers ODPCP	8/30/2011	8/29/2016	Approved	Yes	

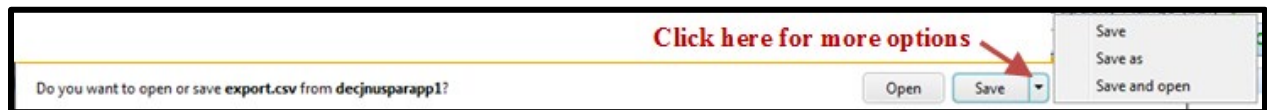
A pop-up window appears giving you the option to either open or save the file. To open the list of search results, click the “Open” button and the list will open and display on the screen. To save the list of search results, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.





### 4.3 Viewing Contingency Plan Details from Search Results

In the search results grid, click the view/edit icon in the last column of the contingency plan that you want to view, or double-click anywhere on the row containing the contingency plan.

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**Click on the view/edit icon to view details of the contingency plan**

**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria** Results: 134

Plans on or After ... Plans on or Before ... Expiration Date Reviewer Approved Section ☒ Active Plans  
Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id Search

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active	
5231	Hillcorp Alaska, LLC	Hillcorp NS Production	11/14/2014	11/14/2019	Approved	Yes	
5229	Tesoro Logistics LP	Tesoro Logistics Operations Nikiski Terminal	12/2/2014	12/1/2019	Approved	Yes	
5227	Alaska Village Elect...	Alaska Village Electric Cooperative, Inc. Emmonak Power Plant	8/25/2014	8/24/2019	Approved	Yes	
5224	Matanuska Electric...	Exloutna Generation Station	11/3/2014	11/2/2019	Approved	Yes	
5222	Harvey Gulf Interna...	Harvey Gulf International Marine	5/13/2014	1/5/2019	Approved	Yes	
5221	NordAq	NordAq North Slope Exploration Projects	12/27/2013	12/27/2018	Approved	Yes	
5220	Metson Blue Water...	Metson Blue Water Navigation OOPCP	7/26/2013	7/25/2018	Approved	Yes	

**Enter Facility Search Criteria**

Facility Type ☒ Active Facilities  
Facility Name Facility Location Plan Id Facility Id Search

Facility ID	Plan ID	Name	Type
-------------	---------	------	------

**Enter Tank Search Criteria**

Min Size ... Max Size Capacity Range (bbl)  
Facility Id Tank Number Search

Facility ID	Tank Number	Capacity	Style
-------------	-------------	----------	-------

The “Contingency Plan Details” screen appears on the “Contingency Plan” tab, displaying the details of the selected contingency plan.

To view all facilities associated with that contingency plan, click the “Facilities” button at the top, right side of the screen.

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Click to view the facilities associated with this contingency plan

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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details**

4044 Chevron Shipping Com Chevron Shipping Company-PWS  
Miller, Sharry VSL ☒ Active ☐ CZM  
Comment: Four ships currently on plan.  
Regions:  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☒ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC

**Selected Address**  
Mr. Jeff Williams  
Chevron Shipping Company  
6101 Bollinger Canyon Rd., Rm. 4527G  
San Ramon CA 94583 USA  
925-790-3754 Fax  
JCWI@chevron.com  
☒ Contact ☒ Official  
**Plan Related Addresses**

Last Name	First Name	Company	City	State
Williams	Jeff	Chevron Shipping Company	San Ramon	CA

**Review History**

Review Type	Receive Date	Status	Comment
Unknown	3/4/2014	Approved	Core plan amendment
Unknown	11/11/2013	Approved	Added four ships per...
Unknown	2/14/2013	Approved	administrative changes
Renewal	10/11/2011	Approved	Plan was recieved 1...
Renewal	1/31/2007	Approved	
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	2/1/2002	Approved	Plan was approved o...
Renewal	7/8/1998	Approved	Suff. date is for 'core...
New Plan	3/21/1994	Approved	

**Details for Selected Review**

Plan Number 12CER-041.1 Approved 3/4/2014 Unknown 11/1/2017  
Comment: Core plan amendment

**Review Steps**

Step Type	Step Date	Comment
-----------	-----------	---------

Clicking “Facilities” will redirect you to the “Search/Browse” tab that now displays a list of associated facilities in the search results grid of the “Enter Facility Search Criteria” section.

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Search/Browse

Contingency Plan

Facility

Tank

Reports

Administration

Enter Contingency Plan Search Criteria

Results: 1

Plans on or After

Plans on or Before

Expiration Date

Reviewer

Status

Section

☒ Active Plans

Plans on or After

Plans on or Before

Approval Date

Plan Holder

Plan Title

4044

Facility Id

Search

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
4044	Chevron Shipping...	Chevron Shipping Company-PWS	11/2/2012	11/1/2017	Approved	Yes

Enter Facility Search Criteria

Results: 4

Facility Type

☒ Active Facilities

Facility Name

Facility Location

4044

Facility Id

Search

Facility ID	Plan ID	Name	Type
5706	4044	California Voyager	Crude Tanker Vessel
5707	4044	Florida Voyager	Crude Tanker Vessel
5708	4044	Mississippi Voyager	Crude Tanker Vessel
5709	4044	Oregon Voyager	Crude Tanker Vessel

List of facilities associated with this contingency plan

Enter Tank Search Criteria

Results: 2016

Min Size

Max Size

Capacity Range (bbl)

Facility Id

Tank Number

Search

Facility ID	Tank Number	Capacity	Style
5754	103	81240	Vertical
5754	104	20142	Vertical
5754	105	20142	Vertical
5754	106	42550	Vertical
5754	107	31395	Vertical
5754	108	21933	Vertical Up...
5754	109	1007	Vertical



## 4.4 Printing Contingency Plan Details

From the “Contingency Plan Details” screen on the “Contingency Plan” tab, click the export icon at the top, right corner of the screen.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Click here to export the details to a printable document [DECijstanford User Manual](#)

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Edit X + - ?

4044 Chevron Shipping Com Chevron Shipping Company-PWS  
Miller, Sharry VSL Active CZM  
Comment:  
Four ships currently on plan.

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☒ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC  
**Selected Address**  
Mr. Jeff Williams  
Chevron Shipping Company  
8101 Bollinger Canyon Rd., Rm. 4527G  
San Ramon CA 94583 USA  
925-790-3754 Fax  
JCW@chevron.com  
☒ Contact ☒ Official  
**Plan Related Addresses**

Last Name	First Name	Company	City	State
Williams	Jeff	Chevron Shipping Company	San Ramon	CA

**Review History**

Review Type	Receive Date	Status	Comment
Unknown	3/4/2014	Approved	Core plan amendment
Unknown	11/11/2013	Approved	Added four ships permanently...
Unknown	2/14/2013	Approved	administrative changes
Renewal	10/11/2011	Approved	Plan was recieved 10/11/201...
Renewal	1/31/2007	Approved	Plan approval extended by tw...
Unknown	4/29/2003	Approved	Plan approval extended by tw...
Renewal	2/1/2002	Approved	Plan was approved on 10/17/...
Renewal	7/8/1998	Approved	Suff. date is for 'core plan'. T...
New Plan	2/21/1994	Approved	

**Details for Selected Review**

Plan Number 12CER-041.1 Approved 3/4/2014 Unknown 11/1/2017  
Comment:  
Core plan amendment

**Review Steps**

Step Type	Step Date	Comment
-----------	-----------	---------

A pop-up window appears giving you the option to either open or save the file. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document for printing later, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to then open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



## 4.5 Adding a New Contingency Plan

Click on the “Contingency Plan” tab at the top of the screen. If this yields a “Contingency Plan Details” screen that is already populated with the data of a currently existing contingency plan, click the green “+” icon at the top, right side of the screen. A new “Contingency Plan Details” form will be generated with empty fields.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Modified

Save X + [Icons]

Plan Id Plan Holder Plan Title  
DEC Reviewer Section Active CZM  
Comment:

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address**  
Sal First Middle Last  
Company  
Address  
City/Province State Zip Country  
Phone Fax  
EMail  
☐ Contact ☐ Official

**Plan Related Addresses**  
Last Name First Name Company City State

**Review History**  
Review Type Receive Date Status Comment

**Details for Selected Review**  
Plan Number Status Review Type  
Certificate Receive Date Expiration Date  
Comment:

**Review Steps**  
Step Type Step Date Comment

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[User Manual](#)

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Populate the fields on the “Contingency Plan Details” form by entering data in the text fields and making selections from the drop-down menus provided. Then, click the “Save” button at the top, right side of the screen.

NOTE: Business rules dictate that a new contingency plan requires a Plan Holder, Plan Title, and a DEC Plan Reviewer to be specified. A new plan must be saved before adding addresses, reviews, etc.

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Spill Prevention and Response

IPP Records Management and Reporting

Enter the contingency plan details, and then click Save

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Search/Browse Contingency Plan Facility Tank Reports Administration

Contingency Plan Details Modified

Plan Id Company ABC My New Contingency Plan

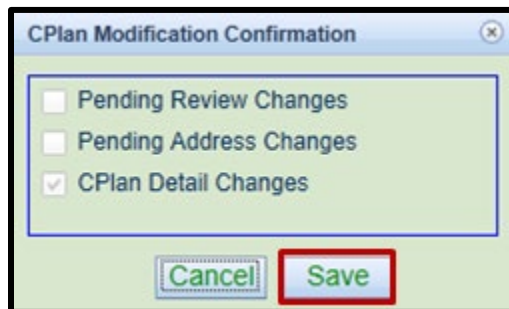
Silfven, Laurie EPR Active CZM

Comment:  
This is a new contingency plan

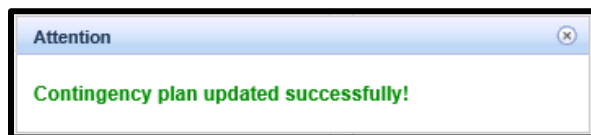
Review History

Review Type	Receive Date	Status	Comment
-------------	--------------	--------	---------

A confirmation pop-up window will appear. To save the newly-created contingency plan, click “Save”, otherwise clicking the “Cancel” button redirects you back to the “Contingency Plan Details” screen in edit mode.



Upon clicking “Save”, a pop-up window appears indicating that the contingency plan was successfully updated.



Once the new contingency plan has been saved to the database, the system allows you to enter addresses, reviews, etc.

## 4.6 Deleting a Contingency Plan

When you delete a contingency plan, all of its associated facilities and tanks also will be deleted. To delete a contingency plan, navigate to the Contingency Plan tab and click on the delete icon located in the upper right-hand corner of the tab.

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Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting [Click here to delete the contingency plan](#) [DEC User Manual](#)

Search/Browse **Contingency Plan** Facility Tank Reports Administration

Contingency Plan Details [Facilities](#) [Edit](#) [Delete](#) [Add](#) [Print](#) [Help](#)

5143 Colville Incorporated Colville Tank Farm  
Hartwick, Dennis TTF ☒ Active ☐ CZM  
Comment:  
Update comments here

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☒ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC

Selected Address  
Sal Eric Middle Helzer  
Colville, Inc.  
100 Sag River Road  
Prudhoe Bay AK 99734 Country  
907-659-3198 907-659-3191  
eric.helzer@colvilleinc.com  
☒ Contact ☒ Official

Plan Related Addresses

Last Name	First Name	Company	City	State
Helzer	Eric	Colville, Inc.	Prudhoe...	AK
Schwenne	Max			

Review History

Review Type	Receive Date	Status	Comment
Renewal	5/7/2015	Approved	This is a new review
Renewal	4/17/2013	Approved	
New Plan	5/7/2008	Approved	

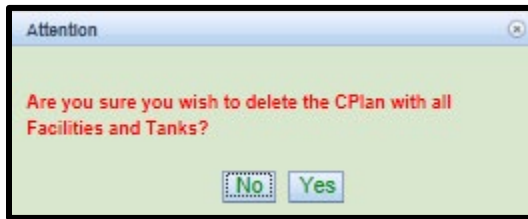
Details for Selected Review

15-CP-5143 Approved Renewal  
12 5/7/2015 5/8/2015  
Comment:  
This is a new review

Review Steps

Step Type	Step Date	Comment
Date Received	5/7/2015	Initial Receive Date

Next, you will receive a message indicating that deleting the contingency plan will also delete all of the facilities and tanks associated with that contingency plan. Click Yes to continue with the deletion, or click No to cancel.



You will receive confirmation when the contingency plan is successfully deleted.

## 4.7 Updating or Editing Contingency Plans

Locate the desired contingency plan to update. For information on searching and viewing contingency plans, see sections 4.1 and 4.3.

NOTE: Only authorized personnel have the ability to edit and update contingency plans and will see an “Edit” button.

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.

State of Alaska

Alaska DEC

Alaska Department of Environmental Conservation

Spill Prevention and Response

IPP Records Management and Reporting

Click Edit

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Search/Browse Contingency Plan Facility Tank Reports Administration

Contingency Plan Details

7199 BP Exploration (Alaska) My New Contingency Plan

Silfven, Laurie EPR Active CZM

Comment:  
This is a new contingency plan...

Regions

☐ Approved for All Regions

☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay

☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound

☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Review History

Review Type	Receive Date	Status	Comment
-------------	--------------	--------	---------



Upon clicking the “Edit” button, green arrows and “+” icons appear throughout the screen and many fields change from read-only to editable.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

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Create a new contingency plan

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User Manual

Search/Browse Contingency Plan Facility Tank Reports Administration

Facilities Save

Contingency Plan Details

7199 BP Exploration (Alaska) My New Contingency Plan

Silven, Laurie EPR Active CZM

Comment:  
This is a new contingency plan...

Regions

☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC

Selected Address

Sal First Middle Last  
Company  
Address  
City/Province State Zip Country  
Phone Fax  
Email  
☐ Contact ☐ Official

Plan Related Addresses Use DEL key to delete row from Database

Last Name First Name Company City State

Review History Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
-------------	--------------	--------	---------

Details for Selected Review

Plan Number Status Review Type  
Certificate Receive Date Expiration Date  
Comment:

Review Steps Use DEL key to delete row from Database

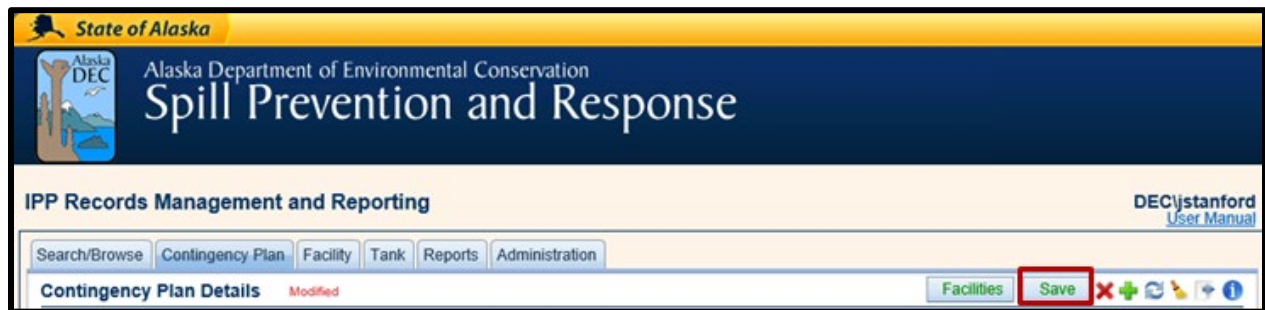
Step Type	Step Date	Comment
-----------	-----------	---------

Update addresses

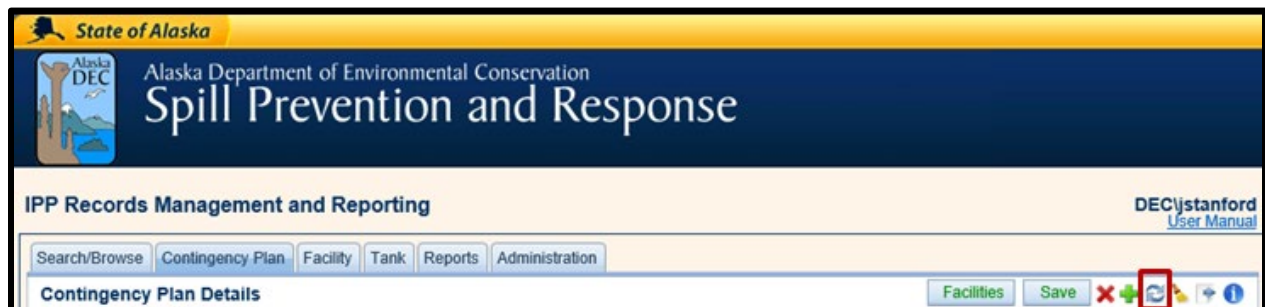
Update reviews

Update review steps

When all modifications have been made, click the “Save” button at the top, right of the screen to save all revisions and exit out of edit mode.



NOTE: You may click on the refresh icon to exit out of edit mode, if changes have already been saved to the record using the save icon within the individual sections of the record (see section 3.1.9). However, please note that clicking on the refresh icon without saving changes first will discard any unsaved changes made to the record.

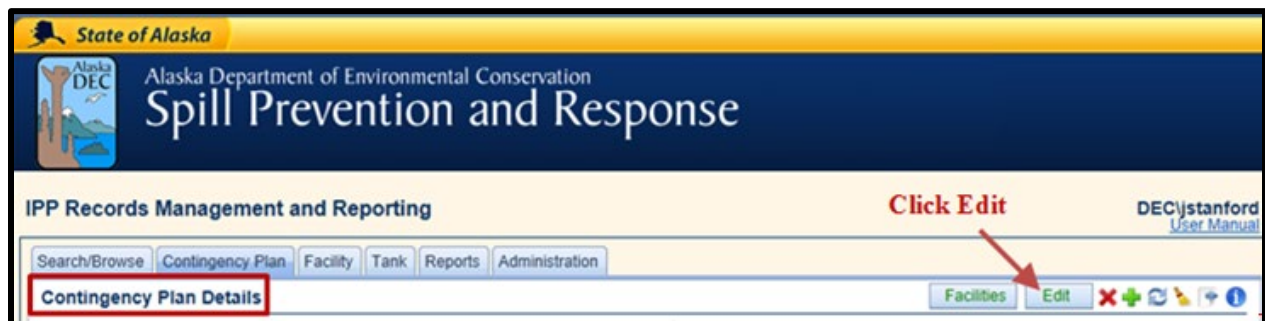


#### 4.7.1 Updating Details

Contingency plan details can be updated or edited by selecting and/or entering criteria in the following fields:

- Plan Holder
- Plan Title
- DEC Reviewer
- Section
- Active
- CZM
- Comment
- Regions

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



After making all desired revisions to the contingency plan details, click the “Save” button in the top, right side of the screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**IPP Records Management and Reporting**

Search/Browse Contingency Plan Facility Tank Reports Administration

**Contingency Plan Details** Modified

5143 Colville Incorporated Colville Tank Farm  
Hartwick, Dennis TTF Active CZM  
Comment:  
Update comments here

**Regions**

☐ Approved for All Regions  
☐ Southeast Alaska ☒ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address**

Sal Eric Middle Helzer  
Colville, Inc.  
100 Sag River Road  
Prudhoe Bay AK 99734 Country  
907-859-3198 907-859-3190  
eric.helzer@colvilleinc.com  
☒ Contact ☒ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Helzer	Eric	Colville, Inc.	Prudhoe...	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	4/17/2013	Approved	
New Plan	5/8/2008	Approved	

**Details for Latest Approval**

13-CP-5143 Approved Renewal  
13CER-021 4/17/2013 11/13/2018  
Comment:

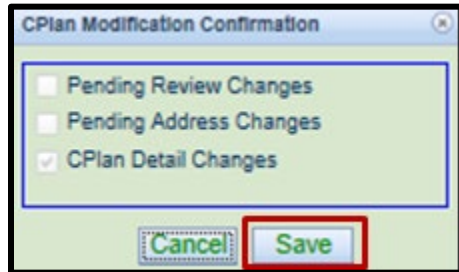
**Review Steps** Use DEL key to delete row from Database

Step Type	Step Date	Comment
Sufficient to Revi...	4/24/2013	Migrated from review table
Public Notice	5/9/2013	Migrated from review table
Day 1 Public Re...	5/9/2013	Migrated from review table
RFAI Issued	5/30/2013	Migrated from review table
Approval Issued	11/14/2013	
Approval Issued	11/14/2013	Migrated from review table

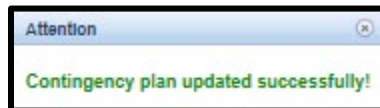
Update any editable field, and then click Save

Facilities Save

A pop-up window will appear to confirm that you want to save the recent changes to the contingency plan. To save the changes, click the “Save” button at the bottom of the pop-up window. Clicking “Cancel” on the confirmation pop-up window will redirect you back to the “Contingency Plan Details” screen in edit mode for further updates or revisions.



Upon clicking “Save”, a new pop-up window will appear briefly indicating that the contingency plan was successfully updated.



## 4.7.2 Editing Addresses

This section allows you to add and save new addresses, and edit or delete existing addresses to the contingency plan. To perform these functions, ensure that the “Addresses” sub-tab is selected on the “Contingency Plan Details” screen.

### 4.7.2.1 *Updating/Editing an Existing Address*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and select the address you want to edit within the “Addresses” sub-tab at the lower, left side of the screen in the “Plan Related Addresses” section.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

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User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

5143 Colville Incorporated Colville Tank Farm  
Hartwick, Dennis TTF ☒ Active ☐ CZM  
Comment:  
Update comments here

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☒ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address** + +  
Sal Max Middle Schwenne  
Company  
Address  
City/Province State Zip Country  
9072584880 Fax  
Email  
☒ Contact ☐ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Helzer	Eric	Colville, Inc.	Prudhoe...	AK
Schwenne	Max			

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	5/7/2015	Approved	This is a new review
Renewal	4/17/2013	Approved	
New Plan	5/7/2008	Approved	

**Details for Selected Review** + +

15-CP-5143 Approved Renewal  
12 5/7/2015 5/8/2015  
Comment:  
This is a new review

**Review Steps** Use DEL key to delete row from Database + +

Step Type	Step Date	Comment
Date Received	5/7/2015	Initial Receive Date

**Select an address**



The details of the selected address automatically populate the “Selected Address” section. Make the desired changes to any of these text fields, and then click the green downward-facing arrow to save the changes.

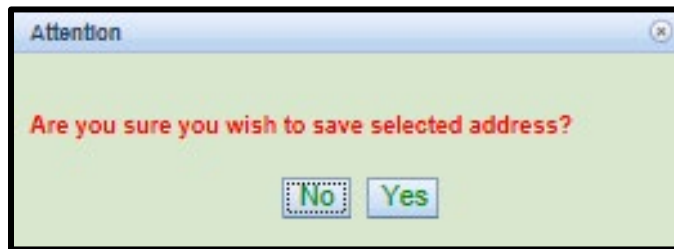
NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

The screenshot shows a web application interface with three tabs: 'Addresses', 'Conditions', and 'PRAC'. The 'Addresses' tab is active. Below the tabs, there is a 'Selected Address' section with a red 'Modified' notification box. To the right of the 'Modified' box are two green arrows: a downward-pointing arrow and a plus sign. A red arrow points from the text 'Click to save' to the downward-pointing green arrow. The form contains several text input fields: 'Sal' (with 'New' entered), 'Middle', 'Owner', 'Company', 'Address', 'City/Province', 'State', 'Zip' (with '9075551212' entered), 'Country', 'Fax', and 'EMail'. There are also two checkboxes: 'Contact' (checked) and 'Official' (unchecked). Below the form is a section titled 'Plan Related Addresses' with the instruction 'Use DEL key to delete row from Database'. This section contains a table with the following data:

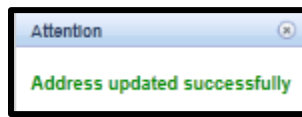
Last Name	First Name	Company	City	State
Helzer	Eric	Colville, Inc.	Prudhoe...	AK
Schwenne	Max			



A pop-up window will appear to confirm that you want to save the recent changes to the address.

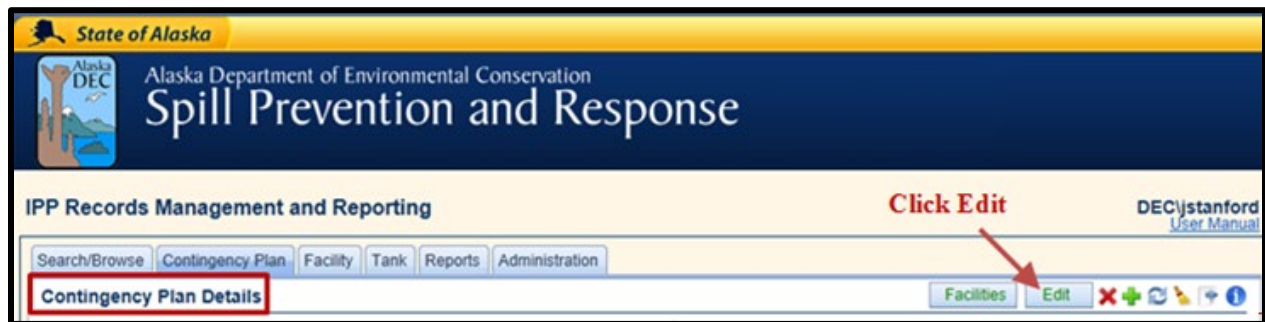


To save the changes, click “Yes”, otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode. Upon clicking “Yes”, a pop-up window appears indicating that the contingency plan was successfully updated with the address changes.



#### 4.7.2.2 *Deleting an Address*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate the address you want to delete within the “Addresses” sub-tab at the lower, left side of the screen in the “Plan Related Addresses” section. Then, highlight the row you wish to delete, and select the Delete key on your keyboard.

**State of Alaska**  
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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + - ?

5143 Colville Incorporated Colville Tank Farm  
Hartwick, Dennis TTF ☒ Active ☐ CZM  
Comment:  
Update comments here

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☒ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address** + -  
 Sal New Middle Owner  
 Company  
 Address  
 City/Province State Zip Country  
 9075551212 Fax  
 Email  
☒ Contact ☐ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Helzer	Eric	Colville, Inc.	Prudhoe...	AK
Owner	New			

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	5/7/2015	Approved	This is a new review
Renewal	4/17/2013	Approved	
New Plan	5/7/2008	Approved	

**Details for Selected Review** + -  
 15-CP-5143 Approved Renewal  
 12 5/7/2015 5/8/2015  
 Comment:  
 This is a new review

**Review Steps** Use DEL key to delete row from Database + -

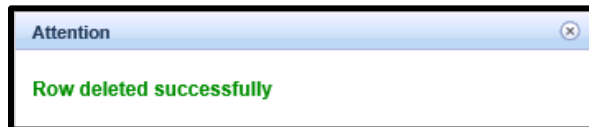
Step Type	Step Date	Comment
Date Received	5/7/2015	Initial Receive Date

**Highlight the row you wish to delete, and then select the Delete key on your keyboard**

A pop-up window will appear to confirm that you want to delete the selected address. To delete the selected address, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.

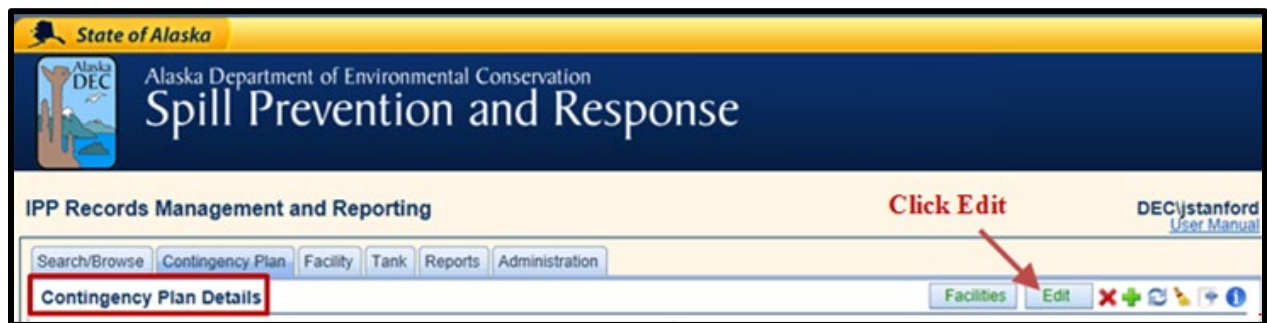


Upon clicking “Yes”, a pop-up window appears indicating that the row was successfully deleted.



#### 4.7.2.3 Adding an Address

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



In the “Addresses” sub-tab at the lower, left side of the “Contingency Plan Details” screen, click the green “+” icon to add a new address to the contingency plan.

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Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save

5143 Colville Incorporated Colville Tank Farm  
Hartwick, Dennis TTF ☒ Active ☐ CZM  
Comment:  
Update comments here

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☒ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address** +  
Sal Max Middle Schwenne  
OASIS Environmental  
Address  
City/Province State Zip Country  
9072584880 Fax  
m.schwenne@oasisenviro.com  
☒ Contact ☒ Official  
Plan Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Schwenne	Max	OASIS Environmental		

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	5/7/2015	Approved	This is a new review
Renewal	4/17/2013	Approved	
New Plan	5/7/2008	Approved	

**Details for Selected Review** +  
15-CP-5143 Approved Renewal  
12 5/7/2015 5/8/2015  
Comment:  
This is a new review


**Review Steps** Use DEL key to delete row from Database

Step Type	Step Date	Comment
Date Received	5/7/2015	Initial Receive Date

Enter the contact information in the editable fields provided in the “Selected Address” section. Then, click the green downward-facing arrow in the same section to save the address.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Addresses Conditions PRAC

**Selected Address** Modified 

Sal New Middle Owner

New Company Name

Company address

City AK Zip Country

555-555-5555 Fax

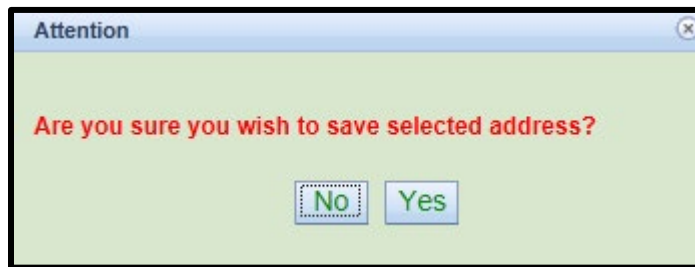
company@email.com

☒ Contact ☐ Official

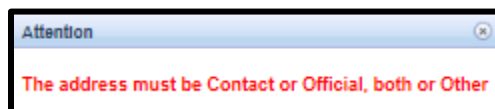
**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Schwenne	Max	OASIS Environmental		

A pop-up window will appear to confirm that you want to add the address to the contingency plan. To add the address, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.



NOTE: Business rules dictate that you can only have one contact address and one official address. The new address must be identified as Contact or Official or both, but cannot be left blank or you will receive the following message:



Upon clicking “Yes”, a pop-up window will appear indicating that the address was successfully added to the contingency plan.





### 4.7.3 Editing Conditions

This section allows you to add and save a new condition, and edit or delete an existing condition to the contingency plan. To perform these functions, ensure that the “Conditions” sub-tab is selected on the “Contingency Plan Details” screen.

#### 4.7.3.1 Updating/Editing an Existing Condition

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



With the “Conditions” sub-tab selected, double-click the condition you want to edit within the “Condition History” section at the lower, left side of the screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**IPP Records Management and Reporting** DEC\jstanford  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active C2M

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses **Conditions** PRAC **Select a condition**

Condition History Use DEL key to delete row from Database

Condition	Effective	Completion
1996 Plan. API 653 - 1996		12/31/1997
1996 Plan. Corrosion program - 1996		10/31/1997
1996 Plan. Tank truck loading rack containment -...		12/31/1997
1996 Plan. Tank liners - 1997		12/31/1997
1/6/97 ACS. Sufficiently impermeable secondary...		10/31/1998
1/6/97 ACS. Renovation of tanks to meet API 65...		12/31/1997
1/6/97 ACS. Installation of leak detection system.		12/31/1997
1/6/97 ACS. Update 2.7 to reflect those items tha...		12/31/1997
1/6/97 ACS. Interim measures by 1/1/97: 1. Extra...	1/6/1997	12/31/1997
One person to be trained in wildlife hazing.	4/4/2000	4/11/2000

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2012	Approved	
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	5/15/1001	Approved	Interim approval gran...

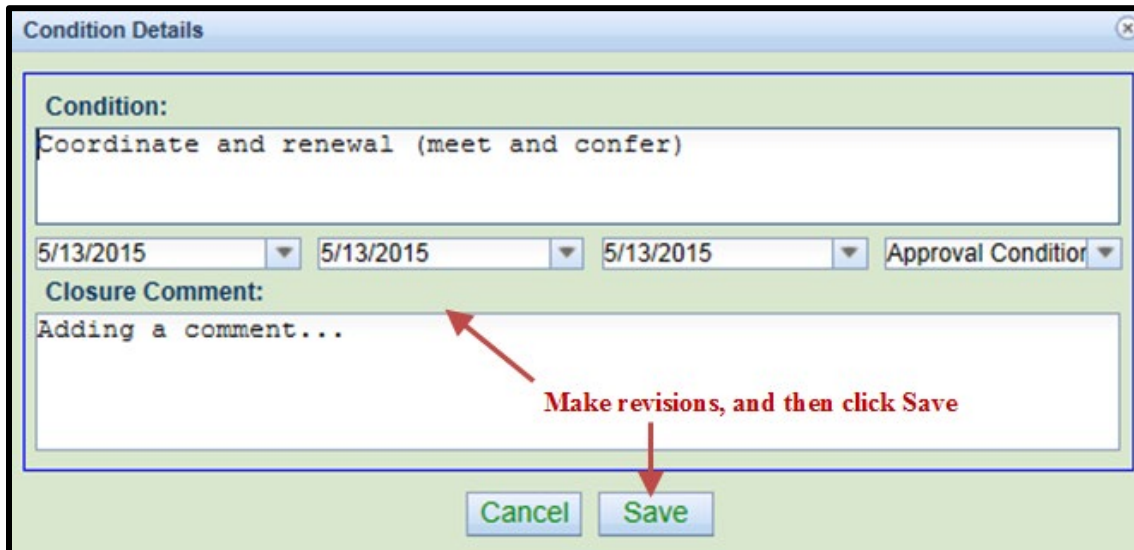
**Details for Latest Approval**

12-CF-1009 Approved Renewal  
13CER-008 10/1/2012 3/28/2018  
Comment:

**Review Steps** Use DEL key to delete row from Database

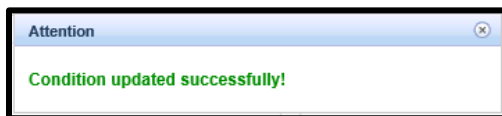
Step Type	Step Date	Comment
Sufficient to Revi...	10/8/2012	Migrated from review table
Public Notice	10/12/2012	Migrated from review table
Day 1 Public Re...	10/16/2012	Migrated from review table
RFAI Issued	11/16/2012	Migrated from review table
Approval Issued	3/28/2013	Migrated from review table

A pop-up window appears pre-populated with the selected condition data. Make the desired changes to any of the fields provided, and then click the “Save” button at the bottom of the pop-up window.



The image shows a 'Condition Details' pop-up window. It has a title bar with a close button. The main content area is divided into sections: 'Condition:' with a text field containing 'Coordinate and renewal (meet and confer)'; three date pickers, each showing '5/13/2015'; and an 'Approval Condition' dropdown menu. Below these is a 'Closure Comment:' section with a text area containing 'Adding a comment...'. A red arrow points from the text 'Make revisions, and then click Save' to the 'Save' button at the bottom right. The 'Save' button is highlighted in blue, and there is also a 'Cancel' button next to it.

Upon clicking “Save”, a pop-up window appears indicating that the condition was successfully updated.



The image shows an 'Attention' pop-up window. It has a title bar with a close button. The main content area displays the message 'Condition updated successfully!' in green text.

#### 4.7.3.2 Deleting a Condition

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate the condition you want to delete within the “Conditions” sub-tab at the lower, left side of the screen in the “Condition History” section. Highlight the row that you wish to delete, and then select the Delete key on your keyboard.

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IPP Records Management and Reporting DEC\jstanford  
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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses **Conditions** PRAC

Condition History Use DEL key to delete row from Database

Condition	Effective	Completion
1996 Plan. API 653 - 1996		12/31/1997
1996 Plan. Corrosion program - 1996		10/31/1997
1996 Plan. Tank truck loading rack containment - ...		12/31/1997
1996 Plan. Tank liners - 1997		12/31/1997
1/8/97 ACS. Sufficiently impermeable secondary...		10/31/1998
1/8/97 ACS. Renovation of tanks to meet API 65...		12/31/1997
1/8/97 ACS. Installation of leak detection system.		12/31/1997
1/8/97 ACS. Update 2.7 to reflect those items tha...		12/31/1997
1/8/97 ACS. Interim measures by 1/1/97: 1. Extra...	1/8/1997	12/31/1997
One person to be trained in wildlife hazing.	4/4/2000	4/11/2000

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review**

9811-CP-3080 Approved Short-term Approval  
9731-CP-3208.1 1/27/2000 4/4/2000

Comment:  
Review was delayed by startup of new FM Craig facility (fall 99), one-month delay in publishing public notice and holiday schedules. Two-month

**Review Steps** Use DEL key to delete row from Database

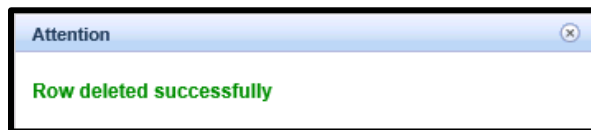
Step Type	Step Date	Comment
Approval Issued	2/4/2000	Migrated from review table

**Highlight the row you wish to delete, and then select the Delete key on your keyboard**

A pop-up window will appear to confirm that you want to delete the selected condition. To delete the selected condition, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.

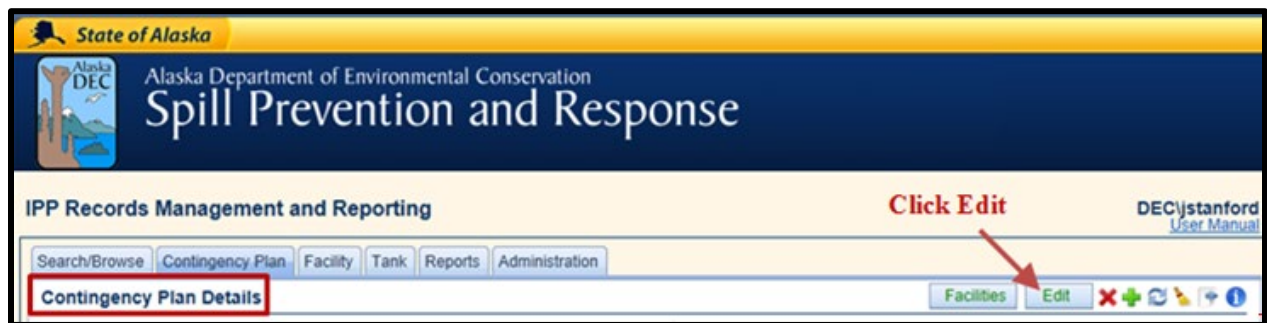


Upon clicking “Yes”, a pop-up window will appear indicating that the condition was successfully deleted from the contingency plan.



#### 4.7.3.3 Adding a Condition

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.





In the “Conditions” sub-tab at the lower, left side of the screen, click the green “+” icon to add a new condition to the contingency plan.

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**Spill Prevention and Response**

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User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF ☒ Active ☐ CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses **Conditions** PRAC

Condition History Use DEL key to delete row from Database

Condition	Effective	Completion
1996 Plan. API 653 - 1996		12/31/1997
1996 Plan. Corrosion program - 1996		10/31/1997
1996 Plan. Tank truck loading rack containment - ...		12/31/1997
1996 Plan. Tank liners - 1997		12/31/1997
1/6/97 ACS. Sufficiently impermeable secondary...		10/31/1998
1/6/97 ACS. Renovation of tanks to meet API 65...		12/31/1997
1/6/97 ACS. Installation of leak detection system.		12/31/1997
1/6/97 ACS. Update 2.7 to reflect those items tha...		12/31/1997
1/6/97 ACS. Interim measures by 1/1/97: 1. Extra...	1/6/1997	12/31/1997
Explosion meter repaired and returned to facility.	4/4/2000	5/19/2000

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review**

9611-CP-3080 Approved Short-term Approval  
9731-CP-3208.1 1/27/2000 4/4/2000

Comment:  
Review was delayed by startup of new PM Craig facility (fall 99), one-month delay in publishing public notice and holiday schedules. Two-month

**Review Steps** Use DEL key to delete row from Database

Step Type	Step Date	Comment
Approval Issued	2/4/2000	Migrated from review table

**Click to add a new condition**



A pop-up window appears with empty fields. Enter and select data in the text fields and drop-down menus provided. Then, click the “Save” button at the bottom of the pop-up window.

NOTE: Business rules dictate that a new condition requires a Condition, Condition Date and an Effective Date to be specified.

Condition Details

Condition:  
Entering a new condition here...

Effective Date Closure Date Condition Type

May

S M T W T F S

26 27 28 29 30 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

2014 2015 2016

Enter the condition details,  
and then click Save

Cancel Save

Upon clicking “Save”, a pop-up window appears indicating that the condition was successfully added to the contingency plan.

Attention

Condition updated successfully!

#### 4.7.4 Editing PRACs

This section allows you to add and save a new primary response action contractor (PRAC), and edit or delete an existing PRAC associated with the contingency plan. To perform these functions, ensure that the “PRAC” sub-tab is selected on the “Contingency Plan Details” screen.

##### 4.7.4.1 *Updating/Editing an Existing PRAC*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and double-click the PRAC you want to edit within the “PRAC” sub-tab at the lower, left side of the screen in the “PRAC List” section.

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**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions **PRAC**

PRAC List Use DEL key to delete row from Database

PRAC	Type
SEAPRO	Registered PRAC

Select a PRAC

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/18/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** + -

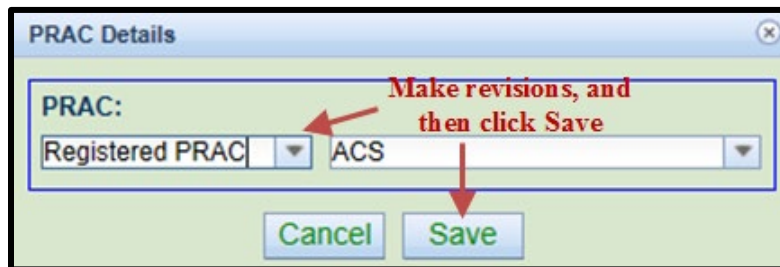
07-CP-1009 Approved Renewal  
08CER-010 10/1/2007 3/28/2013

Comment:  
Day 1 letter was delayed until plan was received by  
the coastal management coordinator for Skagway.

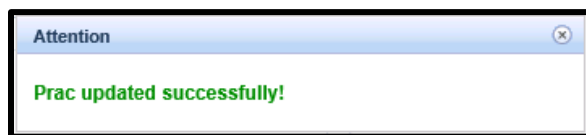
**Review Steps** Use DEL key to delete row from Database + -

Step Type	Step Date	Comment
Sufficient to Revi...	10/3/2007	Migrated from review table
Public Notice	10/29/2007	Migrated from review table
Day 1 Public Re...	11/1/2007	Migrated from review table
RFAI Issued	2/19/2008	Migrated from review table
Approval Issued	3/24/2008	Migrated from review table

The “PRAC Details” pop-up window appears pre-populated with the selected PRAC data. Make the desired changes to any of the fields provided, and then click the “Save” button at the bottom of the pop-up window.

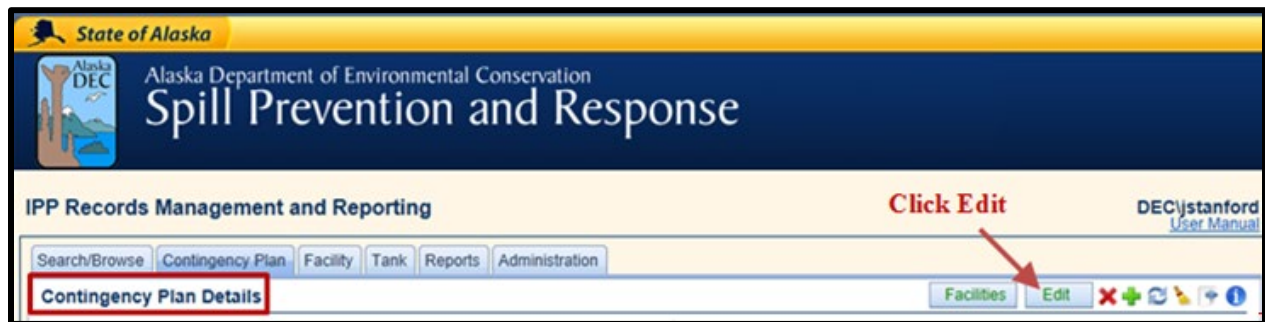


Upon clicking “Save”, a pop-up window appears indicating that the PRAC was successfully updated.



#### 4.7.4.2 *Deleting a PRAC*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate the PRAC you want to delete within the “PRAC” sub-tab at the lower, left side of the screen in the “PRAC List” section. Highlight the PRAC you wish to delete, and then click on the Delete key on your keyboard.

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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions **PRAC**

PRAC List Use DEL key to delete row from Database

PRAC	Type
SEAPRO	Registered PRAC

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1996	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review**

07-CP-1009 Approved Renewal  
08CER-010 10/1/2007 3/28/2013  
Comment:  
Day 1 letter was delayed until plan was received by  
the coastal management coordinator for Skagway.

**Review Steps** Use DEL key to delete row from Database

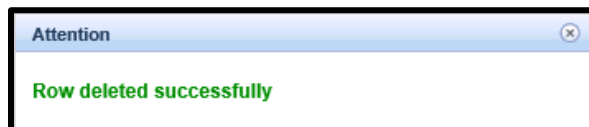
Step Type	Step Date	Comment
Sufficient to Revi...	10/3/2007	Migrated from review table
Public Notice	10/29/2007	Migrated from review table
Day 1 Public Re...	11/1/2007	Migrated from review table
RFAI Issued	2/19/2008	Migrated from review table
Approval Issued	3/24/2008	Migrated from review table

**Highlight the PRAC you wish to delete, and then click Delete on your keyboard**

A pop-up window will appear to confirm that you want to delete the PRAC. To delete the selected PRAC, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the PRAC was successfully deleted from the contingency plan.



#### 4.7.4.3 Adding a PRAC

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.





In the “PRAC” sub-tab at the lower, left side of the screen, click the green “+” icon to add a new PRAC to the contingency plan.

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Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF ☒ Active ☐ CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
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☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions **PRAC**

PRAC List Use DEL key to delete row from Database

PRAC	Type
SEAPRO	Registered PRAC

Click to add a new PRAC

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1996	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** + -

07-CP-1009 Approved Renewal  
08CER-010 10/1/2007 3/28/2013

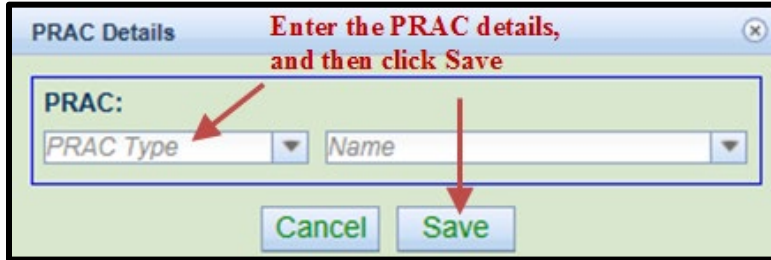
Comment:  
Day 1 letter was delayed until plan was received by  
the coastal management coordinator for Skagway.

**Review Steps** Use DEL key to delete row from Database + -

Step Type	Step Date	Comment
Sufficient to Revi...	10/3/2007	Migrated from review table
Public Notice	10/29/2007	Migrated from review table
Day 1 Public Re...	11/1/2007	Migrated from review table
RFAI Issued	2/19/2008	Migrated from review table
Approval Issued	3/24/2008	Migrated from review table

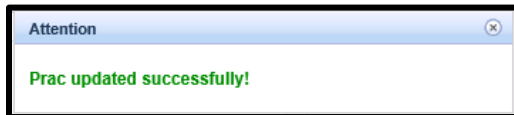
A pop-up window appears with empty fields. Enter and select data in the text fields and drop-down menus provided. Then, click the “Save” button at the bottom of the pop-up window.

NOTE: Business rules dictate that a new PRAC requires a PRAC Type and a Name to be specified.



The image shows a dialog box titled "PRAC Details" with a close button (X) in the top right corner. Inside the dialog, there is a red instruction: "Enter the PRAC details, and then click Save". Below this, there is a section labeled "PRAC:" containing two input fields: "PRAC Type" (a dropdown menu) and "Name" (a text field). At the bottom of the dialog, there are two buttons: "Cancel" and "Save". Red arrows point from the instruction text to the "PRAC Type" dropdown and the "Save" button.

Upon clicking “Save”, a pop-up window appears indicating that the PRAC was successfully added to the contingency plan.



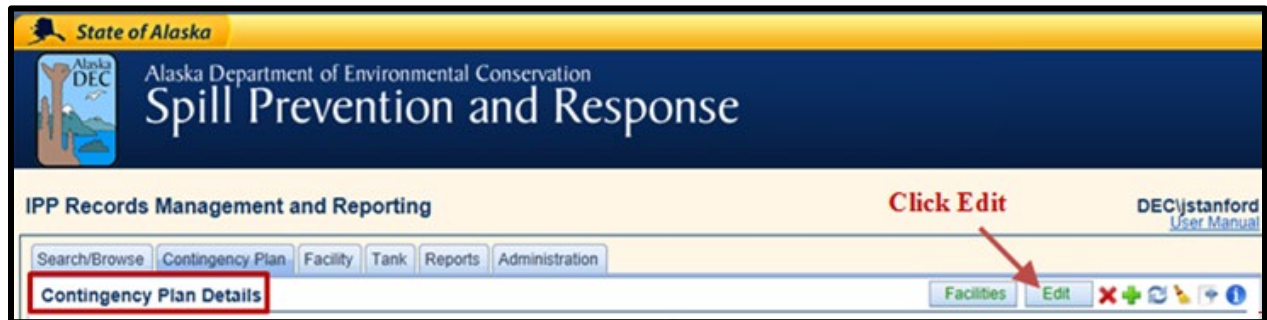
The image shows a small dialog box titled "Attention" with a close button (X) in the top right corner. Inside the dialog, there is a green message: "Prac updated successfully!".

## 4.7.5 Updating Reviews

This section allows you to edit or create a new review and save the details of that review to the contingency plan.

### 4.7.5.1 *Updating/Editing an Existing Review*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and select the review you want to edit within the “Review History” section at the upper, right side of the “Contingency Plan Details” screen.

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**Spill Prevention and Response**

IPP Records Management and Reporting Select a review DEC\jstanford  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel

Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions

☐ Approved for All Regions

☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay

☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound

☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC

Selected Address

Mr. Jim Beckham

Harbor Enterprises

234 4th Ave. (P.O. Box 389)

Seward AK 99684 Country

9072243190 9072243937

jimb@harborent.com

☒ Contact ☐ Official

Plan Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2012	Approved	
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	6/15/1991	Approved	Interim approval gran...

**Details for Selected Review** Use DEL key to delete row from Database

023CP1008 Approved Renewal

03CER-3497 9/25/2002 3/28/2006

Comment:  
Request for final revisions sent 2/20/2003.

**Review Steps** Use DEL key to delete row from Database

Step Type	Step Date	Comment
Sufficient to Revi...	10/14/2002	Migrated from review table
Public Notice	10/25/2002	Migrated from review table
Day 1 Public Re...	10/26/2002	Migrated from review table
RFAI Issued	12/4/2002	Migrated from review table
Approval Issued	3/28/2003	Migrated from review table

The details associated with the selected review populate the “Details for Selected Review” section. Make the desired changes to any of the editable fields in this section. Then, click the green downward-facing arrow to save the changes.

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Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**IPP Records Management and Reporting** DEC\jstanford  
[User Manual](#)

Search/Browse Contingency Plan Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X Add Edit Print Info

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

**Comment:**  
Pipeline operation shut down at end of Oct. 1994; deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

**Regions**

☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address**

Mr. Jim Beckham  
Harbor Enterprises  
234 4th Ave. (P.O. Box 389)  
Seward AK 99884  
9072243190 9072243937  
jimb@harborent.com  
☒ Contact ☐ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2012	Approved	
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/18/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** Modified

023CP1008 Approved Renewal  
03CER-3497 9/25/2002 3/28/2008  
**Comment:**  
Request for final revisions sent 2/20/2003.

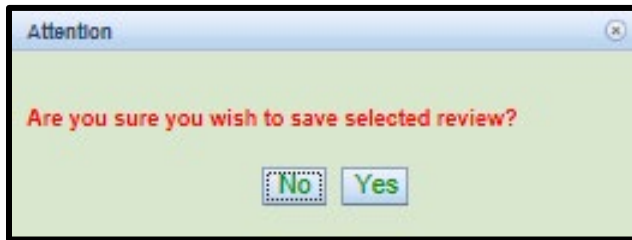
**Update any editable field, and click here to save changes made**

**Review Steps** Use DEL key to delete row from Database

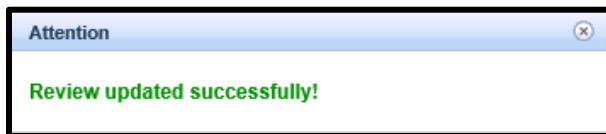
Step Type	Step Date	Comment
Sufficient to Revi...	10/14/2002	Migrated from review table
Public Notice	10/25/2002	Migrated from review table
Day 1 Public Re...	10/28/2002	Migrated from review table
RFAI Issued	12/4/2002	Migrated from review table
Approval Issued	3/28/2003	Migrated from review table



A pop-up window will appear to confirm that you want save the changes to the review. To save the changes, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.

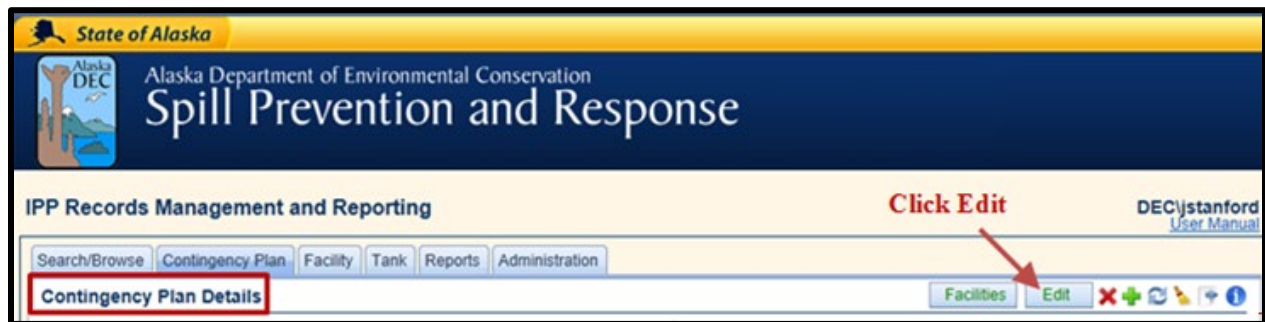


Upon clicking “Yes”, a pop-up window appears indicating that the review was successfully updated.



#### 4.7.5.2 Adding a Review

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



In the “Details for Selected Review” section at the middle, right side of the screen, click the green “+” icon to add a new review to the contingency plan.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting DEC\jstanford  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM  
Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

**Regions**  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address** + +  
 Mr. Jim Middle Beckham  
 Harbor Enterprises  
 234 4th Ave. (P.O. Box 389)  
 Seward AK 99864 Country  
 9072243190 9072243937  
 jimb@harborent.com  
☒ Contact ☐ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2012	Approved	
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
...	...	...	...

**Details for Selected Review** + +

023CP1008 Approved Renewal  
 03CER-3497 9/25/2002 3/28/2008  
 Comment:  
 Request for final revisions sent 2/20/2003.

**Click here to add a new review**

**Review Steps** Use DEL key to delete row from Database + +

Step Type	Step Date	Comment
Sufficient to Revi...	10/14/2002	Migrated from review table
Public Notice	10/25/2002	Migrated from review table
Day 1 Public Re...	10/28/2002	Migrated from review table
RFAI Issued	12/4/2002	Migrated from review table
Approval Issued	3/28/2003	Migrated from review table



NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Enter the detail information of the review in the editable fields provided. Then, click the green downward-facing arrow in the same section.

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** Modified


1234 In Review Amendment

45678 5/1/2015 5/13/2015

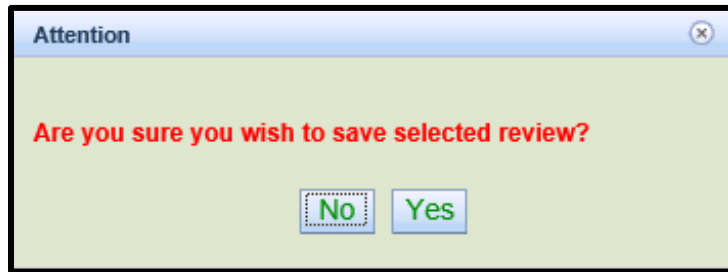
Comment:

This is a new review

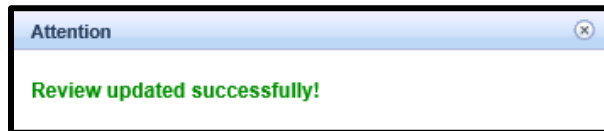
**Enter the details of the review,  
and click here to save the review**



A pop-up window will appear to confirm that you want to add the review. To save the new review, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the review was successfully added to the contingency plan.

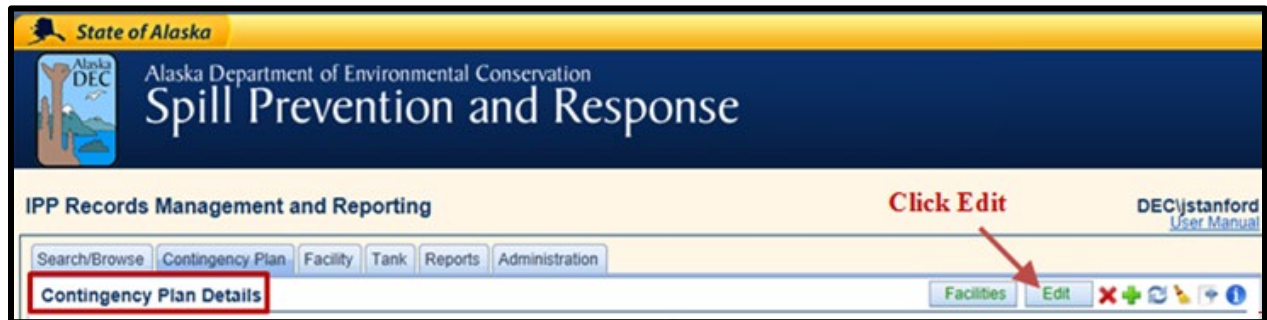


## 4.7.6 Updating Review Steps

This section allows you to edit, delete, add and save review steps to the contingency plan.

### 4.7.6.1 *Updating/Editing a Review Step*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and select the review in the “Review History” section at the top, right side of the screen that contains the review step you want to edit.

Select the review step you want to edit by double-clicking anywhere on the row containing the review step in the “Review Steps” section at the bottom, right side of the screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting DECjstanford  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration Select a review

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway AK, Bulk Fuel  
Cook, Gary TTF Active CZM  
Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.  
Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC  
Selected Address  
Mr. Jim Middle Beckham  
Harbor Enterprises  
234 4th Ave. (P.O. Box 389)  
Seward AK 99684 Country  
9072243190 9072243937  
jimb@harborent.com  
☒ Contact ☐ Official  
Plan Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/26/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1998	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** Use DEL key to delete row from Database

993-CP-1009 Approved Renewal  
00CER-3375 10/19/1999 4/3/2003  
Comment:  
Review suspended 12/20/99 (day 25) pending add'l  
info. RFAI delayed til 1/21/00, reviewer had 2  
wks. leave.

**Review Steps** Use DEL key to delete row from Database

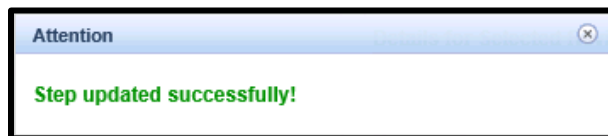
Step Type	Step Date	Comment
Sufficient to Revi...	10/26/1999	Migrated from review table
Public Notice	11/12/1999	Migrated from review table
Day 1 Public Re...	11/24/1999	Migrated from review table
RFAI Issued	1/21/2000	Migrated from review table
Approval Issued	4/4/2000	Migrated from review table

**Double-click on the review that you wish to edit**

The “CPlan Review Step Details” pop-up window will appear. Make any modification to the selected review step in the editable comments text box, and then click the “Save” button. Clicking “Cancel” will automatically redirect you back to the “Contingency Plan Details” screen in edit mode.

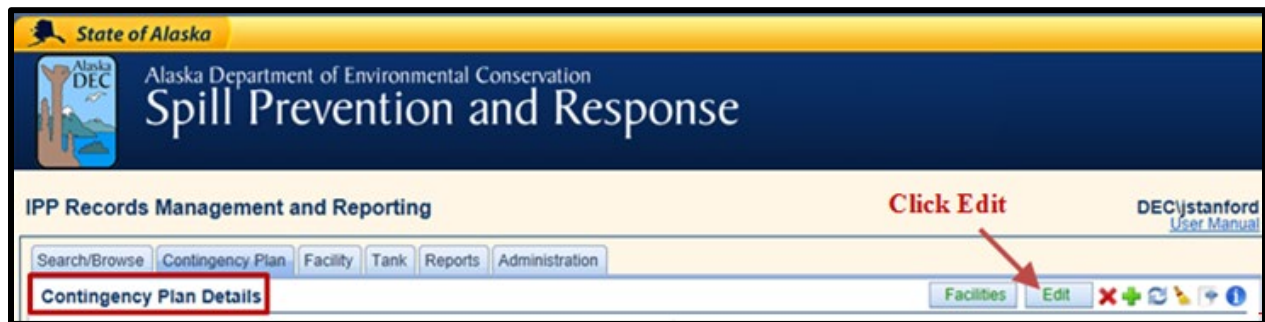


Upon clicking “Yes”, a pop-up window appears indicating that the review was successfully updated.



#### 4.6.6.2 *Delete a Review Step*

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and select the review in the “Review History” section at the top, right side of the screen that contains the review step you want to delete. Then highlight the review step that you wish to delete in the “Review Steps” and click the Delete key on your keyboard.

State of Alaska  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting Select a review DEC\jstanford  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details** Facilities Save X + -

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

Regions  
☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Addresses Conditions PRAC

**Selected Address** + -

Mr. Jim Middle Beckham  
Harbor Enterprises  
234 4th Ave. (P.O. Box 389)  
Seward AK 99684 Country  
9072243190 9072243937  
jimb@harborent.com  
☒ Contact ☐ Official

Plan Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
Renewal	10/19/1999	Approved	Review suspended 1...
Renewal	1/16/1996	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review** + -

993-CP-1009 .i Approved Renewal  
00CER-3375 10/19/1999 4/3/2003  
Comment:  
Review suspended 12/20/99 (day 25) pending add'l  
info. RFAI delayed til 1/21/00, reviewer had 2  
wks. leave.

**Review Steps** Use DEL key to delete row from Database + -

Step Type	Step Date	Comment
Sufficient to Revi...	5/13/2015	Editing this review step... This is a new...
Public Notice	11/12/1999	Migrated from review table
Day 1 Public Re...	11/24/1999	Migrated from review table
RFAI Issued	1/21/2000	Migrated from review table
Approval Issued	4/4/2000	Migrated from review table

**Highlight the review step, and click the Delete key on your keyboard**



A pop-up window will appear to confirm that you want to delete the review step. To delete the selected review step, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Contingency Plan Details” screen in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the review was successfully deleted from the contingency plan.





#### 4.7.6.2 Adding a Review Step

Click the “Edit” button at the top, right side of the “Contingency Plan Details” screen.



Locate and select the review in the “Review History” section at the top, right side of the screen that you want to add a review step to. In the “Review Steps” section at the bottom, right side of the screen, click the green “+” icon to add a new review step to the review that is selected in the “Review History” section.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting Select a review **DEC\jstanford**  
User Manual

Search/Browse **Contingency Plan** Facility Tank Reports Administration

**Contingency Plan Details**

1009 Petro Marine Services Petro Marine Services, Skagway Ak. Bulk Fuel  
Cook, Gary TTF Active CZM

Comment:  
Pipeline operation shut down at end of Oct. 1994;  
deactivated in May 1995.  
White Pass sold facility to Petro Marine on 6/8/95.  
COBC 11/17/95.

**Regions**

☐ Approved for All Regions  
☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay  
☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound  
☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

**Addresses** Conditions PRAC

**Selected Address**

Mr. Jim Middle Beckham  
Harbor Enterprises  
234 4th Ave. (P.O. Box 389)  
Seward AK 99084 Country  
9072243190 9072243937  
jimb@harborent.com  
☒ Contact ☐ Official

**Plan Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Beckham	Jim	Harbor Enterprises	Seward	AK
Beckham	Jim	Harbor Enterprises	Seward	AK

**Review History** Use DEL key to delete row from Database

Review Type	Receive Date	Status	Comment
Renewal	10/1/2007	Approved	Day 1 letter was dela...
Unknown	7/31/2007	Approved	Amendment in respo...
Unknown	4/29/2003	Approved	Plan approval extend...
Renewal	9/25/2002	Approved	Request for final revi...
Short-term...	1/27/2000	Approved	Review was delayed...
<b>Renewal</b>	<b>10/19/1999</b>	<b>Approved</b>	<b>Review suspended 1...</b>
Renewal	1/16/1996	Approved	2nd info. request on...
New Plan	5/15/1991	Approved	Interim approval gran...

**Details for Selected Review**

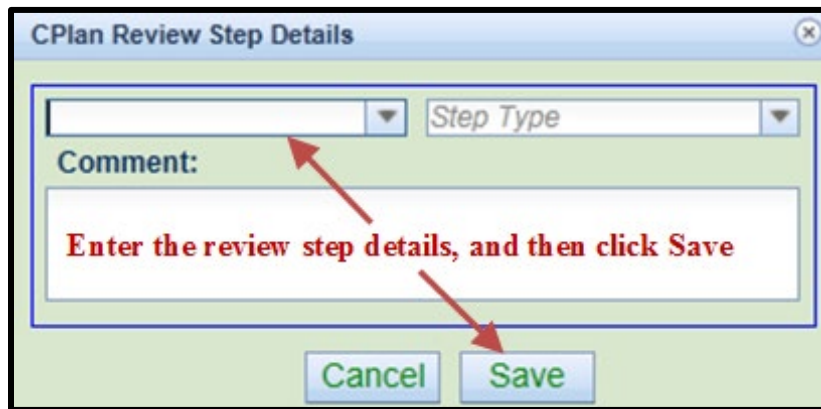
993-CP-1009 Approved Renewal  
DO CER-3375 10/19/1999 4/3/2003  
Comment:  
Review suspended 12/20/99 (day 25) pending add'l  
info. RFAI delayed til 1/21/00, reviewer had 2  
wks. leave.

**Review Steps** Use DEL key to delete row from Database

Step Type	Step Date	Comment
Public Notice	11/12/1999	Migrated from review table
Day 1 Public Re...	11/24/1999	Migrated from review table
RFAI Issued	1/21/2000	Migrated from review table
Approval Issued	4/4/2000	Migrated from review table

**Click here to add a new review step to the selected review**

The “CPlan Review Steps Details” pop-up window will appear. Enter the detail information of the review step. Then, click the “Save” button at the bottom of the pop-up window. Clicking “Cancel” will automatically redirect you back to the “Contingency Plan Details” screen in edit mode.



CPlan Review Step Details

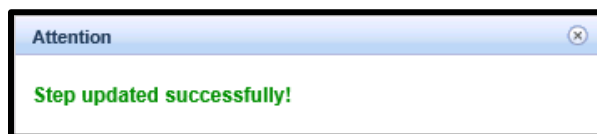
Step Type

Comment:

**Enter the review step details, and then click Save**

Cancel Save

Upon clicking “Yes”, a pop-up window appears indicating that the review was successfully added to the contingency plan.



Attention

**Step updated successfully!**

## 5.0 FACILITIES

### 5.1 Performing a Search for Facilities

To perform a search for facilities, use the drop-down menus and text boxes in the “Enter Facility Search Criteria” section at the bottom, left side of the screen on the “Search/Browse” tab. There is no minimum number of fields that are required to perform the search. For instance, to search all facilities, leave all fields blank and then click the “Search” button at the right side of the section.

A facility search can be executed by selecting and/or entering criteria in the following fields:

- Facility Type
  - This drop-down menu allows you to search for facilities based on the type of facility.
- Facility Name
  - This text field allows you to search for facilities based on the name, or partial name entered.
- Active Facilities
  - This check box allows you to search facilities that are active.
- Facility Location
  - This text field allows you to search for facilities based on the location of the facility. A partial location entered in this field will yield results; however, a more precise location entered will narrow the search results.
- Plan Id
  - This text field allows you to search facilities based on the Id number of the plan.
- Facility Id
  - This text field allows you to search for tanks within a specified facility by entering the Facility Id.

EXAMPLE #1: In this example, the user is searching for all facilities with the word “Bay” in the Facility Location.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting DEC\jstanford  
User Manual

**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria**

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id **Search**

Plan ID Plan Holder Plan Title Approval Date Expiration Date Status Active

**Enter Facility Search Criteria** Results: 14

Facility Type ☒ Active Facilities  
Facility Name **Bay** Plan Id Facility Id **Search**

Facility ID	Plan ID	Name	Type
2027	2017	Frosty Fuel Cold Bay Bulk Plant	Terminal - Non-Crude
2126	2176	North Pacific Fuel - Westward Seafoods	Terminal - Non-Crude
2190	2130	Offshore Systems, Inc - Dutch Harbor	Terminal - Non-Crude
2241	2176	North Pacific Fuel - Capt. Bay Tank Farm	Terminal - Non-Crude
2295	5140	USAF King Salmon Airport	Terminal - Non-Crude
4107	4130	BPX Badami Development Area	On-shore Production
5230	5098	Pioneer Natural Resources Alaska, Inc.	Off-shore Exploration

**Enter Tank Search Criteria**

Min Size ... Max Size Capacity Range (bbf)  
Facility Id Tank Number **Search**

Facility ID	Tank Number	Capacity	Style
-------------	-------------	----------	-------

EXAMPLE #2: To search all active facilities, click inside the “Active Facilities” checkbox, then click the “Search” button.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting DEC\jstanford User Manual

**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria**

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id **Search**

Plan ID Plan Holder Plan Title Approval Date Expiration Date Status Active

**Enter Facility Search Criteria** Results: 421 **Search**

Facility Type ☒ Active Facilities  
Facility Name Facility Location Plan Id Facility Id

Facility ID	Plan ID	Name	Type
0	0	Orphan Facility	Vessel, Barge
1006	1017	Petro Marine Services, Sitka North	Terminal - Non-Crude
1008	1010	Andres Oil, Inc.	Terminal - Non-Crude
1009	1014	Petro Marine Tesoro Ketchikan Fac. PMS	Terminal - Non-Crude
1012	1014	Petro Marine Ketchikan Bulk Plant PMS	Terminal - Non-Crude
1014	1016	Petro Marine Petersburg Bulk Plant	Terminal - Non-Crude
1015	1017	Petro Marine Sitka Bulk Plant PMS	Terminal - Non-Crude

**Enter Tank Search Criteria**

Min Size ... Max Size Capacity Range (bb) **Search**

Facility Id Tank Number

Facility ID	Tank Number	Capacity	Style
-------------	-------------	----------	-------



## 5.2 Exporting Facility Search Results

Perform a search for facilities. For information on searching facilities, see section 4.7.

In the top, right corner of the “Enter Facility Search Criteria” section, click the export icon. This will export the search results list to Notepad (or a similar application).

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Search/Browse Contingency Plan Facility Tank Reports Administration

Enter Contingency Plan Search Criteria

Plans on or After ... Plans on or Before ... Expiration Date Reviewer Status Section ☒ Active Plans

Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id Search

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
---------	-------------	------------	---------------	-----------------	--------	--------

Click here to export facility search results

Enter Facility Search Criteria Results: 421

Facility Type ☒ Active Facilities

Facility Name Facility Location Plan Id Facility Id Search

Facility ID	Plan ID	Name	Type
0	0	Orphan Facility	Vessel, Barge
1006	1017	Petro Marine Services, Sitka North	Terminal - Non-Crude
1008	1010	Anderes Oil, Inc.	Terminal - Non-Crude
1009	1014	Petro Marine Tesoro Ketchikan Fac. PMS	Terminal - Non-Crude
1012	1014	Petro Marine Ketchikan Bulk Plant PMS	Terminal - Non-Crude
1014	1016	Petro Marine Petersburg Bulk Plant	Terminal - Non-Crude
1015	1017	Petro Marine Sitka Bulk Plant PMS	Terminal - Non-Crude

Enter Tank Search Criteria

Min Size ... Max Size Capacity Range (bbl) Search

Facility Id Tank Number Search

Facility ID	Tank Number	Capacity	Style
-------------	-------------	----------	-------

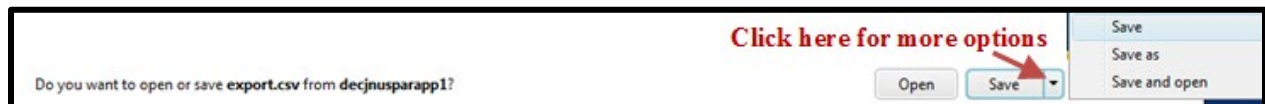
A pop-up window appears giving you the option to either open or save the file. To open the list of search results, click the “Open” button and the list will automatically open. To save the list of search results, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.





## 5.3 Viewing Facility Details from Search Results

In the search results grid, click the view/edit icon in the last column of the facility that you want to view.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting DEC\jstanford User Manual

**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria**

Plans on or After ... Plans on or Before ... Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id **Search**

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
---------	-------------	------------	---------------	-----------------	--------	--------

**Enter Facility Search Criteria** Results: 19

Facility Type ☐ Active Facilities  
Facility Name Bay Plan Id Facility Id **Search**

Facility ID	Plan ID	Name	Type	
2027	2017	Frosty Fuel Cold Bay Bulk Plant	Terminal - Non-Crude	
2126	2176	North Pacific Fuel - Westward Seafoods	Terminal - Non-Crude	
2190	2130	Offshore Systems, Inc - Dutch Harbor	Terminal - Non-Crude	
2241	2176	North Pacific Fuel - Capt. Bay Tank Farm	Terminal - Non-Crude	
2295	5140	USAF King Salmon Airport	Terminal - Non-Crude	
4054	4129	BPX Prudhoe Bay Unit	On-shore Production	
4058	4104	BPX Prudhoe Bay & GPMA Units	On-shore Production	

**Enter Tank Search Criteria**

Min Size ... Max Size Capacity Range (bbl)   
Facility Id Tank Number **Search**

Facility ID	Tank Number	Capacity	Style
-------------	-------------	----------	-------

**Click on the view/edit icon to view the facility details**

The “Facility Details” screen appears on the “Facility” tab displaying the details of the selected facility.

To view all tanks associated with that facility, click the “Tanks” button at the top, right side of the screen.

**State of Alaska**  
**Alaska DEC**  
 Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**IPR Records Management and Reporting**

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Edit

1020 Delta Western Juneau B Thane Road, southeast of Juneau  
 1018 TERM Regions Active

**Facility Capacities(bbls):**  
 Crude 0 Non-Crude 88013 Total 88013  
 Largest Tank 11905 RPS 3393 On-Water RPS 1018

**Comment:**  
 Facility capacity includes 298 bbls from non-regulated tanks. COFR (88334 bbls) expires Nov 2015. Current facility opened 12/94 and marine headers share a dock with Crowley and cargo piping crosses their property.

**Addresses** Terminal Information Exercises

**Selected Address**  
 Mr. Jesse Middle Woodland  
 Delta Western, Inc.  
 120 Mount Roberts Street  
 Juneau AK 99801 Country  
 9075882800 9075881226  
 jessew@deltawestern.com  
☒ Location

**Facility Related Addresses**

Last Name	First Name	Company	City	State
Woodland	Jesse	Delta Western, Inc.	Juneau	AK

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment
Harry, John	5/14/2012	6/12/2012	Three inspection items ide...
Oelkers,...	8/23/2008		1. Piping connecting the t...
Steele/Be...	5/3/2005	5/11/2005	
Hopson,...	8/5/2003	8/12/2003	Routine facility inspection....
Hopson	8/31/2000	9/15/2000	No significant deficiencies...
Hopson	12/12/1994		Start-up inspection to surv...

**Details for Selected Inspection**

Unknown X  
 5/14/2012 6/12/2012 Harry, John  
**Comment:**  
 Three inspection items identified.

**Inspection Actions**

Action Description	Effective Date	Completion Date	Resolution Date
The facility no longe...	6/12/2012	7/9/2012	7/9/2012
the oil/water separat...	6/12/2012	7/9/2012	7/9/2012
18AAC75.080: 125 I...	6/12/2012	1/6/2013	1/23/2013

Clicking “Tanks” will redirect you to the “Search/Browse” tab that now displays a list of associated tanks in the search results grid of the “Enter Tank Search Criteria” section.

**State of Alaska**  
**Alaska DEC**  
**Alaska Department of Environmental Conservation**  
**Spill Prevention and Response**

**IPP Records Management and Reporting** DEC \stanford  
User Manual

**Search/Browse** | Contingency Plan | Facility | Tank | Reports | Administration

---

**Enter Contingency Plan Search Criteria** Results: 1

Plans on or After ... Plans on or Before ... Expiration Date ... Reviewer ... Status ... Section ... ☒ Active Plans  
Plans on or After ... Plans on or Before ... Approval Date ... Plan Holder ... Plan Title ... 1020 ... Facility Id ... **Search**

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
1020	Delta Western, Inc.	Delta Western Juneau	3/15/2011	3/14/2016	Approved	Yes

---

**Enter Facility Search Criteria** Results: 1

Facility Type ... ☒ Active Facilities  
Facility Name ... Facility Location ... 1020 ... Facility Id ... **Search**

Facility ID	Plan ID	Name	Type
1018	1020	Delta Western Juneau Bulk Plant	Terminal - Non-Crude

**List of tanks associated with the selected facility** →

**Enter Tank Search Criteria** Results: 8

Min Size ... Max Size ... Capacity Range (bbl) ...  
1018 ... Tank Number ... **Search**

Facility ID	Tank Number	Capacity	Style
1018	1	11905	Vertical
1018	2	11905	Vertical
1018	3	11905	Vertical
1018	4	7143	Vertical
1018	5	11905	Vertical
1018	6	11905	Vertical
1018	7	11905	Vertical

## 5.4 Printing Facility Plan Details

From the “Facility Details” screen on the “Facility” tab, click the export icon at the top, right corner of the screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

Click here to export the details to a printable document [DEC User Manual](#)

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Edit X + ↺ ↻ ⓘ

1020 Delta Western Juneau B Thane Road, southeast of Juneau  
1018 TERM Regions Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 88013 Total 88013  
Largest Tank 11905 RPS 3393 On-Water RPS 1018

**Comment:**  
Facility capacity includes 298 bbls from non-regulated tanks. COFR (88334 bbls) expires Nov 2015. Current facility opened 12/94 and marine headers share a dock with Crowley and cargo piping crosses their property.

Addresses Terminal Information Exercises

**Selected Address**  
Mr. Jesse Middle Woodland  
Delta Western, Inc.  
120 Mount Roberts Street  
Juneau AK 99801 Country  
9075882800 9075881226  
jessew@deltawestern.com  
☒ Location

**Facility Related Addresses**

Last Name	First Name	Company	City	State
Woodland	Jesse	Delta Western, Inc.	Juneau	AK

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment
Harry, John	5/14/2012	8/12/2012	Three inspection items ide...
Oelkers,...	8/23/2008		1. Piping connecting the t...
Steele/Be...	5/3/2005	5/11/2005	
Hopson,...	8/5/2003	8/12/2003	Routine facility inspection....
Hopson	8/31/2000	9/15/2000	No significant deficiencies...
Hopson	12/12/1994		Start-up inspection to surv...

**Details for Selected Inspection**  
Unknown X  
5/14/2012 8/12/2012 Harry, John  
**Comment:**  
Three inspection items identified.

**Inspection Actions**

Action Description	Effective Date	Completion Date	Resolution Date
The facility no longe...	8/12/2012	7/9/2012	7/9/2012
the oil/water separat...	8/12/2012	7/9/2012	7/9/2012
18AAC75.080: 125 I...	8/12/2012	1/8/2013	1/23/2013

A pop-up window appears giving you the option to either open or save the file. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document for printing later, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.





## 5.5 Adding a New Facility to a Contingency Plan

After selecting the desired contingency plan to add the facility to, click the “Facility” tab at the top of the screen. If this yields a “Facility Details” screen that is already populated with the data of a currently existing facility, click the green “+” icon at the top, right side of the screen. A new “Facility Details” form will be generated on the screen with empty fields.

If you do not see a green “+” icon, you must change to edit mode. To do this, click the “Edit” button at the top, right side of the screen.

NOTE: See sections 4.1 and 4.3 for more information on searching and viewing contingency plans.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

Search/Browse Contingency Plan **Facility** Tank Reports Administration

Click here to add a new facility

DEC\jstanford User Manual

**Facility Details** Move Tanks Save

1020 Delta Western Juneau B Thane Road, southeast of Juneau  
1018 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 88013 Total 88013  
Largest Tank 11905 RPS 3393 On-Water RPS 1018

Comment:  
Facility capacity includes 298 bbls from non-regulated tanks. COFR (88334 bbls) expires Nov 2015. Current facility opened 12/94 and marine headers share a dock with Crowley and cargo piping crosses their property.

Addresses Terminal Information Exercises

Selected Address  
Mr. Jesse Middle Woodland  
Delta Western, Inc.  
120 Mount Roberts Street  
Juneau AK 99801 Country  
9075882800 9075881226  
jessew@deltawestern.com  
☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Woodland	Jesse	Delta Western, Inc.	Juneau	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Harry, John	5/14/2012	6/12/2012	Three inspection items ide...
Oelkers...	6/23/2008		1. Piping connecting the t...
Steele/Be...	5/3/2005	5/11/2005	
Hopson...	8/5/2003	8/12/2003	Routine facility inspection....
Hopson	8/31/2000	9/15/2000	No significant deficiencies...
Hopson	12/12/1994		Start-up inspection to surv...

**Details for Selected Inspection**

Unknown X  
5/14/2012 6/12/2012 Harry, John  
Comment:  
Three inspection items identified.

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective Date	Completion Date	Resolution Date
The facility no longe...	6/12/2012	7/9/2012	7/9/2012
the oil/water separat...	6/12/2012	7/9/2012	7/9/2012
18AAC75.080: 125 l...	6/12/2012	1/8/2013	1/23/2013

Populate the fields on the “Facility Details” screen by entering data in the text fields and making selections from the drop-down menus provided. Then, click the “Save” button at the top, right side of the screen.

NOTE: Business rules dictate that a new facility requires a Facility Name, Facility Type, and a Facility Region to be specified.

**State of Alaska**  
**Alaska Department of Environmental Conservation**  
**Spill Prevention and Response**

**IPP Records Management and Reporting**

Search/Browse Contingency Plan Facility Tank Reports Administration

**Facility Details** Modified

1020 New Facility Alaska North Slope

Facility Id CTNK Regions Active

Facility Capacities(bbls):  
 Crude Crude Oil Non-Crude Non-Crude Total Total  
 Largest Tank Largest RPS RPS On-Water RPS On-Water

Comment:

Addresses Vessel Information Exercises

**Selected Address**

Sal First Middle Last  
 Company  
 Address  
 City/Province State Zip Country  
 Phone Fax  
 EMail  
☐ Location

**Facility Related Addresses**

Last Name	First Name	Company	City	State

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment

**Details for Selected Inspection**

PRAC Name Rating  
 Inspection Date Letter Date Inspector  
 Comment:

**Inspection Actions**

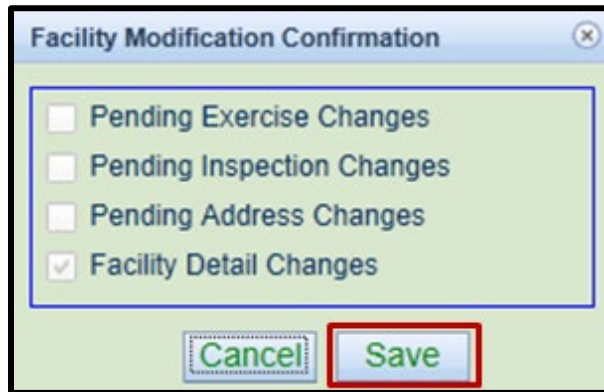
Action Description	Effective Date	Completion Date	Resolution Date

**Save** X + - ?

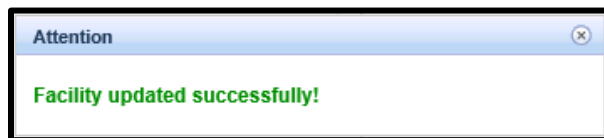
BARG	Barge Non-Crude
OFEX	Off Shore Exploration
OFPD	Off Shore Production
ONEX	On Shore Exploration
ONPD	On Shore Production
PIPE	Pipeline
TANK	Tanker Non crude
TERM	Non-Crude Terminal
TERC	Crude Terminal
RLRD	Railroad
NTVC	Non-Tank Vessel Cruise

NTVF	Non-Tank Vessel Fishing
NTVO	Non-Tank Vessel Other
NTVP	Non-Tank Vessel Passenger
CBRG	Crude Barge
CTNK	Crude Tanker

A confirmation pop-up window appears. To save the new facility, click “Save” at the bottom of the pop-up window, otherwise clicking “Cancel” will redirect you back to the “Facility Details” screen in edit mode.



Upon clicking “Save”, a pop-up window appears indicating that the facility was successfully updated and saved to the database.



Once the new facility has been saved to the database, the system allows you to enter addresses, inspections, and assign a Region to the facility.

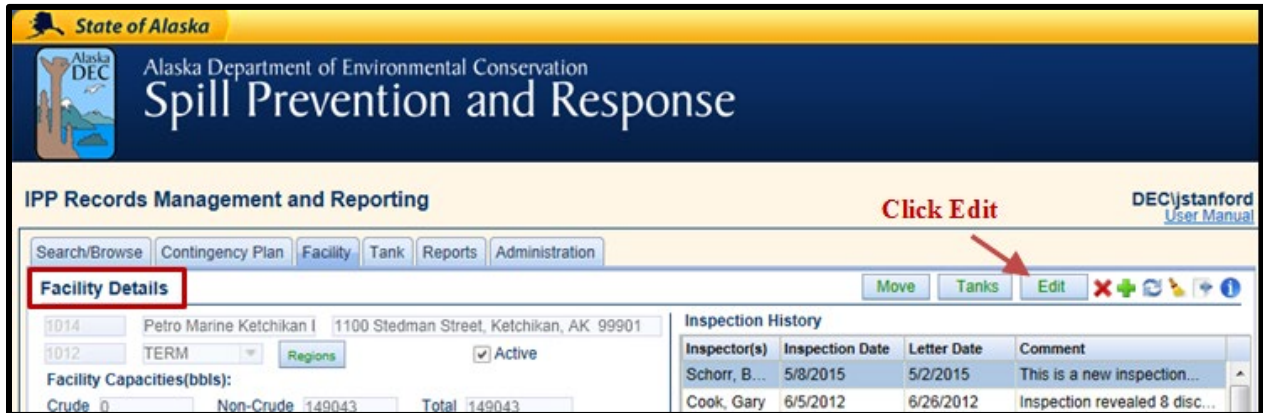


## 5.6 Updating or Editing a Facility

Locate the desired facility to update. For information on searching and viewing facility details, see sections 4.7 and 4.9.

NOTE: Only authorized personnel have the ability to edit and update facilities and will see an “Edit” button.

Click the “Edit” button at the top, right side of the “Facility Details” screen.



**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting Click Edit DEC\jstanford  
User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks **Edit** X + ↺ ↻ ↻ ↻

1014 Petro Marine Ketchikan I 1100 Stedman Street, Ketchikan, AK 99901

1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...

After clicking the “Edit” button, green arrows and “+” icons appear throughout the screen and many fields change from read only to editable.

Update any editable field using the text boxes and drop-down menus provided.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

Click on Regions to locate the appropriate region for the facility

Add a new facility

DEC\jstanford

Search/Browse Contingency Plan Facility Tank Reports Administration

**Facility Details**

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901

1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38095 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

Selected Address

Sal New Middle Owner

New Company Name

3303 Minnesota Drive

Anchorage AK 99507 Country

9075888187 Fax

mtarr@newcompany.com

Location

Facility Related Addresses Use DEL key to delete row from Database

Inspection History

Inspector(s) Inspection Date Letter Date Comment

Schorr, B... 5/8/2015 5/2/2015 This is a new inspection...

Cook, Gary 6/5/2012 6/26/2012 Inspection revealed 8 disc...

Oelkers, ... 5/22/2009

Steele, Di... 3/20/2006 3/29/2006 Secondary containment li...

Hopson, ... 6/22/2004 7/10/2004 Routine facility inspection,...

Hopson, ... 10/22/2002 11/5/2002

Hopson, ... 9/8/2000 9/26/2000 Drop-in inspection to chec...

Hopson 3/10/1998 Additional issues: no ice g...

Moore, M 7/20/1995 8/22/1995 Several historical and act...

Details for Selected Inspection

BP Oil Shipping Company (USA) Rating

5/8/2015 5/2/2015 Schorr, Betty

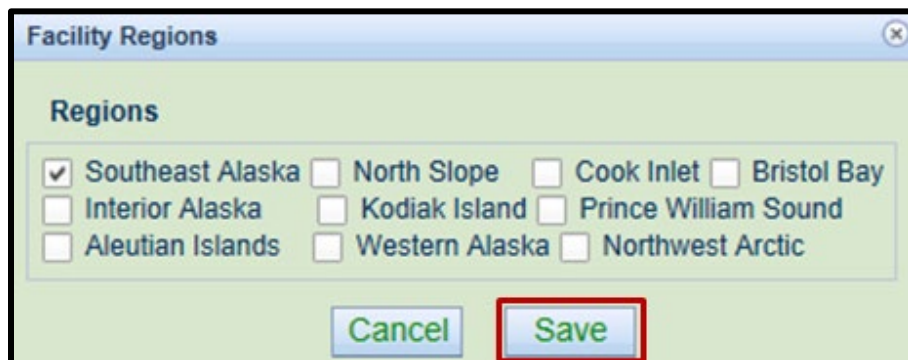
Comment:  
This is a new inspection...

Update Inspections and Inspection Actions

Inspection Actions

Action Description Effective Date Completion Date Resolution Date

Within the Facility Details section, click on Regions to view, edit, or add the appropriate region to the facility. When the Facility Regions window opens, select the appropriate Region(s) for the facility and then click Save.

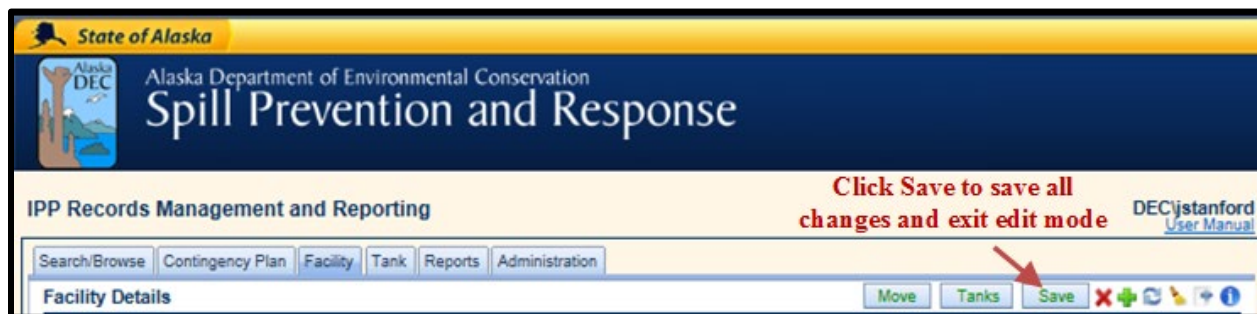


The image shows a 'Facility Regions' dialog box with a title bar and a close button. Inside, there is a section titled 'Regions' containing a grid of checkboxes for various Alaskan regions. The 'Southeast Alaska' checkbox is checked. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangular border.

Regions			
<input checked="" type="checkbox"/> Southeast Alaska	<input type="checkbox"/> North Slope	<input type="checkbox"/> Cook Inlet	<input type="checkbox"/> Bristol Bay
<input type="checkbox"/> Interior Alaska	<input type="checkbox"/> Kodiak Island	<input type="checkbox"/> Prince William Sound	
<input type="checkbox"/> Aleutian Islands	<input type="checkbox"/> Western Alaska	<input type="checkbox"/> Northwest Arctic	

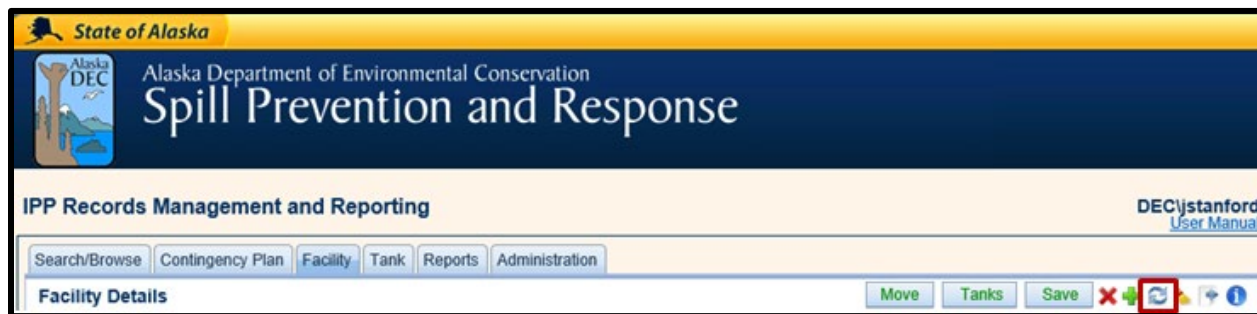
Buttons: Cancel, Save

When all modifications have been made, click the “Save” button at the top, right side of the screen to save the changes and exit out of edit mode.



The image shows the main application window for the 'State of Alaska' 'Spill Prevention and Response' system. The header includes the state logo and 'Alaska DEC'. Below the header is a navigation bar with tabs: 'Search/Browse', 'Contingency Plan', 'Facility', 'Tank', 'Reports', and 'Administration'. The 'Facility' tab is selected. Below the navigation bar is a section titled 'Facility Details'. On the right side of this section, there are buttons: 'Move', 'Tanks', 'Save', and a group of icons including a red 'X', a green plus, a refresh icon, a trash can, and an information icon. A red arrow points to the 'Save' button. Above the 'Save' button, there is a red text label: 'Click Save to save all changes and exit edit mode'. In the top right corner, there is a link for 'DEC\jstanford User Manual'.

NOTE: You may click on the refresh icon to exit out of edit mode, if changes have already been saved to the record using the save icon within the individual sections of the record (see section 3.1.9). However, please note that clicking on the refresh icon without saving changes first will discard any unsaved changes made to the record.



This image is identical to the previous one, showing the main application window. However, in this version, the 'Refresh' icon (a circular arrow) in the bottom right toolbar is highlighted with a red rectangular border.

### 5.6.1 Updating or Editing Facility Details

Facility details can be updated or edited by selecting and/or entering criteria in the following fields:

- Facility Name
- Facility Location
- Facility Type
- Regions
- Facility Capacities
- Comments

Click the “Edit” button at the top, right side of the “Facility Details” screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting Click Edit DEC\jstanford  
User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Edit X + ↺ ↻ ⓘ

1014	Petro Marine Ketchikan I	1100 Stedman Street, Ketchikan, AK 99901
1012	TERM	Regions <input checked="" type="checkbox"/> Active
Facility Capacities(bbls):		
Crude 0	Non-Crude 149043	Total 149043

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...

Update any of the editable fields in the Facility Details section.

State of Alaska  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

DEC\jstanford  
User Manual

Search/Browse Contingency Plan Facility Tank Reports Administration

**Facility Details** Modified Move Tanks Save X + -

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36095 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

Selected Address  
Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

Inspection History Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Cook, Gary	8/5/2012	8/28/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/9/2004	Routine facility inspection,...
Hopson,...	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson,...	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...
Warren,...	5/14/1993		Discrepancies: - Log for re...

Details for Selected Inspection

Unknown S  
8/5/2012 8/28/2012 Cook, Gary

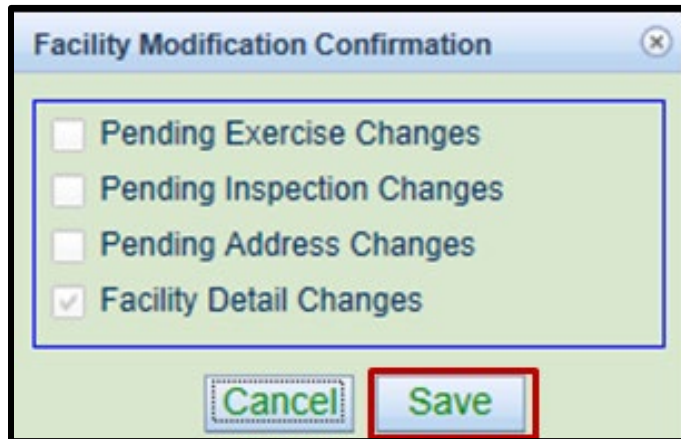
Comment:  
Inspection revealed 8 discrepancies:  
Plugged leak detection ports, Over due training,  
Debris in SCA and not impermeable, SCA valve

Inspection Actions Use DEL key to delete row Database

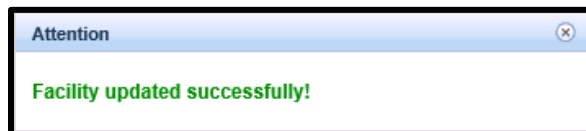
Action Description	Effective...	Completo...	Resolution Date
--------------------	--------------	-------------	-----------------



After making all desired revisions to the facility details, click the “Save” button in the top, right side of the screen. A pop-up window will appear to confirm that you want to save the recent changes to the facility.



To save the changes, click the “Save” button at the bottom of the pop-up window. A new pop-up window will appear briefly indicating that the facility was successfully updated.



## 5.6.2 Updating or Editing Facility Inspections

This section allows you to edit or create a new inspection and save the details of that inspection to the facility.

### 5.6.2.1 Updating or Editing an Existing Inspection

Locate and select the facility inspection you want to edit within the “Inspection History” section at the top, right side of the screen. Click Edit in the upper right-hand corner of the window.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting DEC\jstanford User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Edit

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36095 RPS 13716 On-Water RPS 12344

**Comment:**  
Tank inspections and major repairs, Feb-Mar 1996. SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12 vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address**  
Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

**Facility Related Addresses**

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment
Cook, Gary	8/5/2012	8/28/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	8/22/2004	7/9/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...
Warren	5/14/1993		Discrepancies: Log for re...

**Details for Selected Inspection**

Unknown S  
8/22/2004 7/9/2004 Hopson, Dan

**Comment:**  
Routine facility inspection, conducted with new FM Ketchikan manager, Bob Bloom.  
In addition to the required Inspection Actions,

**Inspection Actions**

Action Description	Effective...	Completi...	Resolution Date
Provide collision...	7/9/2004	8/31/2004	8/17/2004
Implement a sys...	7/9/2004	8/31/2004	8/17/2004
Seal cracks in c...	7/9/2004	8/31/2004	8/17/2004
Repair deteriorat...	7/9/2004	8/31/2004	8/17/2004
Replace cracked...	7/9/2004	8/31/2004	8/17/2004
Obtain shell thic...	7/9/2004	8/31/2004	8/30/2004
Repair or replac...	7/9/2004	8/31/2004	8/17/2004

Select an inspection



The details associated with the selected inspection populate the “Details for Selected Inspection” section. Make the desired changes to any of the editable fields in this section. Then, click the green downward-facing arrow to save the changes.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

**State of Alaska**  
**Alaska Department of Environmental Conservation**  
**Spill Prevention and Response**

**IPR Records Management and Reporting** DEC [jstanford](#)  
User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
 1012 TERM Regions Active

**Facility Capacities(bbls):**  
 Crude 0 Non-Crude 149043 Total 149043  
 Largest Tank 38095 RPS 13718 On-Water RPS 12344

**Comment:**  
 Tank inspections and major repairs, Feb-Mar 1996. SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12 vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address** Update any editable field, and then click to Save

Mr. Randi Middle Pickrell  
 Petro Marine Services  
 1100 Stedman St.  
 Ketchikan AK 99901 Country  
 9072252108 9072252104  
 randip@harborent.com  
☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Cook, Gary	8/5/2012	8/28/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	8/22/2004	7/9/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...
Warren,...	5/14/1993		Discrepancies: Look for re...

**Details for Selected Inspection** Modified Update any editable field, and then click to Save

Unknown S  
 8/22/2004 7/9/2004 Hopson, Dan

**Comment:**  
 Routine facility inspection, conducted with new PM Ketchikan manager, Bob Bloom. In addition to the required Inspection Actions, recommended installing

**Inspection Actions** Use DEL key to delete row from Database

Action Description	Effective...	Completi...	Resolution Date
Provide collision...	7/9/2004	8/31/2004	8/17/2004
Implement a sys...	7/9/2004	8/31/2004	8/17/2004
Seal cracks in c...	7/9/2004	8/31/2004	8/17/2004
Repair deteriorat...	7/9/2004	8/31/2004	8/17/2004
Replace cracked...	7/9/2004	8/31/2004	8/17/2004
Obtain shell thic...	7/9/2004	8/31/2004	8/30/2004
Repair or replac...	7/9/2004	8/31/2004	8/17/2004

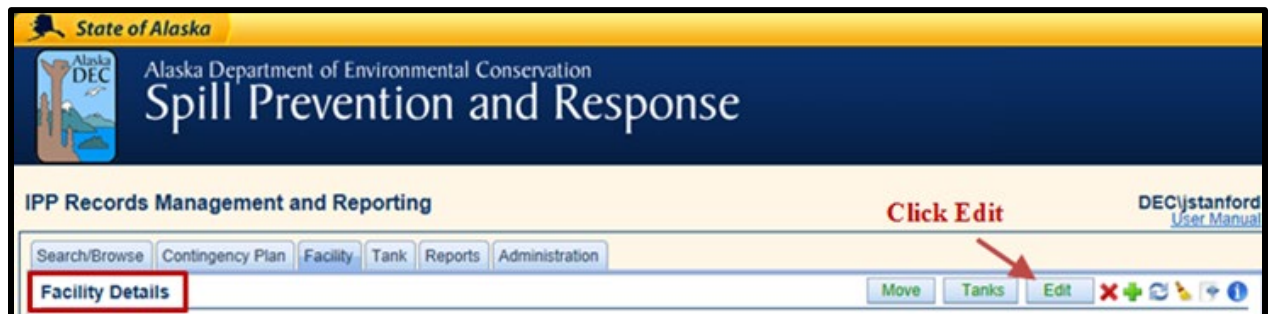
A pop-up window will appear to confirm that you want save the changes to the inspection. To save the changes, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



Upon clicking “Save”, a pop-up window appears indicating that the inspection was successfully updated.

### 5.6.2.2 Adding an Inspection

Click the “Edit” button at the top, right side of the “Facility Details” screen.



In the “Details for Selected Inspection” section at the middle, right side of the screen, click the green “+” icon to add a new inspection to the facility.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

**Selected Address** +

Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...
Warren	5/14/1993		Discrepancies: Log for re...

**Details for Selected Inspection** +

Unknown S  
6/5/2012 6/26/2012 Cook, Gary

Comment:  
Inspection revealed 8 discrepancies:  
Plugged leak detection ports, Over due training,  
Debris in SCA and not impermeable, SCA valve

Inspection Actions Use DEL key to delete row Database

Action Description	Effective...	Completi...	Resolution Date
--------------------	--------------	-------------	-----------------

**Click to add an inspection**

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Enter the detail information of the inspection in the text boxes and drop-down menus provided, and then click the green downward-facing arrow in the same section to save the information.

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Search/Browse Contingency Plan Facility Tank Reports Administration

Move Tanks Save

**Facility Details**

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901

1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

Selected Address

Mr. Randi Middle Pickrell

Petro Marine Services

1100 Stedman St.

Ketchikan AK 99901 Country

9072252106 9072252104

randip@harborent.com

Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/28/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...
Warren	5/14/1993		Discrepancies: - Log for re...
Jones, Ge...	4/30/1991		Training inspection led by...

**Details for Selected Inspection** Modified

BP Oil Shipping Company (USA) Rating

5/8/2015 5/2/2015 Schorr, Betty

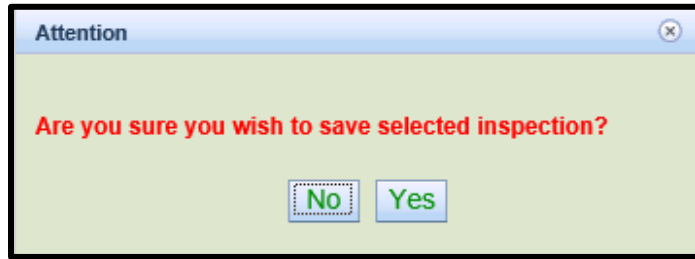
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective...	Complete...	Resolution Date
--------------------	--------------	-------------	-----------------

Enter the details of the inspection, and then click to Save

A pop-up window will appear to confirm that you want to add the review. To save the new review, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the inspection was successfully added to the facility details.



### 5.6.3 Updating Inspection Actions

This section allows you to edit, delete, add and save inspection actions to the facility.

#### 5.6.3.1 Updating or Editing an Inspection Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.





Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that contains the inspection action you want to edit. Then, double-click on the inspection you want to edit in the “Inspection Actions” section at the bottom, right side of the screen.

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**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36095 RPS 13718 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

**Selected Address** Select an inspection

Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252108 9072252104  
randip@harborent.com  
☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	8/5/2012	8/28/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	8/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/28/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Morris, M...	7/20/1005	2/22/1005	Several historical and acti...

**Details for Selected Inspection** Use DEL key to delete row Database

Unknown S  
9/8/2000 9/28/2000 Hopson, Katkin

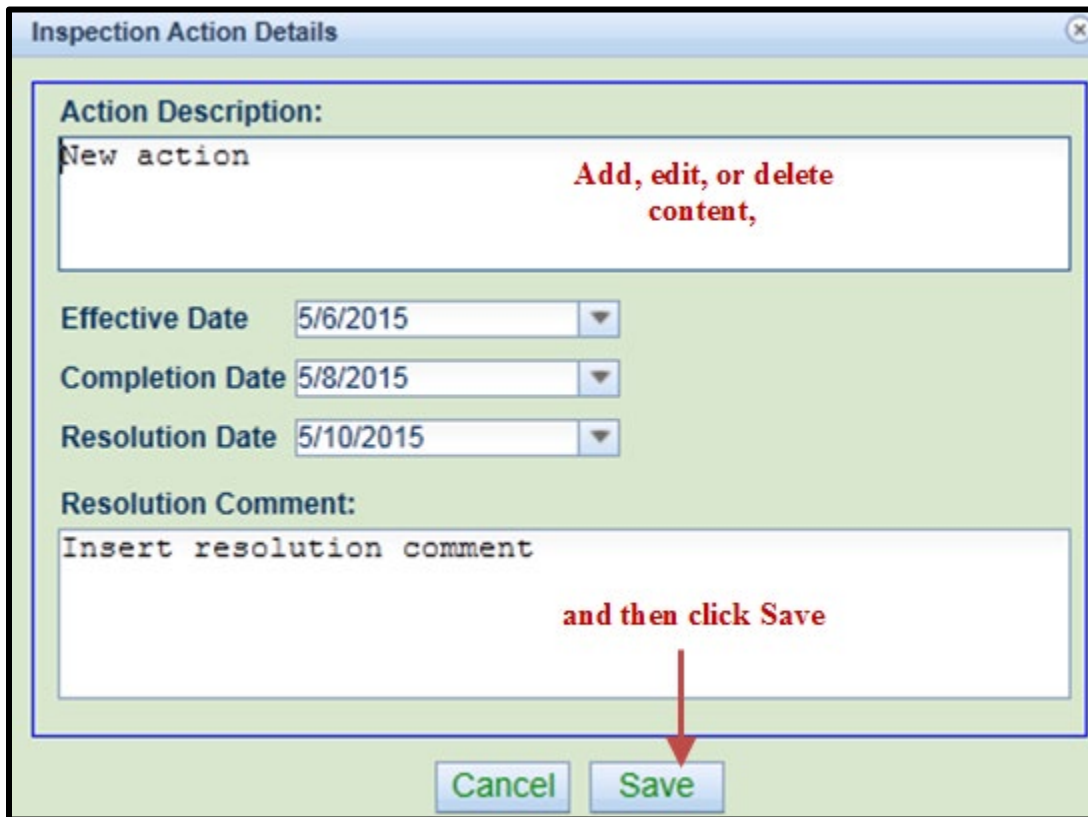
Comment:  
Drop-in inspection to check condition of secondary  
containment beneath TTLR.

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective...	Completi...	Resolution Date
Need plan for up...	9/28/2000	11/1/2000	10/30/2000

**Double-click on the inspection action that you wish to edit**

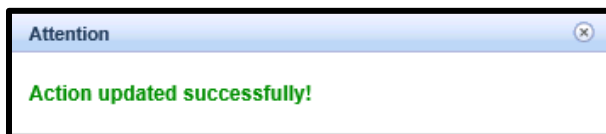
The “Inspection Action Details” pop-up window appears. Make any modification to the selected inspection action in the editable fields provided, and then click “Save”. Clicking the “Cancel” button will automatically redirect you back to the “Facility Details” screen in edit mode.



The "Inspection Action Details" window contains the following fields and controls:

- Action Description:** A text area containing "New action". To its right is the red text "Add, edit, or delete content,".
- Effective Date:** A date picker set to 5/6/2015.
- Completion Date:** A date picker set to 5/8/2015.
- Resolution Date:** A date picker set to 5/10/2015.
- Resolution Comment:** A text area containing "Insert resolution comment". Below it is the red text "and then click Save" with a red arrow pointing to the Save button.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

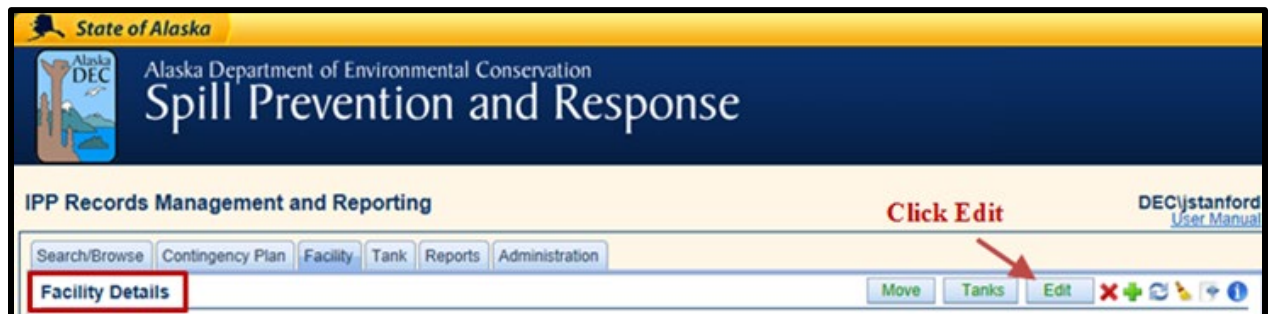
Upon clicking “Save”, a pop-up window appears indicating that the action was successfully added to the tank.



The "Attention" window displays the message: **Action updated successfully!**

### 5.6.3.2 Deleting an Inspection Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.



Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that contains the inspection action you want to delete. The actions associated with that inspection populate the “Inspection Actions” section at the bottom, right side of the screen. In this section, highlight the inspection action you wish to delete, and then select the Delete key on your keyboard.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information Exercises

**Selected Address**

Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1005	8/22/1005	Several historical and arti...

**Details for Selected Inspection** Use DEL key to delete row from Database

Unknown S  
9/8/2000 9/26/2000 Hopson, Katkin

Comment:  
Drop-in inspection to check condition of secondary  
containment beneath TTLR.

**Inspection Actions** Use DEL key to delete row from Database

Action Description	Effective...	Completi...	Resolution Date
Need plan for up...	9/26/2000	11/1/2000	11/2/2000
New action	5/10/2015	5/11/2015	5/12/2015

**Select an inspection**

**Highlight the inspection action that you wish to delete, and then select the Delete key on your keyboard**

A pop-up window will appear to confirm that you want to delete the selected action. To delete the selected action, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



### 5.6.3.3 Adding an Inspection Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.





Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that you want to add the inspection action to.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38095 RPS 13716 On-Water RPS 12344

**Comment:**  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address**  
Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	8/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1995	8/22/1995	Several historical and anti...

**Details for Selected Inspection** Use DEL key to delete row Database

Unknown S  
9/8/2000 9/26/2000 Hopson, Katkin

**Comment:**  
Drop-in inspection to check condition of secondary  
containment beneath TTLR.

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective...	Completi...	Resolution Date
Need plan for up...	9/26/2000	11/1/2000	11/2/2000

**Select an inspection**



In the “Inspection Actions” section at the bottom, right side of the screen, click the green “+” icon to add a new inspection action to the inspection that is currently selected in the “Inspection History” section.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save X + -

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13718 On-Water RPS 12344

**Comment:**  
Tank inspections and major repairs, Feb-Mar 1996. SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12 vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address** +  
Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252108 9072252104  
randip@harborent.com  
☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moya, M	7/20/1995	8/22/1995	Several historical and anti...

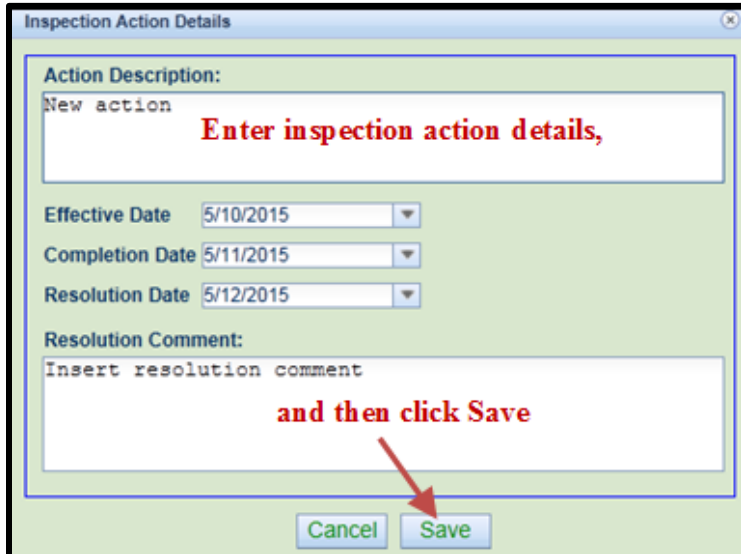
**Details for Selected Inspection** +  
Unknown S  
9/8/2000 9/26/2000 Hopson, Katkin  
**Comment:**  
Drop-in inspection to check condition of secondary containment beneath TTLR.

**Inspection Actions** Use DEL key to delete row Database +

Action Description	Effective...	Completi...	Resolution Date
Need plan for up...	9/26/2000	11/1/2000	11/2/2000

**Click to add an inspection action to the selected inspection**

The “Inspection Action Details” pop-up window will appear. Enter the detail information of the inspection action, then click the “Save” button in the pop-up window. Clicking “Cancel” will automatically redirect you back to the “Facility Details” screen in edit mode.

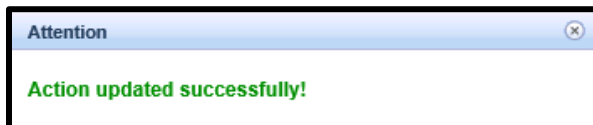


The "Inspection Action Details" pop-up window contains the following fields and controls:

- Action Description:** A text area with the placeholder "New action" and the instruction "Enter inspection action details," in red text.
- Effective Date:** A date picker set to 5/10/2015.
- Completion Date:** A date picker set to 5/11/2015.
- Resolution Date:** A date picker set to 5/12/2015.
- Resolution Comment:** A text area with the placeholder "Insert resolution comment" and the instruction "and then click Save" in red text.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

A red arrow points from the "and then click Save" text to the "Save" button.

Upon clicking “Yes”, a pop-up window appears indicating that the inspection action was successfully added to the inspection.



The "Attention" pop-up window displays the message: **Action updated successfully!**

## 5.6.4 Editing Addresses

This section allows you to add and save a new address, and edit or delete an existing address to the facility. To perform these functions, click Edit in the upper right-hand corner of the window, and then ensure that the “Addresses” sub-tab is selected on the “Facility Details” screen.

### 5.6.4.1 Updating or Editing an Existing Address

Click the “Edit” button at the top, right side of the “Facility Details” screen.



Locate and select the address you want to edit within the “Addresses” sub-tab at the lower, left side of the screen in the “Plan Related Addresses” section.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36095 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

Selected Address +

Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com

☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

Select an address

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1995	8/22/1995	Several historical and anti...

**Details for Selected Inspection** +

BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty  
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

Make the desired changes to any of the text fields in the “Selected Address” section. Then, click the green downward-facing arrow in the same section to save the changes.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Addresses Terminal Information Exercises

**Selected Address** Modified 

Mr.

☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

A pop-up window will appear to confirm that you want to save the recent changes to the address.

**Attention** ✕

**Are you sure you wish to save selected address?**

To save the changes, click the “Yes” button at the bottom of the pop-up window. A new pop-up window will appear indicating that the facility was successfully updated with the address changes.

**Attention** ✕

**Address updated successfully**

#### 5.6.4.2 Deleting an Address

Click the “Edit” button at the top, right side of the “Facility Details” screen.





Locate the address you want to delete within the “Addresses” sub-tab at the lower, left side of the screen in the “Plan Related Addresses” section. Then, highlight the row you wish to delete, and click on the Delete key on your keyboard.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 36005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address** + +

Mr. Randi Middle Pickrell  
Petro Marine Services  
1100 Stedman St.  
Ketchikan AK 99901 Country  
9072252106 9072252104  
randip@harborent.com  
☒ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
Pickrell	Randi	Petro Marine Services	Ketchikan	AK

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/6/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Monro, M...	7/20/1995	8/22/1995	Several historical and anti...

**Details for Selected Inspection** + +

BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty  
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database + +

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

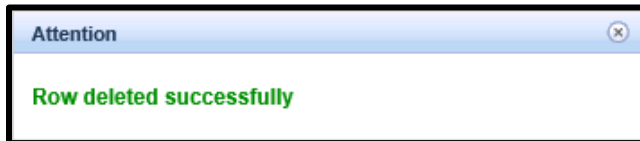
**Select the address, and then click on the Delete key on your keyboard**



A pop-up window will appear to confirm that you want to delete the selection address. To delete the address, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the address was successfully deleted from the facility.



#### 5.6.4.3 Adding an Address

Click the “Edit” button at the top, right side of the “Facility Details” screen.



In the “Addresses” sub-tab at the lower, left side of the screen, click the green “+” icon to add a new address to the facility.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

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User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13716 On-Water RPS 12344

**Comment:**  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

**Addresses** Terminal Information Exercises

**Selected Address** + +

Sal First Middle Last  
Company  
Address  
City/Province State Zip Country  
Phone Fax  
Email  
☐ Location

**Facility Related Addresses** Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
-----------	------------	---------	------	-------

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	8/5/2012	8/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	8/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Morre, M...	7/20/1995	8/22/1995	Several historical and anti...

**Details for Selected Inspection** + +

BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty  
**Comment:**  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database + +

Action Description	Effective Date	Completion Date	Resolution Date
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Enter the contact information in the editable fields provided, and then click the green downward-facing arrow in the same section.

Addresses Terminal Information Exercises

Selected Address **Modified**

Sal New Middle Owner

New Company Name

3303 Minnesota Drive

Anchorage AK 99507 Country

9075866167 Fax

mtarr@newcompany.com

☒ Location

Facility Related Addresses Use DEL key to delete row from Database

Last Name	First Name	Company	City	State
-----------	------------	---------	------	-------

A pop-up window will appear to confirm that you want to add the address to the facility. To add the address, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.

Attention

Are you sure you wish to save selected address?

No Yes

Upon clicking “Yes”, a pop-up window appears indicating that the address was successfully added to the facility.

Attention

Address updated successfully

### 5.6.5 Editing Terminal Information

This section allows you to edit terminal information associated with the selected facility.

Click the “Edit” button at the top, right side of the “Facility Details” screen.



With the “Terminal Information” sub-tab selected, use the text boxes and drop-down menus provided to make the desired revisions to the following editable fields:

- # of Tanks
- Seismic Zone
- Corrosion Survey Date
- Corrosion Survey Comments
- Secondary Containment Areas

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IPP Records Management and Reporting Click Save to save all changes DEC\stanford User Manual

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses **Terminal Information** Exercises

13 2B Corrosion Survey  
Corrosion Survey Comment:  

Update any editable field

Secondary Containment Areas:  
1 1 1

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Monne, M...	7/20/1005	8/22/1005	Several historical and seti...

**Details for Selected Inspection** Use DEL key to delete row from Database

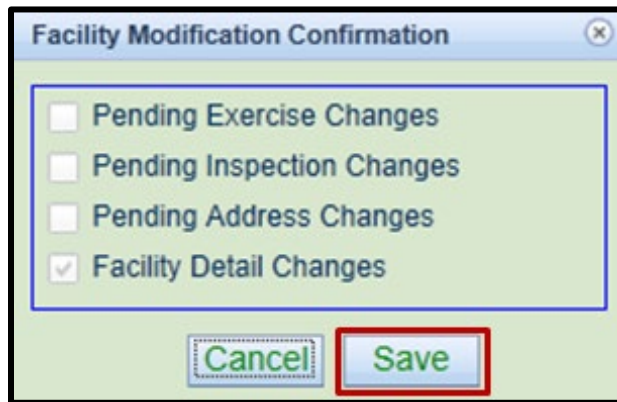
BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty

Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row from Database

Action Description	Effective Date	Completion Date	Resolution Date
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When the Facility Modification Confirmation window opens, click Save again.





## 5.6.6 Editing Exercises

This section allows you to add and save a new exercise and associated exercise actions, and edit or delete an existing exercise and its associated actions to the facility. To perform these functions, click Edit in the upper right-hand corner of the window, and ensure that the “Exercises” sub-tab is selected on the “Facility Details” screen.

### 5.6.6.1 Updating or Edit an Existing Exercise

Click the “Edit” button at the top, right side of the “Facility Details” screen.



With the “Exercises” sub-tab selected, double-click the exercise you want to edit within the “Exercise History” section at the lower, left side of the screen.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38095 RPS 13718 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises** Select an exercise

Exercise History Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurft	5/22/2009		

**Details for Selected Exercise** Exercise Actions

Unknown S  
5/8/2003 5/21/2003 Hopson, Dan  
DEC Announced  
Comment:  
Recommendations:  
-hard hat use for boulder shoreline work  
-better attachment points on bottom of booms for

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1005	8/22/1005	Several historical and acti...

**Details for Selected Inspection** Rating

BP Oil Shipping Company (USA)  
5/8/2015 5/2/2015 Schorr, Betty  
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row from Database

Action Description	Effective Date	Completion Date	Resolution Date
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The “Details for Selected Exercise” section populates with the details of the selected exercise. Make the desired changes to any of the editable fields provided in this section. Then, click the green downward-facing arrow in that same section to save the changes.

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Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude ☐ Non-Crude 149043 Total 149043  
Largest Tank 38095 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

Exercise History Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2008	3/29/2008	S
Oelkers, Nodurft	5/22/2009		

**Details for Selected Exercise** Modified +

Unknown  S   
5/8/2003  5/21/2003  Hopson, Dan   
DEC Announced

Comment:  
Recommendations include:  
-hard hat use for boulder shoreline work  
-better attachment points on bottom of booms for

**Exercise Actions**

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M...	7/20/1995	8/22/1995	Several historical and acti...

**Details for Selected Inspection** +

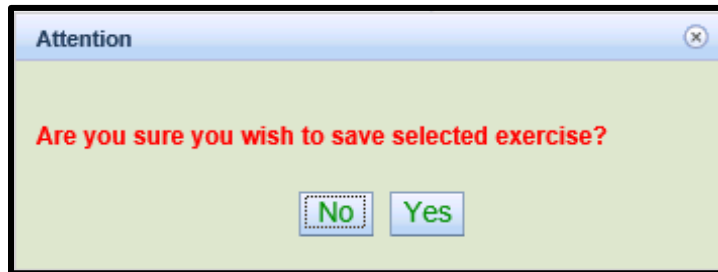
BP Oil Shipping Company (USA)  [Rating]  
5/8/2015  5/2/2015  Schorr, Betty   
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database +

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

**Make changes, and then click to save revisions**

A pop-up window appears to confirm that you want to save the recent changes to the exercise. Click the “Yes” button at the bottom of the pop-up window to save the changes to the database. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



A pop-up window will appear indicating that the exercise was successfully updated.



### 5.6.6.2 Deleting an Exercise

Click the “Edit” button at the top, right side of the “Facility Details” screen.



Locate the exercise you want to delete within the “Exercises” sub-tab at the lower, left side of the screen in the “Exercise History” section. Next, highlight the row that you wish to delete, and then click on the Delete key on your keyboard.

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**Alaska DEC**  
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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
 1012 TERM Regions Active

Facility Capacities(bbls):  
 Crude 0 Non-Crude 149043 Total 149043  
 Largest Tank 38095 RPS 13718 On-Water RPS 12344

Comment:  
 Tank inspections and major repairs, Feb-Mar 1996.  
 SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
 vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

Exercise History Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurft	5/22/2009		

**Details for Selected Exercise**

Unknown S  
 5/8/2003 5/21/2003 Hopson, Dan  
 DEC Announced  
 Comment:  
 Recommendations include:  
 -hard hat use for boulder shoreline work  
 -better attachment points on bottom of booms for

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/6/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1005	8/22/1005	Several historical and acti...

**Details for Selected Inspection**

BP Oil Shipping Company (USA) Rating  
 5/8/2015 5/2/2015 Schorr, Betty  
 Comment:  
 This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

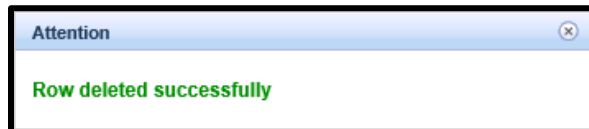
**Highlight a row, and then select the Delete key on your keyboard**



A pop-up window will appear to confirm that you want to delete the selected exercise. To delete the selected exercise, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.



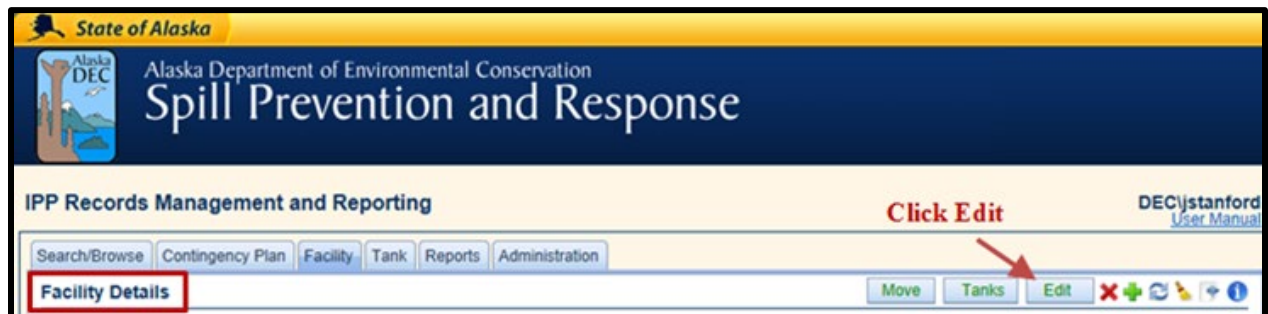
Upon clicking “Yes”, a pop-up window appears indicating that the exercise was successfully deleted from the facility.





### 5.6.6.3 Adding an Exercise

Click the “Edit” button at the top, right side of the “Facility Details” screen.



In the “Exercises” sub-tab at the lower, left side of the screen, click the green “+” icon to add a new exercise to the facility.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

**Facility Capacities(bbls):**  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13718 On-Water RPS 12344

**Comment:**  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

**Exercise History** Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2008	3/29/2008	S
Oelkers, Nodurft	5/22/2009		
Cook, Gary	6/5/2012	6/26/2012	S

**Details for Selected Exercise**

Unknown S  
3/20/2008 3/29/2008 Steele/Dickens  
DEC Announced  
**Exercise Actions**

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2008	3/29/2008	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1005	2/22/1005	Several historical and acti...

**Details for Selected Inspection**

BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty  
**Comment:**  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

**Click to add a new exercise**

The fields in the “Details for Selected Exercises” section are cleared and a red “Modified” notification appears. Enter the details of the new exercise in the fields provided. Then, click the green downward-facing arrow in the same section to save the new exercise.

NOTE: Business rules dictate that an Observer must be specified when creating a new exercise to the facility.

**Exercises**

**Exercise History** Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurft	5/22/2009		
Cook, Gary	6/5/2012	6/26/2012	S

**Details for Selected Exercise** Modified

PRAC Name  Rating

Letter Date  Observer

**Exercise Actions**

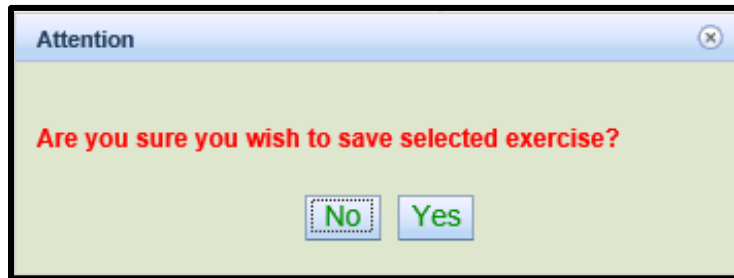
Enter the details of the exercise, and then click here to save changes

May 2015

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2014 **2015** 2016

A pop-up window will appear to confirm that you want to save the exercise. To add the new exercise to the facility, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Facility Details” screen in edit mode.

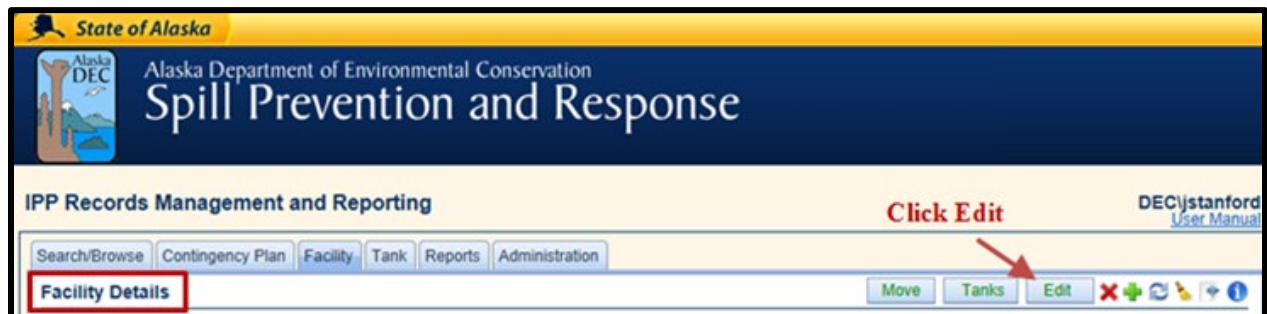


Upon clicking “Yes”, a pop-up window appears indicating that the exercise was successfully added to the facility.



#### 5.6.6.4 Updating or Editing an Existing Exercise Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.



With the “Exercises” sub-tab selected, click the exercise that contains the exercise action you want to edit within the “Exercise History” section at the lower, left side of the screen. Then, click the “Exercise Actions” button.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38095 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

Exercise History Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurft	5/22/2009		

**Details for Selected Exercise** +

Unknown S  
5/8/2003 5/21/2003 Hopson, Dan  
DEC Announced  
Comment:  
Recommendations include:  
-hard hat use for boulder shoreline work  
-better attachment points on bottom of booms for

**Exercise Actions**

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson,...	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Moore, M	7/20/1005	8/22/1005	Several historical and anti...

**Details for Selected Inspection** +

BP Oil Shipping Company (USA) Rating  
5/8/2015 5/2/2015 Schorr, Betty  
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database +

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

Select the exercise, and then click Exercise Actions

The “Exercise Action Details” pop-up window appears, listing all exercise actions associated with the selected exercise.

Double-click on the action you want to edit, and then make the desired revisions in the editable fields provided.

When all revisions have been made, click the “Save” button at the bottom of the pop-up window to save the changes. Otherwise, clicking “Cancel” will redirect you back to the “Facility Details” screen in edit mode.

Action	Due	Letter	Comment
new action	5/11/2015	5/11/2015	
new action	5/11/2015	5/11/2015	

**Double-click on the action,**

**Update any editable field,**

**and then click Save**

Cancel Save

Upon clicking “Save”, a pop-up window appears indicating that the action was successfully updated to the exercise.

**Attention**

**Action updated successfully!**



#### 5.6.6.5 Deleting an Existing Exercise Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.



With the “Exercises” sub-tab selected, click the exercise that contains the exercise action you want to delete within the “Exercise History” section at the lower, left side of the screen. Then, click the “Exercise Actions” button.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save X + -

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043  
Largest Tank 38005 RPS 13716 On-Water RPS 12344

Comment:  
Tank inspections and major repairs, Feb-Mar 1996.  
SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

**Exercise History** Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurt	5/22/2009		

**Details for Selected Exercise** +

Unknown S  
5/8/2003 5/21/2003 Hopson, Dan  
DEC Announced  
Comment:  
Recommendations include:  
-hard hat use for boulder shoreline work  
-better attachment points on bottom of booms for

**Exercise Actions** +

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Morre, M	7/20/1005	8/22/1005	Several historical and anti...

**Details for Selected Inspection** +

BP Oil Shipping Company (USA) [Rating]  
5/8/2015 5/2/2015 Schorr, Betty  
Comment:  
This is a new inspection...

**Inspection Actions** Use DEL key to delete row Database +

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

Select an exercise, and then  
click Exercise Actions

The “Exercise Action Details” pop-up window appears, listing all exercise actions associated with the previously-selected exercise.

Highlight the exercise action that you wish to delete, and then click on the Delete key on your keyboard.

Exercise Action Details

Exercise Actions

Use DEL key to delete row from Database

Action	Due	Letter	Comment
new action	5/11/2015	5/11/2015	
new action	5/11/2015	5/11/2015	

**Highlight the exercise action that you wish to delete, and then click on the Delete key on your keyboard**

Action:

new action

5/11/2015 5/11/2015 5/11/2015

Comment:

Cancel Save

A pop-up window will appear to confirm that you want to delete the selected action. To delete the selected action, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Exercise Action” pop-up window in edit mode.



Upon clicking “Yes”, a pop-up window appears indicating that the action was successfully deleted from the exercise.



#### 5.6.6.6 Adding an Exercise Action

Click the “Edit” button at the top, right side of the “Facility Details” screen.



With the “Exercises” sub-tab selected, click the exercise that you want to add the action to within the “Exercise History” section at the lower, left side of the screen. Then, click the “Exercise Actions” button.

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Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Save X + -

1014 Petro Marine Ketchikan 1100 Stedman Street, Ketchikan, AK 99901  
 1012 TERM Regions Active

**Facility Capacities(bbls):**  
 Crude 0 Non-Crude 149043 Total 149043  
 Largest Tank 38095 RPS 13716 On-Water RPS 12344

**Comment:**  
 Tank inspections and major repairs, Feb-Mar 1996.  
 SCA volume inadequate as of Feb 2000 Tanks 2, 11 and 12  
 vented at lower levels in 2000; SCA now adequate.

Addresses Terminal Information **Exercises**

**Exercise History** Use DEL key to delete row from Database

Observer	Exercise Date	Letter Date	Rating
Hopson, Dan	5/8/2003	5/21/2003	S
Hopson, Dan	6/22/2004	7/13/2004	S
Steele/Dickens	3/20/2006	3/29/2006	S
Oelkers, Nodurt	5/22/2009		

**Details for Selected Exercise**

Unknown S  
 5/8/2003 5/21/2003 Hopson, Dan  
 DEC Announced  
**Exercise Actions**  
**Comment:**  
 Recommendations include:  
 -hard hat use for boulder shoreline work  
 -better attachment points on bottom of booms for

**Inspection History** Use DEL key to delete row from Database

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment li...
Hopson,...	6/22/2004	7/10/2004	Routine facility inspection,...
Hopson	10/22/2002	11/5/2002	
Hopson,...	9/8/2000	9/26/2000	Drop-in inspection to chec...
Hopson	3/10/1998		Additional issues: no ice g...
Monroe, M	7/20/1005	8/22/1005	Several historical and acti...

**Details for Selected Inspection**

BP Oil Shipping Company (USA) Rating  
 5/8/2015 5/2/2015 Schorr, Betty  
**Comment:**  
 This is a new inspection...

**Inspection Actions** Use DEL key to delete row from Database

Action Description	Effective Date	Completion Date	Resolution Date
--------------------	----------------	-----------------	-----------------

Select an exercise, and then click on Exercise Actions

The “Exercise Action Details” pop-up window appears, listing all exercise actions associated with the previously-selected exercise.

Click the green “+” icon at the top, right side of the pop-up window. Enter the details of the new action in the editable fields provided, and then click the “Save” button at the bottom of the pop-up window to add the action. Otherwise, clicking “Cancel” will redirect you back to the “Exercise Action Details” window in edit mode.

Exercise Action Details

Exercise Actions

Use DEL key to delete row from Database +

Action	Due	Letter	Comment
new action	5/11/2015	5/11/2015	

Click here to add a new action

Action:

new action

Enter the details of the new action,

5/11/2015 5/11/2015 5/11/2015

Comment:

and then click Save

Cancel Save

Upon clicking “Save”, a pop-up window appears indicating that the action was successfully updated.

Attention

Action updated successfully!



## 5.7 Moving a Facility

To move a facility and its associated tanks to a different, existing contingency plans, click on the Move button located in the upper right-hand side of the Facility tab.



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Click here to move the facility to a different contingency plan

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Search/Browse Contingency Plan Facility Tank Reports Administration

Facility Details

1014 Petro Marine Ketchikan I 1100 Stedman Street, Ketchikan, AK 99901

1012 TERM Regions Active

Facility Capacities(bbls):

Crude 0 Non-Crude 149043 Total 149043

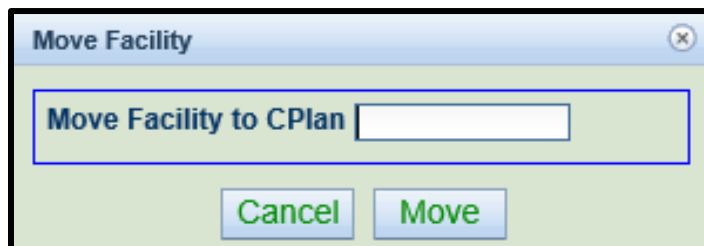
Largest Tank 36095 RPS 13716 On-Water RPS 12344

Comment:

Inspection History

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...
Oelkers,...	5/22/2009		
Steele, Di...	3/20/2006	3/29/2006	Secondary containment lin...

When the new window opens, enter the contingency plan where you wish to move the facility, and click Move.



Move Facility

Move Facility to CPlan

Cancel Move

You will receive confirmation after the facility has successfully been moved to the new contingency plan.

## 5.8 Deleting a Facility

When you delete a facility, you also delete all of its associated tanks. To delete a facility, click on the delete icon located in the upper right-hand side of the Facility tab.

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**Spill Prevention and Response**

IPR Records Management and Reporting Click here to delete the facility [DEC\jstanford User Manual](#)

Search/Browse Contingency Plan **Facility** Tank Reports Administration

**Facility Details** Move Tanks Edit

1014 Petro Marine Ketchikan I 1100 Stedman Street, Ketchikan, AK 99901  
1012 TERM Regions ☒ Active

Facility Capacities(bbls):  
Crude 0 Non-Crude 149043 Total 149043

**Inspection History**

Inspector(s)	Inspection Date	Letter Date	Comment
Schorr, B...	5/8/2015	5/2/2015	This is a new inspection...
Cook, Gary	6/5/2012	6/26/2012	Inspection revealed 8 disc...

When the confirmation window opens, click Yes to delete the facility and its associated tanks, or click No to cancel.

**Attention**

**Are you sure you wish to delete the Facility with Tanks?**

No Yes

You will receive a confirmation that the facility and its associated tanks have been deleted.

## 6.0 TANKS

### 6.1 Performing a Search for Tanks

A tank search can be executed by selecting and/or entering criteria in the following fields:

- Capacity Range
  - These fields allow you to search for facility tanks within a specified range (can either be bbl or gal).
- Facility Id
  - This text field allows you to search for tanks within a specified facility by entering the Facility Id.
- Tank Number
  - This text field allows you to search for tanks by entering a Tank Number

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**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria**

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id **Search**

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
---------	-------------	------------	---------------	-----------------	--------	--------

**Enter Facility Search Criteria**

Facility Type ☒ Active Facilities  
Facility Name Facility Location Plan Id Facility Id **Search**

Facility ID	Plan ID	Name	Type
-------------	---------	------	------

**Enter Tank Search Criteria** Results: 1179

100 ... 5000 Capacity Range (bbl)  
Facility Id Tank Number **Search**

Facility ID	Tank Number	Capacity	Style	
5754	109	1007	Vertical	<input checked="" type="checkbox"/>
5752	1	1189	Vertical	<input checked="" type="checkbox"/>
5752	2	1189	Vertical	<input checked="" type="checkbox"/>
5752	3	1189	Vertical	<input checked="" type="checkbox"/>
5752	4	1189	Vertical	<input checked="" type="checkbox"/>
5752	5	1189	Vertical	<input checked="" type="checkbox"/>
5752	6	1189	Vertical	<input checked="" type="checkbox"/>

NOTE: To convert the the capacity units of all values in both the search field and in the search results grid from gallons to barrels and barrels to gallons, select the bidirectional green arrows next to the broom icon. Searches will be done in the units specified.

**Enter Tank Search Criteria** Results: 1179

100 ... 5000 Capacity Range (bbl)

Facility Id Tank Number

Search

## 6.2 Exporting Tank Search Results

Perform a search for tanks. For information on searching tanks, see section 4.13.

In the top, right corner of the “Enter Tank Search Criteria” section, click the export icon. This will export the search results list to Notepad, or a similar application.

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Search/Browse Contingency Plan Facility Tank Reports Administration

Enter Contingency Plan Search Criteria

Plans on or After ... Plans on or Before Expiration Date Reviewer Status Section ☒ Active Plans

Plans on or After ... Plans on or Before Approval Date Plan Holder Plan Title Plan Id Facility Id Search

Plan ID Plan Holder Plan Title Approval Date Expiration Date Status Active

Enter Facility Search Criteria

Facility Type ☒ Active Facilities

Facility Name Facility Location Plan Id Facility Id Search

Facility ID Plan ID Name Type

Enter Tank Search Criteria Results: 1179

100 ... 5000 Capacity Range (bbl) Search

Facility Id Tank Number

Facility ID	Tank Number	Capacity	Style	
5754	109	1007	Vertical	<input checked="" type="checkbox"/>
5752	1	1189	Vertical	<input checked="" type="checkbox"/>
5752	2	1189	Vertical	<input checked="" type="checkbox"/>
5752	3	1189	Vertical	<input checked="" type="checkbox"/>
5752	4	1189	Vertical	<input checked="" type="checkbox"/>
5752	5	1189	Vertical	<input checked="" type="checkbox"/>
5752	6	1189	Vertical	<input checked="" type="checkbox"/>

Click here to export search results

A pop-up window appears giving you the option to either open or save the file. To open the list of search results, click the “Open” button and the list will automatically open. To save the list of search results, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



## 6.3 Viewing Tank Details from Search Results

In the tank search results grid, click the view/edit icon in the last column of the tank entry that you want to view.

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**Search/Browse** Contingency Plan Facility Tank Reports Administration

**Enter Contingency Plan Search Criteria**

Plans on or After ... Plans on or Before ... Expiration Date Reviewer Status Section ☒ Active Plans  
Plans on or After ... Plans on or Before ... Approval Date Plan Holder Plan Title Plan Id Facility Id **Search**

Plan ID	Plan Holder	Plan Title	Approval Date	Expiration Date	Status	Active
---------	-------------	------------	---------------	-----------------	--------	--------

**Enter Facility Search Criteria**

Facility Type ☒ Active Facilities  
Facility Name Facility Location Plan Id Facility Id **Search**

Facility ID	Plan ID	Name	Type
-------------	---------	------	------

**Enter Tank Search Criteria** Results: 1179

100 ... 5000 Capacity Range (bbl) **Search**

Facility Id	Tank Number	Capacity	Style	
5754	109	1007	Vertical	
5752	1	1159	Vertical	
5752	2	1159	Vertical	
5752	3	1159	Vertical	
5752	4	1159	Vertical	
5752	5	1159	Vertical	
5752	6	1159	Vertical	

Click on the view/edit icon to view the tank details



## 6.4 Printing Tank Details

From the “Tank Details” screen on the “Tank” tab, click the export icon at the top, right corner of the screen.

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**Spill Prevention and Response**

IPP Records Management and Reporting

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details**

5473 ExxonMobile 1005  
Varies In Service 10800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height (ft) Diameter (ft) Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3  
3rd Party Inspection Actions  
Action Letter Completion Comment  
Inspection History  
Inspector Inspection Date Type Status  
Details for Selected Inspection  
Inspection Type Inspection Company  
Inspection Date Inspection Status Inspector  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:  
Foundation Conditions  
Condition Condition  
Condition Condition  
Condition Condition  
Tank Floor Conditions  
Condition Condition  
Condition Condition  
Condition Condition  
Other Conditions  
Condition Condition  
Condition Condition  
Condition Condition  
Tank Shell Conditions  
Condition Condition  
Condition Condition  
Condition Condition

Click here to export the details to a printable document

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A pop-up window appears giving you the option to either open or save the file. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document for printing later, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



## 6.5 Adding a New Tank to a Facility

After selecting the desired facility to add the tank to, click on the “Tank” tab at the top of the screen. If this yields a “Tank Details” screen that is already populated with the data of a currently existing tank, click the green “+” icon at the top, right side of the screen. A new “Tank Details” form will be generated on the screen with empty fields.

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**IPP Records Management and Reporting**

[Search/Browse](#) [Contingency Plan](#) [Facility](#) **[Tank](#)** [Reports](#) [Administration](#)

**Tank Details** [Move](#) [Edit](#) [+](#) [-](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [B](#) 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Populate the fields on the “Tank Details” form by entering data in the text fields and making selections from the drop-down menus provided.

NOTE: Business rules dictate that a new tank requires a Tank Number, Product, Status, and a Capacity to be specified.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPR Records Management and Reporting

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Modified

5473 Facility Name 1005

Prod. Water Out of Service 10000 Existing New

Comment:

Inspection History

Inspector Inspection Date Type Status

Save

Enter Tank Details, and then click Save

A confirmation pop-up window will appear. To save the newly-created tank, click “Save”, otherwise clicking the “Cancel” button will redirect you back to the “Tank Details” screen in edit mode.

Tank Modification Confirmation

☐ Pending Inspection Changes

☒ Tank Detail Changes

Cancel Save

Upon clicking “Save”, a pop-up window appears indicating that the tank was successfully updated.

Attention

Tank updated successfully!

## 6.6 Updating or Editing a Tank

Locate the desired tank entry to update. For information on searching and viewing tank details, see sections 4.13 and 4.15.

NOTE: Only authorized personnel have the ability to edit and update tank details and will see an “Edit” button.

Click the “Edit” button at the top, right side of the “Tank Details” screen.

The screenshot shows the Alaska Department of Environmental Conservation (DEC) Spill Prevention and Response (IPR) Records Management and Reporting interface. The header includes the State of Alaska logo and the text "Alaska Department of Environmental Conservation Spill Prevention and Response". The main navigation bar includes "Search/Browse", "Contingency Plan", "Facility", "Tank", "Reports", and "Administration". The "Tank" tab is selected and highlighted with a red box. The "Tank Details" section is also highlighted with a red box. It contains a form with fields for "Tank ID" (5473), "Facility" (ExxonMobile), "Tank Number" (1005), "Status" (In Service), "Capacity" (16800), and "Type" (Existing). A comment field contains the text "mineral oil drilling fluids - double walled". The "Edit" button is highlighted with a red arrow and the text "Click Edit". The "Inspection History" table is also visible.

Inspector	Inspection Date	Type	Status
-----------	-----------------	------	--------

Upon clicking the “Edit” button, green arrows and “+” icons appear throughout the screen and many fields change from read-only to editable. Make modifications to any editable field.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details**

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height (ft) Diameter (ft) Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3  
3rd Party Inspection Actions Use DEL key to delete row from Database  
Action Letter Completion Comment

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
-----------	-----------------	------	--------

**Details for Selected Inspection**

Inspection Type Inspection Company  
Inspection Date Inspection Status Inspector  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**Foundation Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Tank Floor Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Other Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Tank Shell Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Create a new tank**

**Update inspection**

**Update a tank inspection action**



When all modifications have been made, click the “Save” button at the top, right of the screen to save the changes and exit out of edit mode.

The screenshot shows the 'Alaska DEC Spill Prevention and Response' web application. The header includes the State of Alaska logo and the title 'Alaska Department of Environmental Conservation Spill Prevention and Response'. Below the header is a navigation bar with tabs: Search/Browse, Contingency Plan, Facility, Tank, Reports, and Administration. The 'Tank' tab is selected and highlighted with a red box. The main content area is titled 'IPP Records Management and Reporting' and 'Tank Details'. The 'Tank Details' form is in 'Modified' state and contains the following fields: 'Tank ID' (5473), 'Facility' (ExxonMobile), 'Tank Number' (1005), 'Status' (In Service), 'Capacity' (16800), and 'Comment' (mineral oil drilling fluids - double walled). The 'Existing' radio button is selected. To the right of the form is an 'Inspection History' table with columns: Inspector, Inspection Date, Type, and Status. At the top right of the form area, there are buttons: 'Move', 'Save', and a set of icons including a red X, a green plus, a refresh icon, a delete icon, and an information icon. A red arrow points to the 'Save' button. A red text overlay at the top right says 'Click Save to save all changes and exit edit mode'. A link for 'DEC\jstanford User Manual' is also visible.

NOTE: You may click on the refresh icon to exit out of edit mode, if changes have already been saved to the record using the save icon within the individual sections of the record (see section 3.1.9). However, please note that clicking on the refresh icon without saving changes first will discard any unsaved changes made to the record.

This screenshot is identical to the one above, showing the 'Tank Details' form in edit mode. However, a red box highlights the refresh icon (a circular arrow) in the toolbar at the top right of the form area, next to the 'Save' button and other icons. The rest of the interface, including the header, navigation bar, and form fields, remains the same.

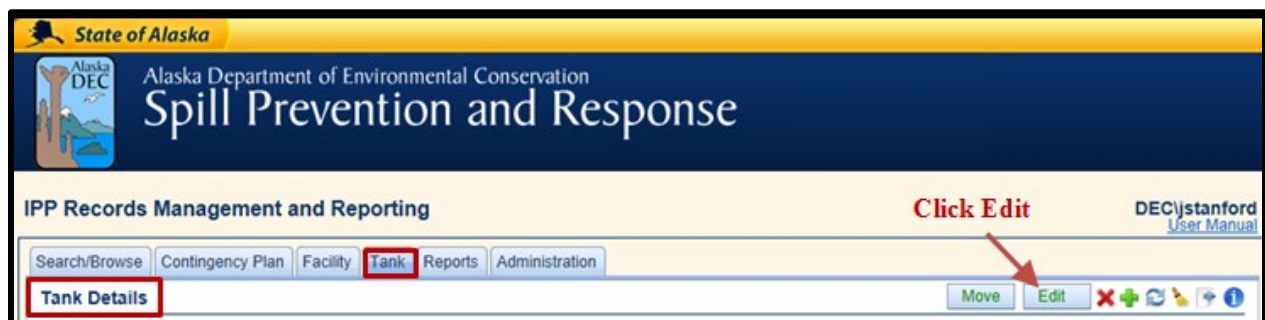


### 6.6.1 Updating Tank Details

Tank details can be updated or edited by selecting and/or entering criteria in the following fields:

- Tank Number
- Product
- Status
- Capacity
- Existing or New Tank
- Comment
- Construction data
- Repairs
- Appurtenances
- 3<sup>rd</sup> Party Inspection Actions

Click the “Edit” button at the top, right side of the “Tank Details” screen.



Update any editable field in the Tank Details section, and then click Save.

State of Alaska  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

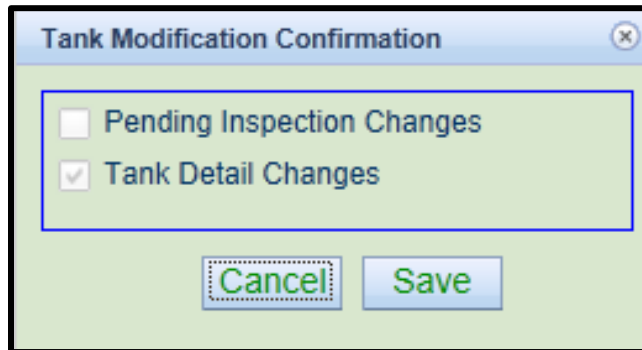
IPP Records Management and Reporting

Search/Browse Contingency Plan Facility **Tank** Reports Administration

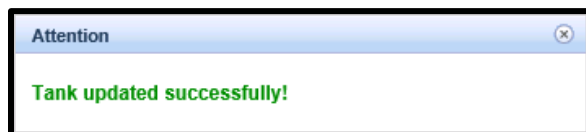
**Tank Details** **Modified** [Move](#) [Save](#) [X](#) [+](#) [-](#) [?](#)

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment:  
mineral oil drilling fluids - double walled  
Construction:  
Height Diameter Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances:  
Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3  
3rd Party Inspection Actions Use DEL key to delete row from Database  
Action Letter Completion Comment  
Inspection History Use DEL key to delete row from Database  
Inspector Inspection Date Type Status  
Details for Selected Inspection  
Inspection Type Inspection Company  
Inspection Date Inspection Status Inspector  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:  
Foundation Conditions Other Conditions  
Condition Condition  
Condition Condition  
Condition Condition  
Tank Floor Conditions Tank Shell Conditions  
Condition Condition  
Condition Condition  
Condition Condition

After making all desired revisions to the tank details, click the “Save” button in the top, right side of the screen. A pop-up window will appear to confirm that you want to save the recent changes to the tank.



To save the changes, click “Save” at the bottom of the pop-up window. A new pop-up window will appear briefly indicating that the tank was successfully updated.



## 6.6.2 Updating Tank Inspections

This section allows you to edit or create a new inspection and save the details of that inspection to the tank.

### 6.6.2.1 Updating or Editing an Existing Inspection

Click the “Edit” button at the top, right side of the “Tank Details” screen.



Locate and select the tank inspection you want to edit within the “Inspection History” section at the top, right side of the screen.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting DEC\jstanford  
[User Manual](#)

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Move Save X + -

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height Diameter Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional

**Select an inspection**

**Details for Selected Inspection** Use DEL key to delete row from Database

API 653 External Inspection Company  
5/12/2015 Conditional Gary Evans  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**3rd Party Inspection Actions** Use DEL key to delete row from Database

Action	Letter	Completion	Comment
--------	--------	------------	---------

**Foundation Conditions** **Other Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Tank Floor Conditions** **Tank Shell Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

The details associated with the selected inspection populate the “Details for Selected Inspection” section. Make the desired changes to any of the editable fields in this section, and then click the green downward-facing arrow to save the changes.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

Inspection History Use DEL key to delete row from Database

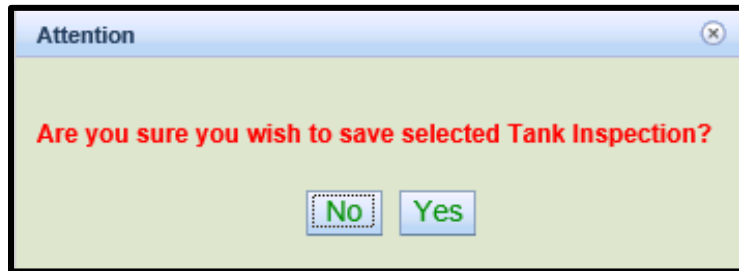
Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional

**Update any editable field, and then click to save**

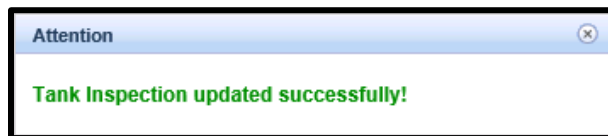
Details for Selected Inspection **Modified**

API 653 External   
5/12/2015  Gary Evans  
Next Int Insp  Next Ext Insp   
Comments and Recommendations:  
  
**Foundation Conditions**  
  
  
  
**Tank Floor Conditions**  
  
  
  
**Other Conditions**  
  
  
  
**Tank Shell Conditions**

A pop-up window will appear to confirm that you want save the changes to the selected tank inspection. To save the changes, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Tank Details” screen in edit mode.



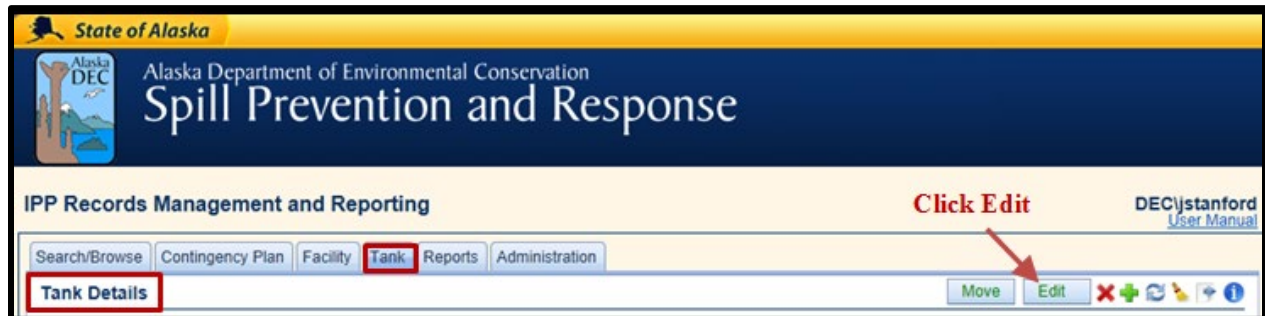
Upon clicking “Yes”, a pop-up window appears indicating that the tank inspection was successfully updated.





### 6.6.2.2 Adding an Inspection

Click the “Edit” button at the top, right side of the “Tank Details” screen.



In the “Details for Selected Inspection” section at the middle, right side of the screen, click the green “+” icon to add a new inspection to the tank details.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

IPP Records Management and Reporting DEC\jstanford User Manual

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Move Save X + -

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height Diameter Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional

**Details for Selected Inspection** Use DEL key to delete row from Database

API 653 External Inspection Company  
5/12/2015 Conditional Gary Evans  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**3rd Party Inspection Actions** Use DEL key to delete row from Database

Action	Letter	Completion	Comment
--------	--------	------------	---------

**Foundation Conditions** **Other Conditions**  
Condition Condition  
Condition Condition  
Condition Condition

**Tank Floor Conditions** **Tank Shell Conditions**  
Condition Condition  
Condition Condition  
Condition Condition

**Click to add a new inspection**

Enter the detail information of the inspection in the editable text boxes and drop-down menus provided. Then, click the green downward-facing arrow in the same section.

Inspection History

Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional

Enter the details of the inspection, and then click to save the inspection

Details for Selected Inspection

Modified

API 653 External

New Company

5/12/2015

Not Satisfactory

Marty Farris

Next Int Insp

Next Int

Next Ext Insp

Next Ext

Comments and Recommendations:

This is a new inspection

Foundation Conditions

Settlement

Condition

Condition

Tank Floor Conditions

General Corrosion

Condition

Condition

Other Conditions

Roof Support

Vents

Condition

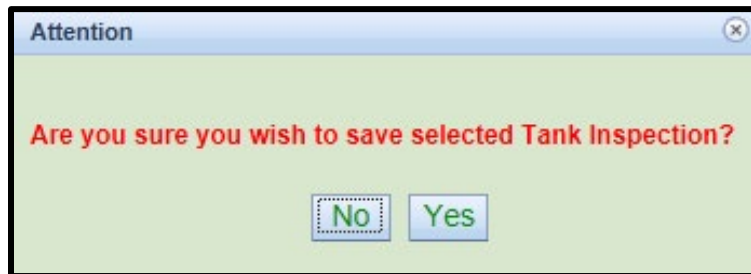
Tank Shell Conditions

Deformation

Condition

Condition

A pop-up window will appear to confirm that you want to add the inspection. To save the new inspection, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Tank Details” screen in edit mode.



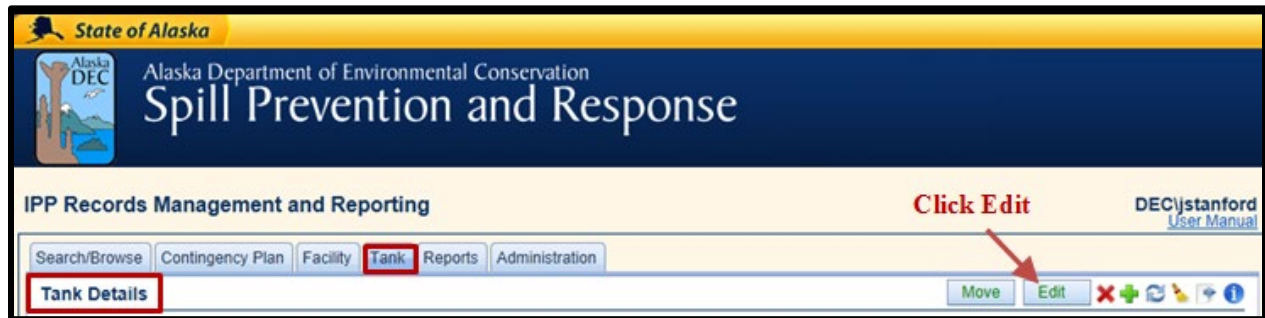
Upon clicking “Yes”, a pop-up window will appear indicating that the tank inspection was successfully added to the tank details.

### 6.6.3 Updating Inspection Actions

This section allows you to edit, delete, add and save inspection actions to the tank.

#### 6.6.3.1 Updating or Editing an Inspection Action

Click the “Edit” button at the top, right side of the “Tank Details” screen.



Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that contains the inspection action you want to edit.

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Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details**

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height Diameter Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional
Marty Farris	5/12/2015	API 653 External	Not Satisfactory

Select an inspection

**Details for Selected Inspection**

Inspection Type Inspection Company  
Inspection Date Inspection Status Inspector  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**3rd Party Inspection Actions** Use DEL key to delete row from Database

Action	Letter	Completion	Comment
New action	5/12/2015	5/12/2015	

Double-click on the inspection action that you wish to edit

**Foundation Conditions**

Condition
Condition
Condition

**Other Conditions**

Condition
Condition
Condition

**Tank Floor Conditions**

Condition
Condition
Condition

**Tank Shell Conditions**

Condition
Condition
Condition

The “Inspection Action Details” pop-up window will appear. Make any modification to the selected inspection action in the editable fields provided, and then click “Save”. Clicking the “Cancel” button will automatically redirect you back to the “Tank Details” screen in edit mode.

**3rd Party Inspection Action Details**

**Action:**

New action

5/12/2015 5/12/2015 Closure Date

**Comment:**

Add, edit, or delete content, and then click Save

Cancel Save

Upon clicking “Save”, a pop-up window appears indicating that the review was successfully added to the tank.

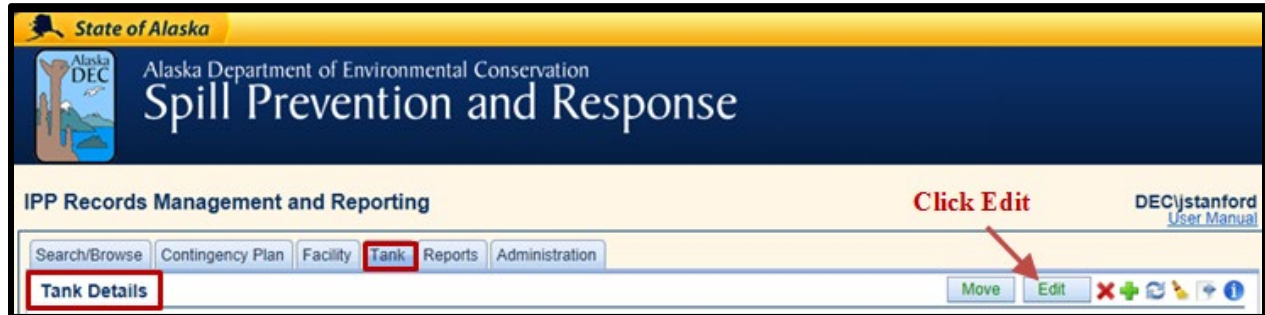
**Attention**

Action updated successfully!



### 6.6.3.2 Deleting an Inspection Action

Click the “Edit” button at the top, right side of the “Tank Details” screen.



Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that contains the inspection action you want to delete. Then, highlight the inspection action you want to delete, and click on the Delete key on your keyboard.

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Search/Browse Contingency Plan Facility Tank Reports Administration

**Tank Details** Move Save X + -

5473 ExxonMobile 1005  
 Varies In Service 16800 Existing New  
 Comment: mineral oil drilling fluids - double walled  
 Construction: Height Diameter Year Built By Double Bottom  
 Vertical Foundation API 650 Welded  
 Tank Style: Vertical  
 Repairs:  
 Appurtenances: Interior Coating Visual Monitoring Gauging System  
 Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional
Marty Farris	5/12/2015	API 653 External	Not Satisfactory

**Select an inspection action**

**Details for Selected Inspection** + -

API 653 External Inspection Company  
 5/12/2015 Conditional Gary Evans  
 Next Int Insp Next Int Next Ext Insp Next Ext

**Comments and Recommendations:**

**3rd Party Inspection Actions** Use DEL key to delete row from Database + -

Action	Letter	Completion	Comment
New action	5/12/2015	5/12/2015	

**Highlight an inspection action, and then click on the Delete key on your keyboard**

**Foundation Conditions** **Other Conditions**  
 Condition Condition  
 Condition Condition  
 Condition Condition

**Tank Floor Conditions** **Tank Shell Conditions**  
 Condition Condition  
 Condition Condition  
 Condition Condition

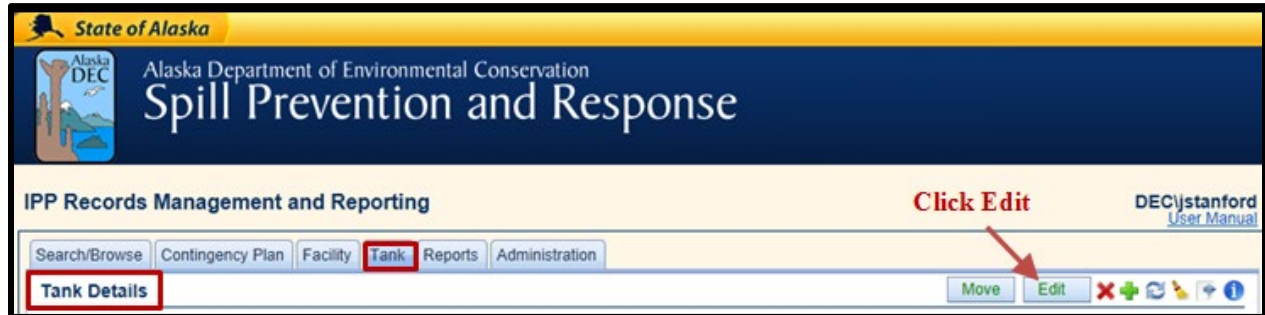
A pop-up window will appear to confirm that you want to delete the selected action. To delete the selected inspection action, click “Yes”. Otherwise, clicking “No” will redirect you back to the “Tank Details” screen in edit mode.



You will receive confirmation that the row was successfully deleted.

### 6.6.3.3 Adding an Inspection Action

Click the “Edit” button at the top, right side of the “Tank Details” screen.



Locate and select the inspection in the “Inspection History” section at the top, right side of the screen that you want to add the inspection action to.

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Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Move Save

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction:   
Height (ft) Diameter (ft) Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional
Marty Farris	5/12/2015	API 653 External	Not Satisfactory

Select an inspection action

**Details for Selected Inspection** Use DEL key to delete row from Database

API 653 External Inspection Company  
5/12/2015 Conditional Gary Evans  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**3rd Party Inspection Actions** Use DEL key to delete row from Database

Action	Letter	Completion	Comment
--------	--------	------------	---------

**Foundation Conditions** **Other Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

**Tank Floor Conditions** **Tank Shell Conditions**

Condition	Condition
Condition	Condition
Condition	Condition

In the “Inspection Actions” section at the bottom, left side of the screen, click the green “+” icon to add a new review step to the review that is selected in the “Inspection History” section.

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Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Move Save X + -

5473 ExxonMobile 1005  
 Varies In Service 16800 Existing New  
 Comment: mineral oil drilling fluids - double walled  
 Construction: Height (ft) Diameter (ft) Year Built By Double Bottom  
 Vertical Foundation API 650 Welded  
 Tank Style: Vertical  
 Repairs:  
 Appurtenances: Interior Coating Visual Monitoring Gauging System  
 Leak Detection 1 Under Tank Liner Leak Detection 3

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional
Marty Farris	5/12/2015	API 653 External	Not Satisfactory

**Details for Selected Inspection** + +

API 653 External Inspection Company  
 5/12/2015 Conditional Gary Evans  
 Next Int Insp Next Int Next Ext Insp Next Ext  
 Comments and Recommendations:

**3rd Party Inspection Actions** Use DEL key to delete row from Database + +

Action	Letter	Completion	Comment
--------	--------	------------	---------

**Foundation Conditions** **Other Conditions**  
 Condition Condition  
 Condition Condition  
 Condition Condition  
**Tank Floor Conditions** **Tank Shell Conditions**  
 Condition Condition  
 Condition Condition  
 Condition Condition

**Click to add a new inspection action to the selected inspection**

The “Inspection Action Details” pop-up window will appear. Enter the detail information of the inspection action, then click the “Save” button in the pop-up window. Clicking the “Cancel” button will automatically redirect you back to the “Tank Details” screen in edit mode.

**3rd Party Inspection Action Details**

**Action:**

**Comment:**

**Action Date**  **Letter Date**  **Closure Date**

**Enter inspection action details, and then click Save**

**Cancel** **Save**

Upon clicking “Yes”, a pop-up window appears indicating that the inspection action was successfully added to the inspection.

**Attention**

**Action updated successfully!**



## 6.7 Moving a Tank

To move a tank to another existing facility, click Move in the upper right-hand corner of the Tank tab.

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**Spill Prevention and Response**

IPP Records Management and Reporting Select Move to move the tank to another facility DEC \jstanford  
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Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details**

5473 ExxonMobile 1005  
Varies In Service 16800 Existing New  
Comment: mineral oil drilling fluids - double walled  
Construction: Height (ft) Diameter (ft) Year Built By Double Bottom  
Vertical Foundation API 650 Welded  
Tank Style: Vertical  
Repairs:  
Appurtenances: Interior Coating Visual Monitoring Gauging System  
Leak Detection 1 Under Tank Liner Leak Detection 3

**3rd Party Inspection Actions** Use DEL key to delete row from Database  
Action Letter Completion Comment  
new action 5/12/2015 5/12/2015

**Inspection History** Use DEL key to delete row from Database

Inspector	Inspection Date	Type	Status
Gary Evans	5/12/2015	API 653 External	Conditional
Marty Farris	5/12/2015	API 653 External	Not Satisfactory

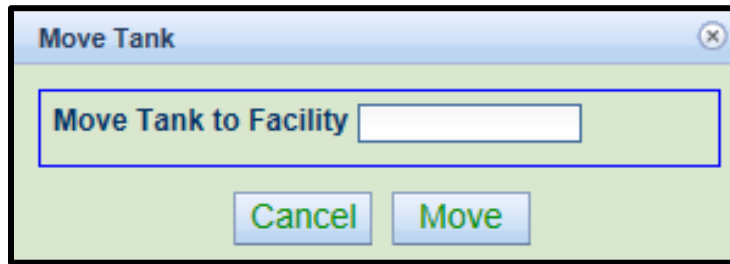
**Details for Selected Inspection**

Inspection Type Inspection Company  
Inspection Date Inspection Status Inspector  
Next Int Insp Next Int Next Ext Insp Next Ext  
Comments and Recommendations:

**Foundation Conditions** **Other Conditions**  
Condition Condition  
Condition Condition  
Condition Condition

**Tank Floor Conditions** **Tank Shell Conditions**  
Condition Condition  
Condition Condition  
Condition Condition

When the Move Tank window opens, enter the Facility ID of the facility to which you wish to move the tank, and then click Move.

A screenshot of a software dialog box titled "Move Tank". The dialog box has a light blue header bar with the title and a close button (X) in the top right corner. The main area has a light green background. Inside, there is a label "Move Tank to Facility" followed by a white text input field. Below the input field, there are two buttons: "Cancel" and "Move", both with green text on a light blue background.

You will then receive confirmation that the tank has successfully been moved to another facility.

## 6.8 Deleting a Tank

To delete an entire tank, click on the delete icon located in the upper right-hand side of the Tank tab.

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**IPR Records Management and Reporting** Click here to delete the entire tank [DEC\stanford User Manual](#)

Search/Browse Contingency Plan Facility **Tank** Reports Administration

**Tank Details** Move Edit

1012 Petro Marine Ketchikan Bulk Plant PMS 13  
Diesel In Service 44564 Existing New  
Comment:  
Cone up roof  
3/2/2015: The volume stated above is physical capacity if the tank were not vented.  
Construction: 39.33 (ft) 90 (ft) 1942 Unknown Double Bottom  
Vertical Concrete Ring API 12C Welded  
Tank Style: Vertical

**Inspection History**

Inspector	Inspection Date	Type	Status
David Udeson	4/12/2011	API 653 External	Satisfactory
Bill Bell	5/17/2006	API 653 Internal	Satisfactory
Matthew Orr	7/27/2003	API 653 External	Satisfactory
John Morrill	1/1/2000	API 653 External	Satisfactory
Hopson	3/10/1998	Unknown	Satisfactory
Todd Fisher	9/1/1996	API 653 Internal	Satisfactory

When the confirmation window opens, click Yes to delete the entire tank, or click No to cancel.

**Attention**

**Are you sure you wish to delete the entire Tank?**

No Yes

You will receive confirmation when the tank has been successfully deleted.

## 7.0 REPORTS

The “Reports” tab enables you to create the following customizable reports based on the data that was previously entered and stored in the database:

- IPP Aggregate Reports
- CPlan Reports
- Facility Reports
- 3<sup>rd</sup> Party Tank Reports

### 7.1 Creating IPP Aggregate Reports

This section allows you to create a report of all unresolved exercises by date range. On the “Reports” tab, click the blue “All Unresolved Exercises by Date Range” link in the “IPP Aggregate Reports” section at the top, left side of the screen.

The screenshot displays the web application interface for the Alaska Department of Environmental Conservation (DEC) Spill Prevention and Response. The header includes the State of Alaska logo and the DEC logo. The main title is "Spill Prevention and Response". Below the title, there is a navigation bar with tabs: Search/Browse, Contingency Plan, Facility, Tank, Reports, and Administration. The "Reports" tab is currently selected and highlighted with a red box. The main content area is divided into four sections: IPP Aggregate Reports, CPlan Reports, Facility Reports, and 3rd Party Tank Reports. In the IPP Aggregate Reports section, there is a link "All Unresolved Exercises by Date Range" which is highlighted with a red arrow and the text "Click here to create this report". The CPlan Reports section contains links for "CPlan Conditions - Past Due", "CPlan Conditions - Upcoming", and "Unresolved Exercise Actions by Plan (Requires CPlan to be Selected)". The Facility Reports section contains links for "Inspection Actions - Past Due", "Inspection Actions - Upcoming", and "Unresolved Inspections by Date Range". The 3rd Party Tank Reports section contains links for "Inspection Actions - Past Due", "Inspection Actions - Upcoming", and "Unresolved Inspections by Date Range".

A pop-up window appears prompting you to enter a date range.

Using the drop-down menus provided, enter an “On or After” date and an “On or Before” date. Then, click the “Report” button at the bottom of the pop-up window.

The screenshot shows the Alaska Department of Environmental Conservation (DEC) Spill Prevention and Response web application. The page title is "IPP Records Management and Reporting". The navigation bar includes tabs for "Search/Browse", "Contingency Plan", "Facility", "Tank", "Reports", and "Administration". The main content area is divided into three sections: "IPP Aggregate Reports", "CPlan Reports", and "Facility Reports". The "Facility Reports" section is currently active, displaying links for "Inspection Actions - Past Due", "Inspection Actions - Upcoming", and "Unresolved Inspections by Date Range". A "Select Date Range" pop-up window is overlaid on the "Facility Reports" section, showing two date range inputs: "5/1/2015" and "5/12/2015". Below the date inputs are "Cancel" and "Report" buttons. A red arrow points to the "Report" button, and the text "Select dates, and then click Report" is displayed below the pop-up window.

A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.

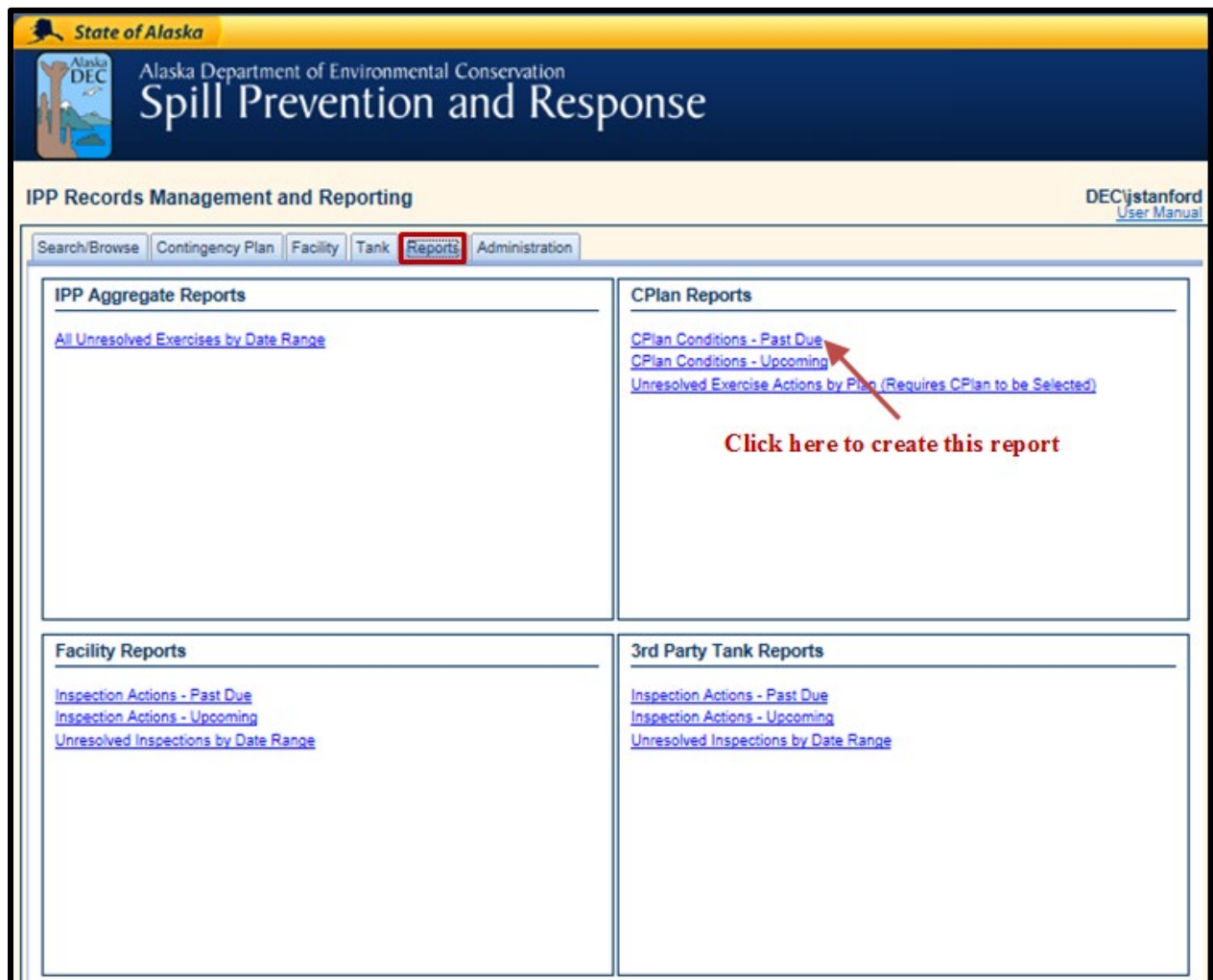


## 7.2 Creating Contingency Plan Reports

This section allows you to create reports related to contingency plan conditions and unresolved exercise actions.

### 7.2.1 Creating a CPlan Conditions – Past Due Report

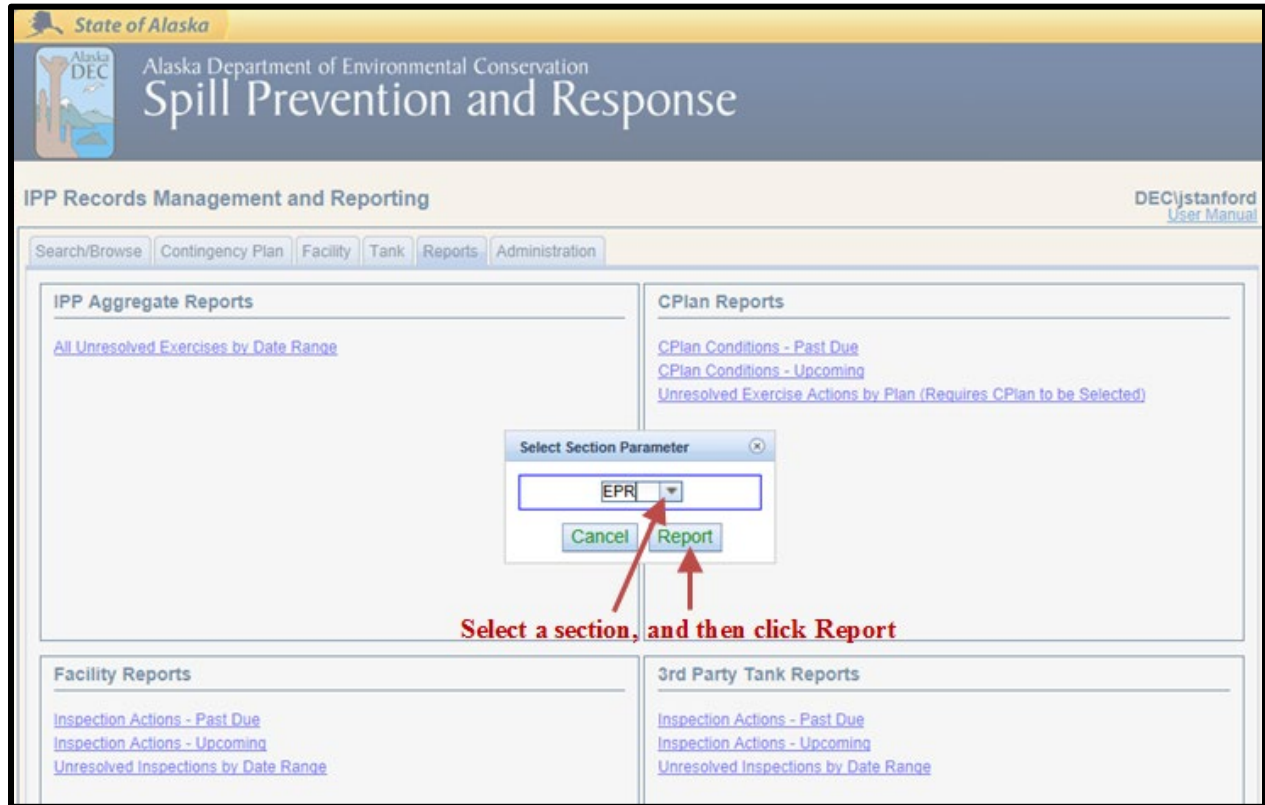
Under the “Reports” tab, click the blue “CPlan Conditions – Past Due” link in the “CPlan Reports” section at the top, right side of the screen.





A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.



A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.

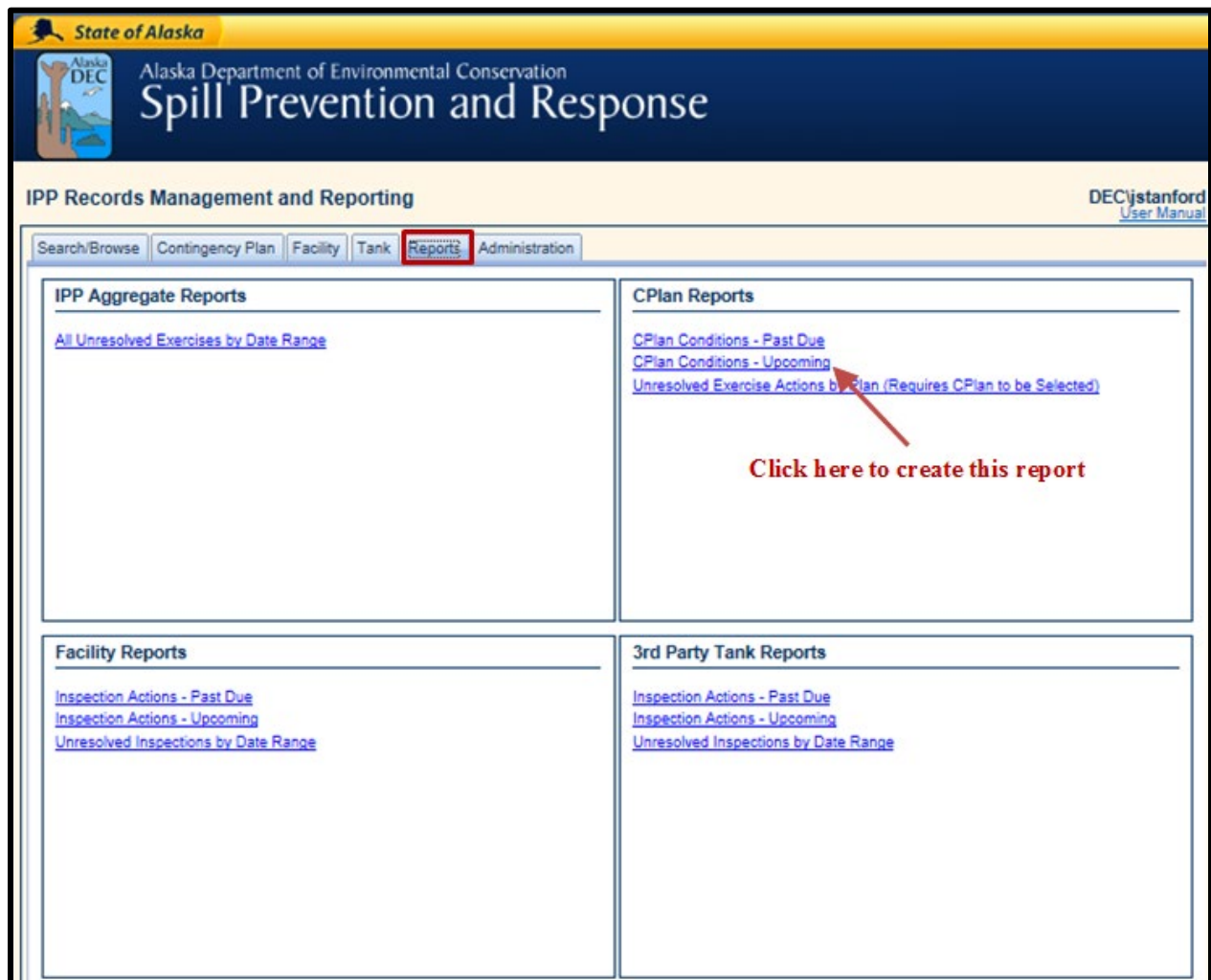


NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



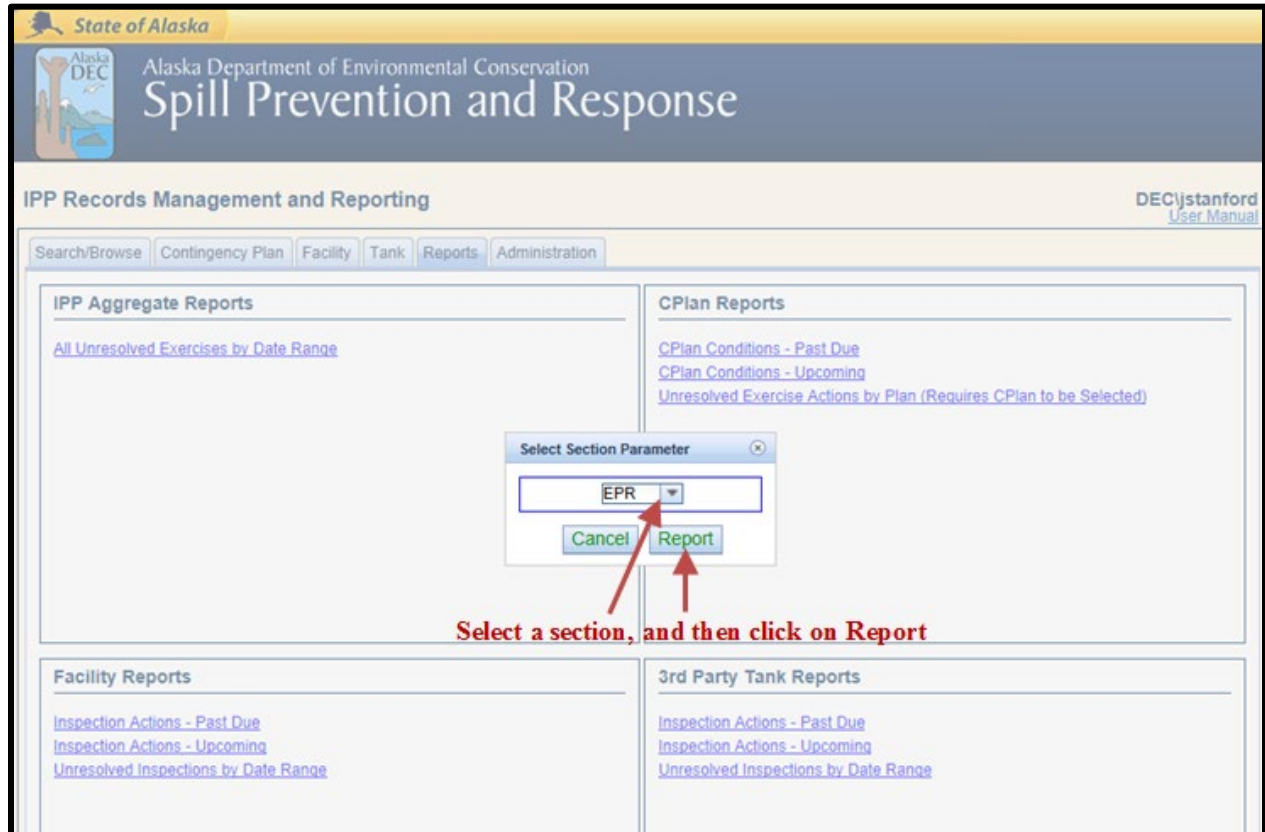
## 7.2.2 Creating a CPlan Conditions – Upcoming Report

Under the “Reports” tab, click the blue “CPlan Conditions – Upcoming ” link in the “CPlan Reports” section at the top, right side of the screen.



A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.



A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



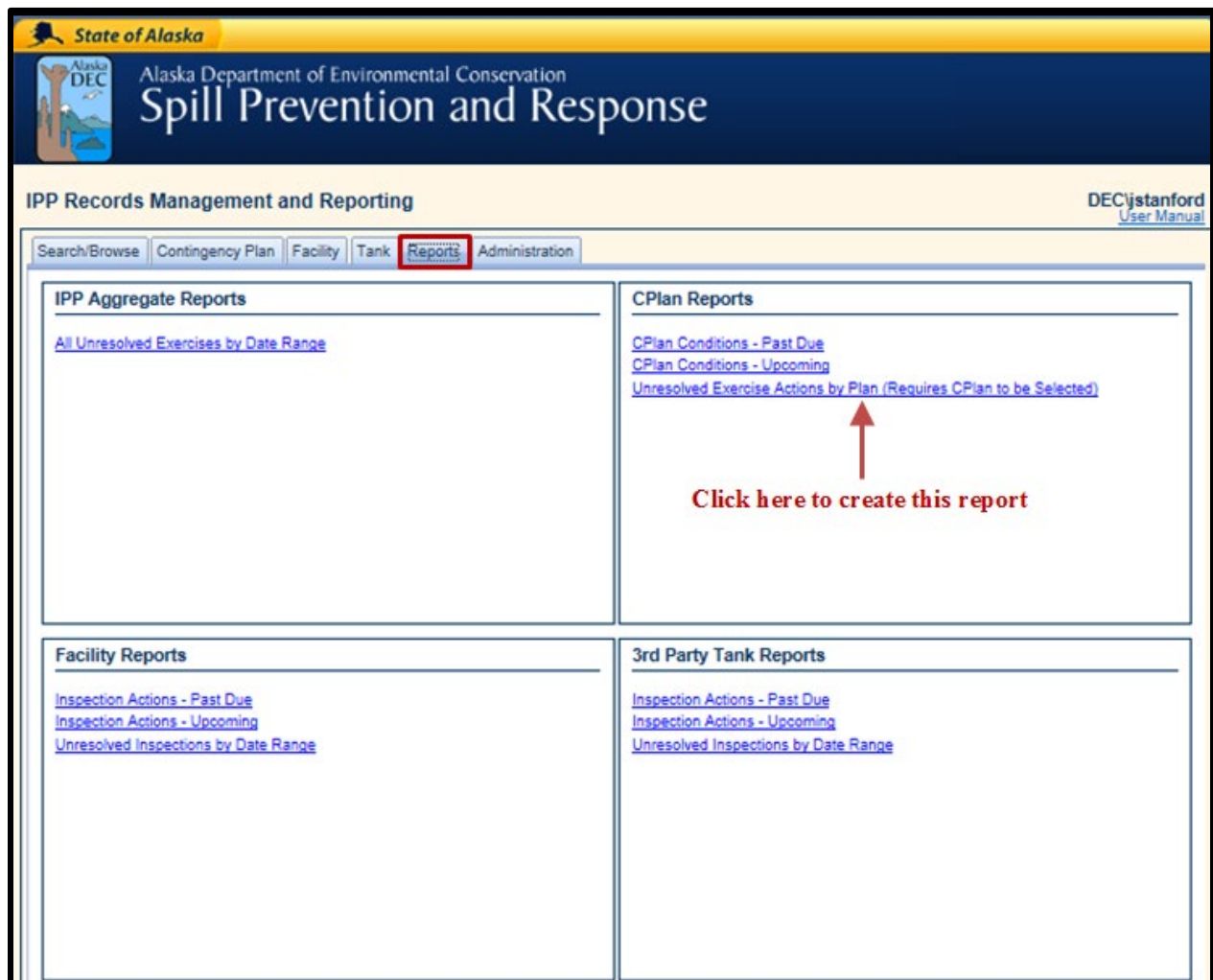
NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



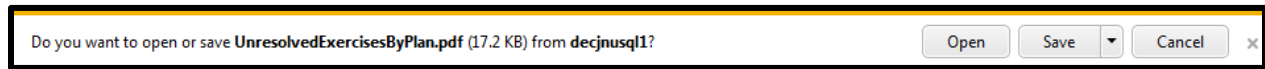
## 7.2.3 Creating an Unresolved Exercise Actions Plan Report

This report requires a contingency plan to be selected. For more information on searching and viewing contingency plans, see sections 4.1 and 4.3.

With a contingency plan selected, click the blue “Unresolved Exercise Actions by Plan” link in the “CPlan Reports” section at the top, right side of the screen on the “Reports” tab.



A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



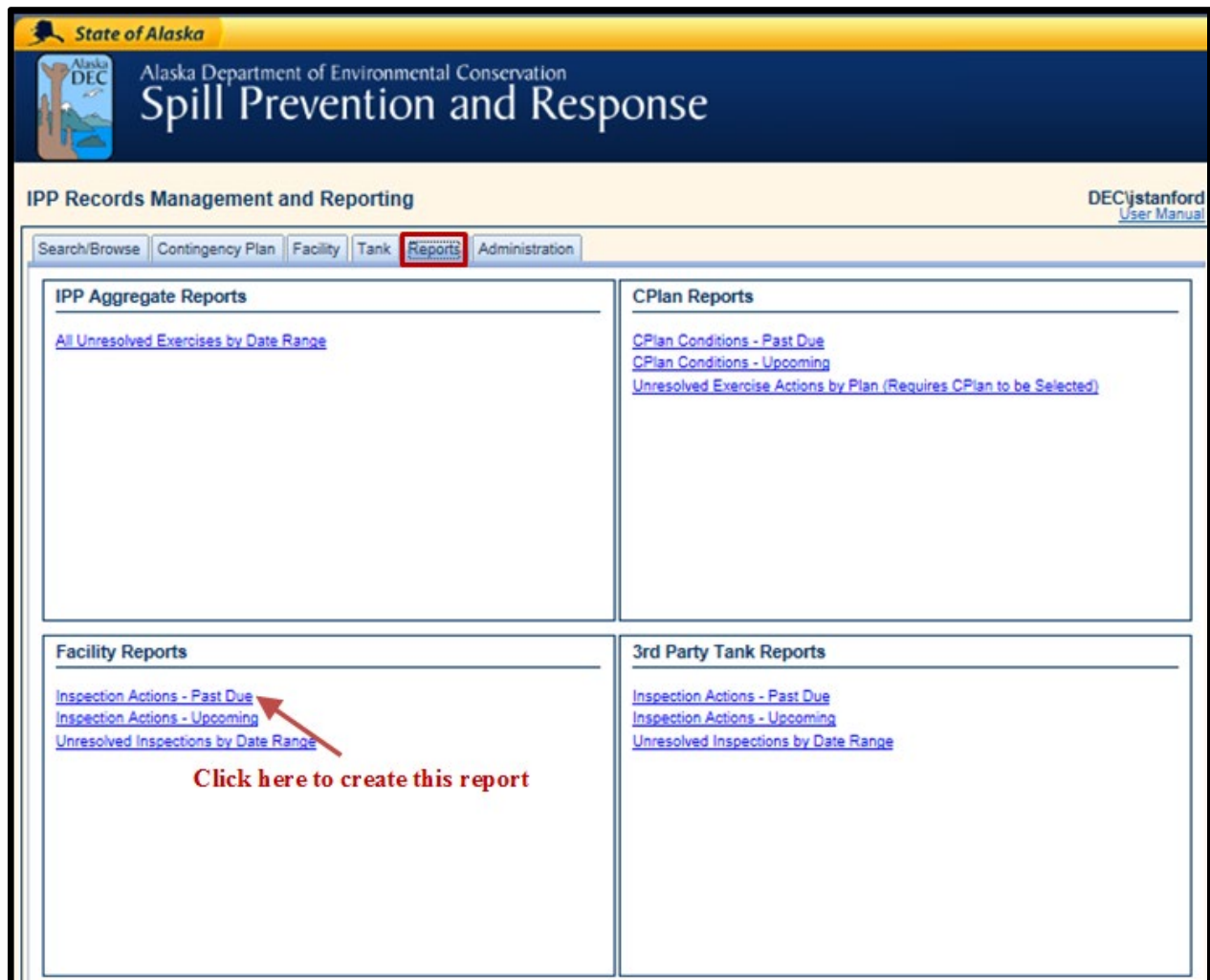


## 7.2.4 Creating Facility Reports

This section allows you to create reports related to facility inspections and inspection actions.

### 7.2.4.1 Creating an Inspection Actions – Past Due Report

Under the “Reports” tab, click the blue “Inspection Actions – Past Due” link in the “Facility Reports” section at the bottom, left side of the screen.



A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.

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Search/Browse Contingency Plan Facility Tank Reports Administration

**IPP Aggregate Reports**  
[All Unresolved Exercises by Date Range](#)

**CPlan Reports**  
[CPlan Conditions - Past Due](#)  
[CPlan Conditions - Upcoming](#)  
[Unresolved Exercise Actions by Plan \(Requires CPlan to be Selected\)](#)

**Facility Reports**  
[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

**3rd Party Tank Reports**  
[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

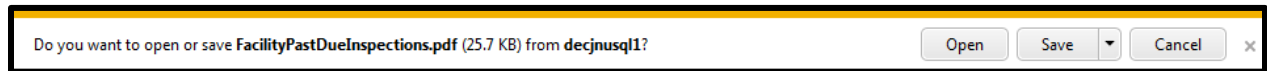
Select Section Parameter

EPR

Cancel Report

Select a section, and then click on Report

A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.

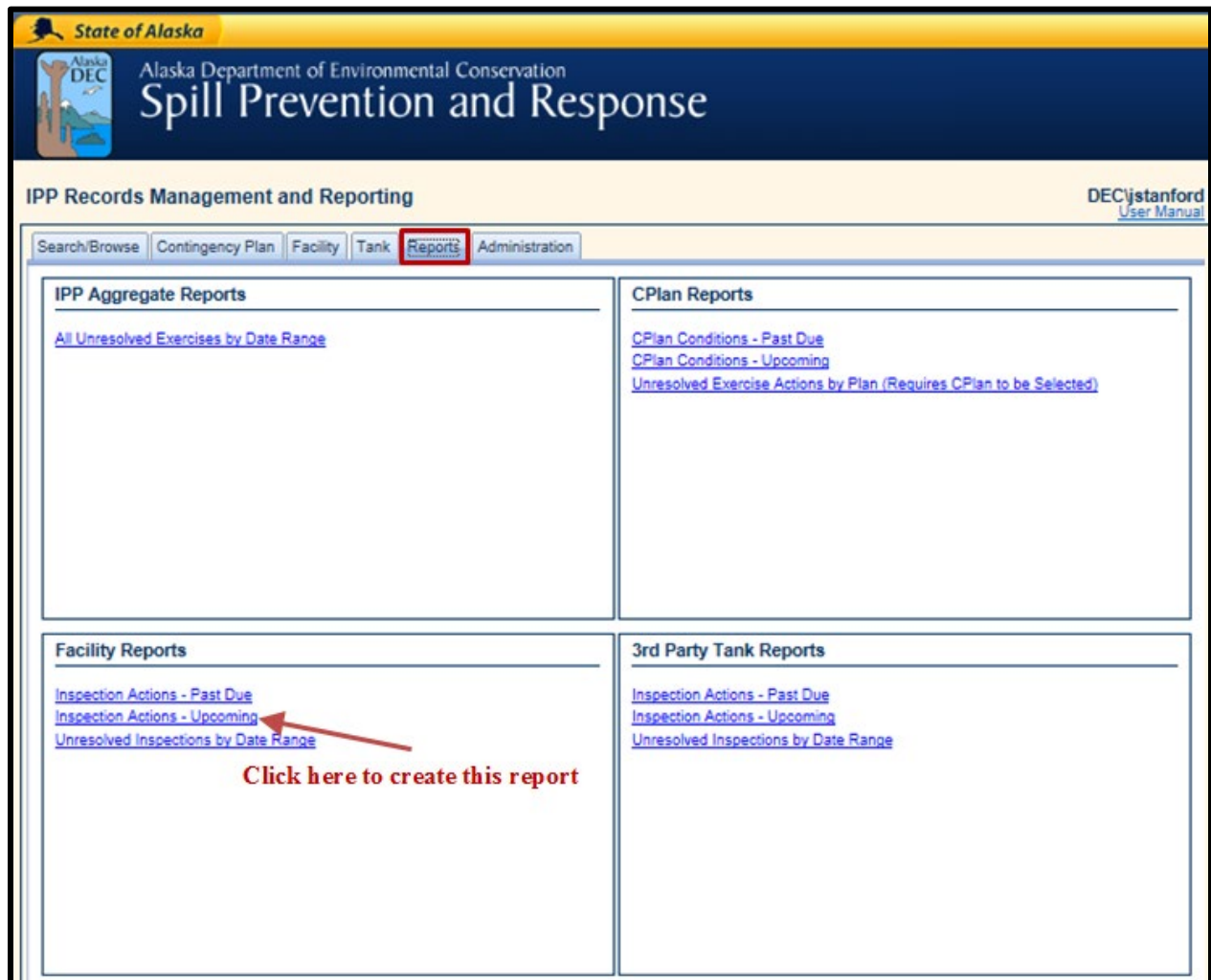


NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



#### 7.2.4.2 Creating an Inspection Actions – Upcoming Report

Under the “Reports” tab, click the blue “Inspection Actions – Upcoming” link in the “Facility Reports” section at the bottom, left side of the screen.



A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.

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Search/Browse Contingency Plan Facility Tank Reports Administration

### IPP Aggregate Reports

[All Unresolved Exercises by Date Range](#)

### CPlan Reports

[CPlan Conditions - Past Due](#)  
[CPlan Conditions - Upcoming](#)  
[Unresolved Exercise Actions by Plan \(Requires CPlan to be Selected\)](#)

### Facility Reports

[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

### 3rd Party Tank Reports

[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

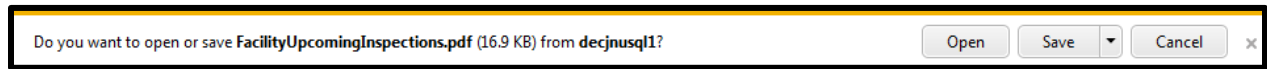
Select Section Parameter

EPR

Cancel Report

Select a section, and then click Report

A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.

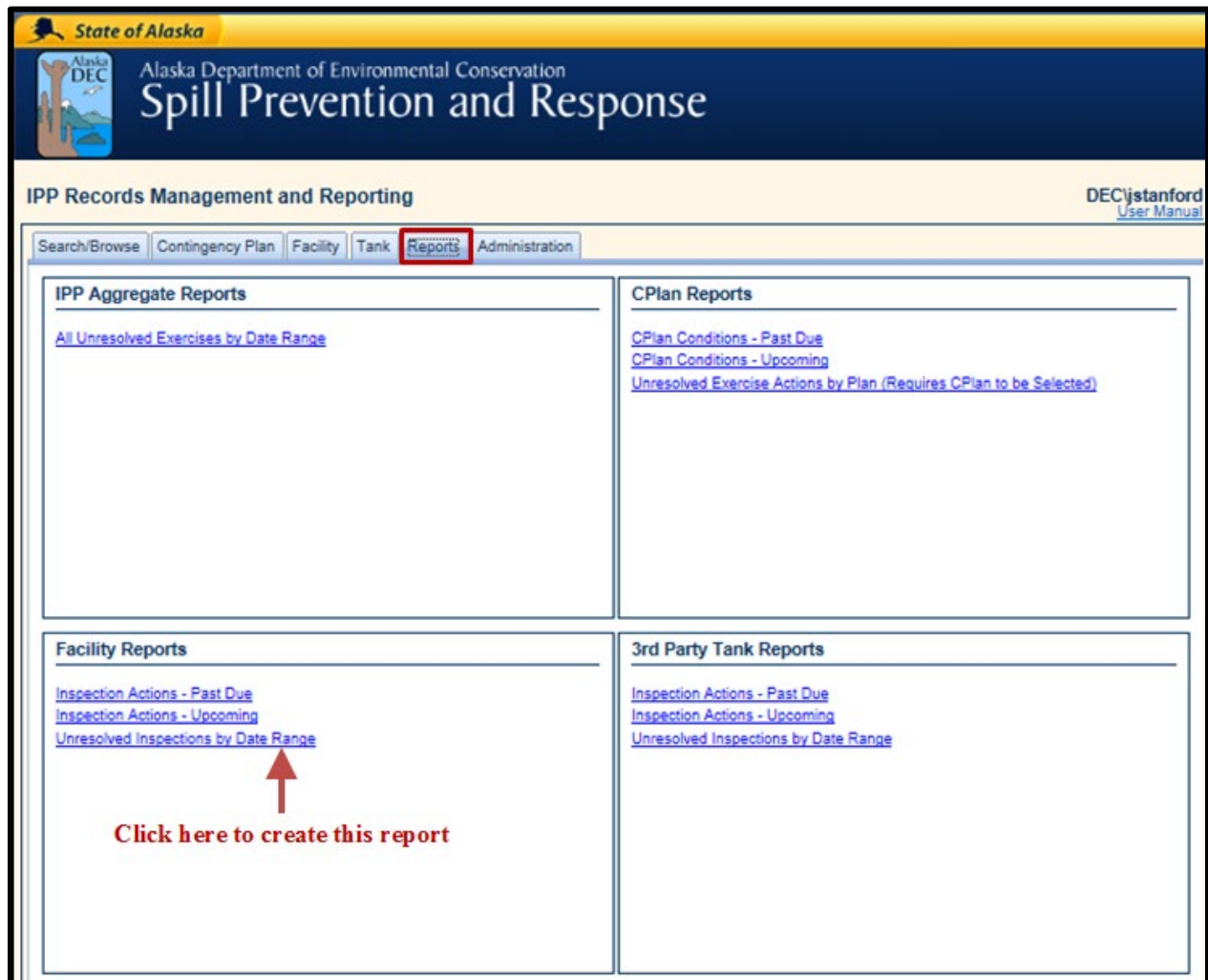


NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



### 7.2.4.3 *Creating an Unresolved Inspections by Date Range Report*

Under the “Reports” tab, click the blue “Unresolved Inspections by Date Range” link in the “Facility Reports” section at the bottom, left side of the screen.





A pop-up window appears prompting you to enter a date range.

Using the drop-down menus provided, enter an “On or After” date and an “On or Before” date. Then, click the “Report” button at the bottom of the pop-up window.

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Search/Browse Contingency Plan Facility Tank Reports Administration

**IPP Aggregate Reports**  
[All Unresolved Exercises by Date Range](#)

**CPlan Reports**  
[CPlan Conditions - Past Due](#)  
[CPlan Conditions - Upcoming](#)  
[Unresolved Exercise Actions by Plan \(Requires CPlan to be Selected\)](#)

**Select Date Range**  
5/12/2014 ... 5/12/2015  
Cancel Report

**Facility Reports**  
[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

**3rd Party Tank Reports**  
[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

Select a date range, and then click Report

A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.

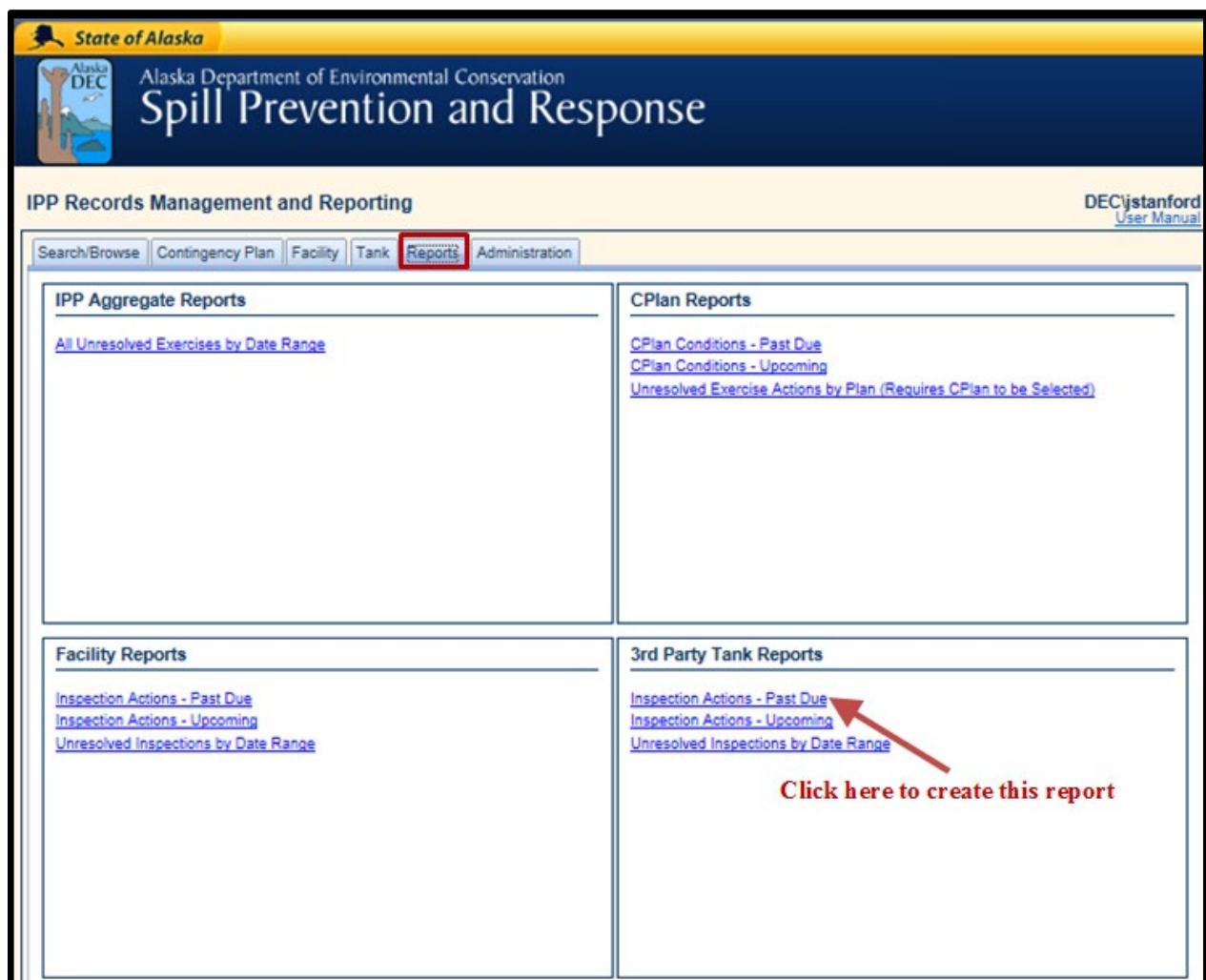


## 7.2.5 Creating Tank Reports

This section allows you to create reports related to facility inspections and inspection actions.

### 7.2.5.1 Creating an Inspection Actions – Past Due Report

Under the “Reports” tab, click the blue “Inspection Actions – Past Due” link in the “Tank Reports” section at the bottom, right side of the screen.



A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.

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Search/Browse Contingency Plan Facility Tank Reports Administration

IPP Aggregate Reports

[All Unresolved Exercises by Date Range](#)

CPlan Reports

[CPlan Conditions - Past Due](#)  
[CPlan Conditions - Upcoming](#)  
[Unresolved Exercise Actions by Plan \(Requires CPlan to be Selected\)](#)

Select Section Parameter

TAPS

Cancel Report

Select a section, and then click on Report

Facility Reports

[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

3rd Party Tank Reports

[Inspection Actions - Past Due](#)  
[Inspection Actions - Upcoming](#)  
[Unresolved Inspections by Date Range](#)

A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.

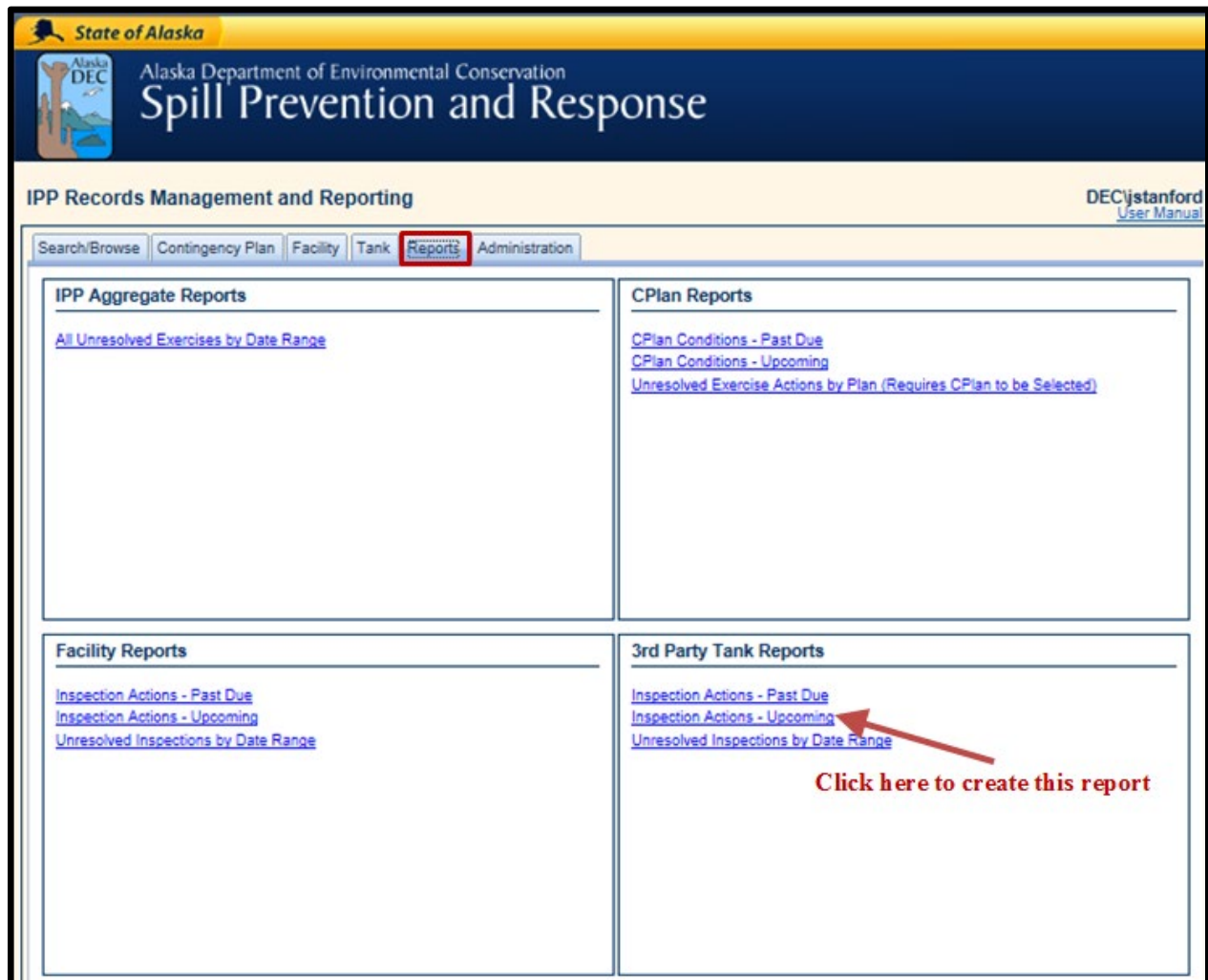


NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



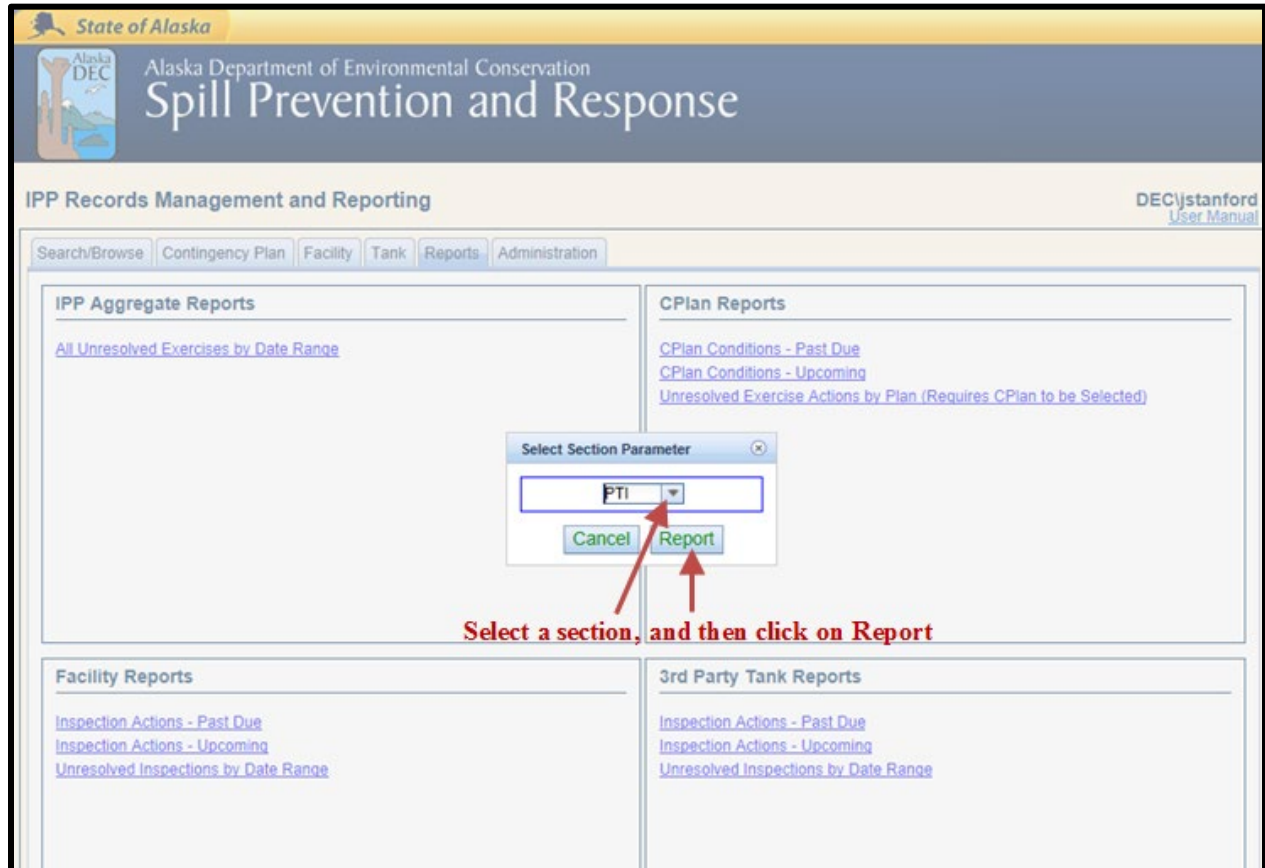
### 7.2.5.2 Creating an Inspection Actions – Upcoming Report

Under the “Reports” tab, click the blue “Inspection Actions – Upcoming” link in the “Tank Reports” section at the bottom, right side of the screen.



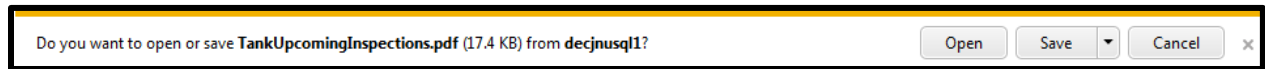
A pop-up window appears prompting you to enter a section parameter.

Using the drop-down menu provided, enter a section parameter. Then, click the “Report” button at the bottom of the pop-up window.





A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.

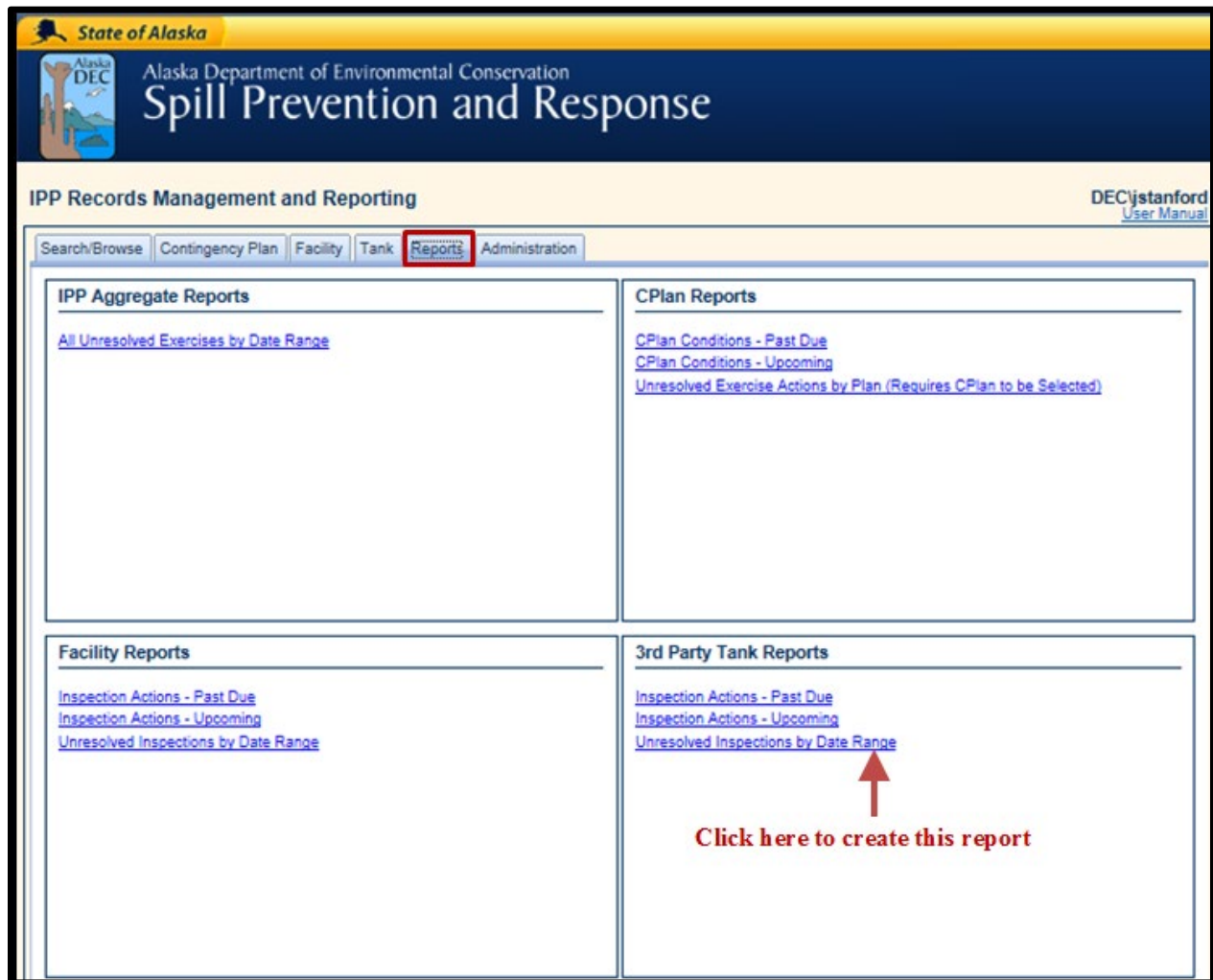


NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



### 7.2.5.3 *Creating an Unresolved Inspections by Date Range Report*

Under the “Reports” tab, click the blue “Unresolved Inspections by Date Range” link in the “Tank Reports” section at the bottom, right side of the screen.

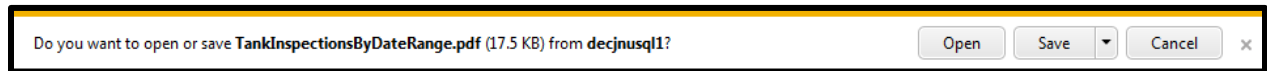


A pop-up window appears prompting you to enter a date range.

Using the drop-down menus provided, enter an “On or After” date and an “On or Before” date. Then, click the “Report” button at the bottom of the pop-up window.

The screenshot shows the Alaska Department of Environmental Conservation (DEC) Spill Prevention and Response (IPR) Records Management and Reporting interface. The main header includes the State of Alaska logo and the text "Alaska Department of Environmental Conservation Spill Prevention and Response". The sub-header is "IPR Records Management and Reporting" with a "DECjstanford User Manual" link. The interface has a navigation bar with tabs: "Search/Browse", "Contingency Plan", "Facility", "Tank", "Reports", and "Administration". The "Reports" tab is selected. The main content area is divided into four sections: "IPP Aggregate Reports", "CPlan Reports", "Facility Reports", and "3rd Party Tank Reports". Each section contains links to various reports. A "Select Date Range" pop-up window is displayed over the "IPP Aggregate Reports" section. The pop-up has a title bar "Select Date Range" and a close button. It contains two date pickers: the first is set to "5/12/2014" and the second is set to "5/12/2015". Below the date pickers are "Cancel" and "Report" buttons. A red arrow points to the "Report" button, and a red text label below the arrow reads "Select a date range, and then click Report".

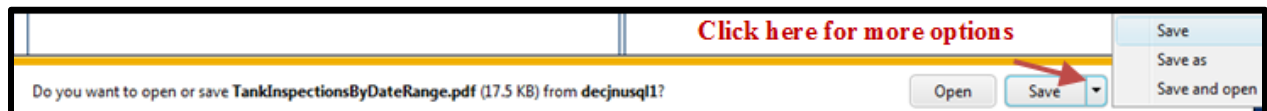
A small pop-up window appears giving you the option to save, open, or cancel the report. Clicking the “Open” button will automatically open the document in Adobe Reader (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



## 8.0 ADMINISTRATION

The Administration tab lists all PRACs, including their expiration date and whether or not they are active. Once you enter edit mode, you can add or edit mailing addresses for PRACs, registration information, assign or edit the Region where the facility is located, and add or edit details about PRAC fees.

### 8.1 Adding PRAC and PRAC Fee tables

To add a new PRAC and PRAC fee table, click on the add icon located in the upper right-hand corner of the Administration tab.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Click here to add a new PRAC and PRAC fee table

DECjstanford User Manual

Search/Browse Contingency Plan Facility Tank Reports **Administration**

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
Unknown		
Ahtna	12/31/2017	true
Chadux	1/2/2019	true
APRG LLC	1/31/2001	false
ARCO	6/30/2001	false
BEPCO	2/15/2009	false
CP	5/14/2000	false
Clearwater	1/21/2000	false
ECM/Hudson	10/14/2000	false
OBriens	5/15/2009	false
FROG	6/28/1999	false
PENCO	5/31/2004	false
Pacific Rim	12/15/2001	false
Tidewater	1/10/2000	false
Unitech	8/18/2000	false

Details for Selected PRAC

Full PRAC Name

Mailing Address

Address

City  State

Zip Code

Phone  Fax

Email

Short PRAC Name

Salutation

First Name

Middle Name

Last Name

Expiration  ☐ Active

Registration Number  Approval Date

Disposal Eligibility  Disposed Date

Regions

☐ Approved for All Regions

☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay

☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound

☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Details for Selected PRAC Fees

Received  Decision Due  Registration Number

Post  Disposed  Disposal Eligibility

Approved  Transferred To  Check Number

Expiration  Entered By  Amount Received

Comment

Complete the required fields in the PRAC detail form, and click Save when finished.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Search/Browse Contingency Plan Facility Tank Reports **Administration**

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
Unknown		
Ahtna	12/31/2017	true
Chadux	1/2/2019	true
APRG LLC	1/31/2001	false
ARCO	6/30/2001	false
BEPCO	2/15/2009	false
CP	5/14/2000	false
Cleanwater	1/21/2000	false
ECM/Hudson	10/14/2000	false
OBriens	5/15/2009	false
FROG	6/28/1999	false
PENCO	5/31/2004	false
Pacific Rim	12/15/2001	false
Tidewater	1/10/2000	false
Unitech	8/18/2000	false

Received Posted Amount

Details for Selected PRAC **Modified**

Full PRAC Name **Test PRAC**

Mailing Address

Address **555 5th Street**

City **Juneau** State **AK**

Zip Code **99801**

Phone **(907) 555-1212** Fax **Fax**

Email **email@email.com**

Short PRAC Name **TEST**

Salutation

First Name **First**

Middle Name **Middle**

Last Name **Last**

Expiration **5/12/2015** ☐ Active

Registration Number  Approval Date

Disposal Eligibility  Disposed Date

Regions

☒ Approved for All Regions

☒ Southeast Alaska ☒ North Slope ☒ Cook Inlet ☒ Bristol Bay

☒ Interior Alaska ☒ Kodiak Island ☒ Prince William Sound

☒ Aleutian Islands ☒ Western Alaska ☒ Northwest Arctic

Details for Selected PRAC Fees

Received  Decision Due  Registration Number

Post  Disposed  Disposal Eligibility

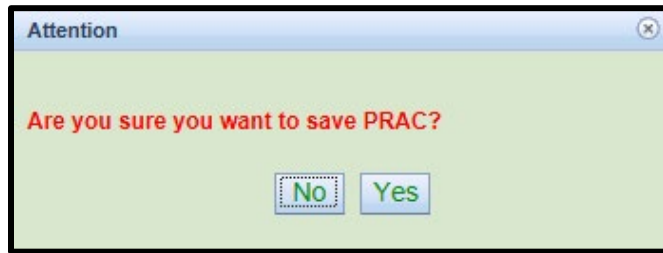
Approved  Transferred To  Check Number

Expiration  Entered By  Amount Received

Comment

**Save**

Click Yes to save the new PRAC, or click No to cancel. You will receive a confirmation that the save was successful.





## 8.2 Exporting PRAC and PRAC fee tables

To export a list of all PRAC and PRAC fee tables, click on the export icon located in the upper right-hand corner of the Administration tab.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Click here to export a list of PRACs and PRAC fee tables

DEC\jstanford User Manual

Search/Browse Contingency Plan Facility Tank Reports **Administration**

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
Unknown		
Ahtna	12/31/2017	true
Chadux	1/2/2019	true
APRG LLC	1/31/2001	false
ARCO	6/30/2001	false
BEPCO	2/15/2009	false
CP	5/14/2000	false
Clearwater	1/21/2000	false
ECM/Hudson	10/14/2000	false
OBriens	5/15/2009	false
FROG	6/28/1999	false
PENCO	5/31/2004	false
Pacific Rim	12/15/2001	false
Tidewater	1/10/2000	false
Unitech	8/18/2000	false

Details for Selected PRAC

Full PRAC Name

Mailing Address

Address

City  State

Zip Code

Phone  Fax

Email

Short PRAC Name

Salutation

First Name

Middle Name

Last Name

Expiration  ☐ Active

Registration Number  Approval Date

Disposal Eligibility  Disposed Date

Regions

☐ Approved for All Regions

☐ Southeast Alaska ☐ North Slope ☐ Cook Inlet ☐ Bristol Bay

☐ Interior Alaska ☐ Kodiak Island ☐ Prince William Sound

☐ Aleutian Islands ☐ Western Alaska ☐ Northwest Arctic

Details for Selected PRAC Fees

Received  Decision Due  Registration Number

Post  Disposed  Disposal Eligibility

Approved  Transferred To  Check Number

Expiration  Entered By  Amount Received

Comment

A small pop-up window gives you the option to open, save, or cancel the export. Clicking Open will automatically open the document in Microsoft Excel (or similar program) in an easily printable format. To save the document, click the “Save” button on the pop-up window.



After clicking Save, new buttons appear on the pop-up window giving you the option to either open the file, or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



## 8.3 Updating or Editing PRAC and PRAC Fee Tables

To update or edit an existing PRAC and PRAC fee tables, highlight the record that you wish to edit and click on the Edit button on the right-hand side of the Administration tab.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

DEC | Stanford User Manual

Search/Browse Contingency Plan Facility Tank Reports Administration

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
BP Shipping	1/31/2018	true
CISPRI	12/31/2017	true
Crowley	2/15/2016	true
Emerald	8/1/2016	true
Exxon/Mobil	5/15/2016	true
Inland	6/30/2014	false
Polar	6/30/2016	true
SEAPRO	2/15/2018	true
TCC	10/16/2015	true
this is a test	11/15/2015	true
UIC Arctic	8/15/2016	true
Test223	9/9/2020	true
Oil	12/31/2018	true
asdf	4/15/2016	true
TEST	5/12/2015	false

Details for Selected PRAC

Full PRAC Name: Test PRAC

Mailing Address

Address: 555 5th Street  
City: Juneau State: AK  
Zip Code: 99801  
Phone: (907) 555-1212 Fax:   
Email: email@email.com

Short PRAC Name: TEST

Salutation:   
First Name: First  
Middle Name: Middle  
Last Name: Last  
Expiration: 5/12/2015 ☐ Active

Registration Number:   
Approval Date:   
Disposal Eligibility:   
Disposed Date:   
Regions

☒ Approved for All Regions  
☒ Southeast Alaska ☒ North Slope ☒ Cook Inlet ☒ Bristol Bay  
☒ Interior Alaska ☒ Kodiak Island ☒ Prince William Sound  
☒ Aleutian Islands ☒ Western Alaska ☒ Northwest Arctic

Details for Selected PRAC Fees

Received:   
Decision Due:   
Registration Number:   
Post:   
Disposed:   
Disposal Eligibility:   
Approved:   
Transferred To:   
Check Number:   
Expiration:   
Entered By:   
Amount Received:   
Comment:

Add information into the Details for Selected PRAC Fees section, in addition to any edits needed in the Details for Selected PRAC section, and then click Save when finished.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

Search/Browse Contingency Plan Facility Tank Reports Administration

Enter information into the Details for Selected PRAC Fees section, and then click Save

DECijstanford User Manual

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
BP Shipping	1/31/2018	true
CISPR	12/31/2017	true
Crowley	2/15/2018	true
Emerald	8/1/2018	true
Exxon/Mobil	5/15/2018	true
Inland	6/30/2014	false
Polar	6/30/2018	true
SEAPRO	2/15/2018	true
TCC	10/18/2015	true
this is a test	11/15/2015	true
UIC Arctic	8/15/2018	true
Test223	9/9/2020	true
Oil	12/31/2018	true
asdf	4/15/2018	true
TEST	5/12/2015	false

Received Posted Amount

Details for Selected PRAC Modified

Full PRAC Name Test PRAC

Mailing Address

Address 555 5th Street

City Juneau State AK

Zip Code 99801

Phone (907) 555-1212 Fax Fax

Email email@email.com

Short PRAC Name TEST

Salutation

First Name First

Middle Name Middle

Last Name Last

Expiration 5/12/2015 Active

Registration Number Number Approval Date Date

Disposal Eligibility Date Disposed Date Date

Regions

☒ Approved for All Regions

☒ Southeast Alaska ☒ North Slope ☒ Cook Inlet ☒ Bristol Bay

☒ Interior Alaska ☒ Kodiak Island ☒ Prince William Sound

☒ Aleutian Islands ☒ Western Alaska ☒ Northwest Arctic

Details for Selected PRAC Fees

Received 5/12/2015 Decision Due Registration Number 12345

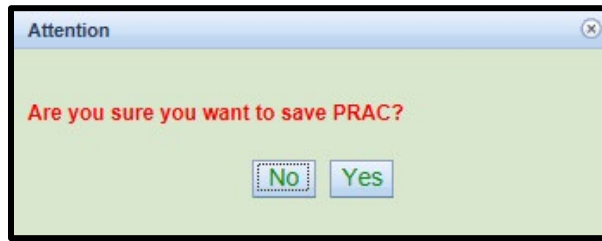
Post Disposed Disposal Eligibility Date

Approved Transferred To jstanford Check Number 1234

Expiration Entered By jstanford Amount Received 1000.00

Comment

When a confirmation window opens, click Yes to continue saving the new record, or click No to cancel. You will receive confirmation when the save is successful.



## 8.4 Deleting a PRAC and PRAC Fee Tables

To delete a PRAC and its associated fee tables, highlight a record and then click on the Delete key on your keyboard.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

IPP Records Management and Reporting

DEC\jstanford  
User Manual

Search/Browse Contingency Plan Facility Tank Reports Administration

IPP List Management

PRAC Management

Select a row to edit (Use DEL key to delete row from Database)

Short Name	Expiration	Active
BP Shipping	1/31/2018	true
CISPRI	12/31/2017	true
Crowley	2/15/2016	true
Emerald	8/1/2016	true
Exxon/Mobil	5/15/2016	true
Inland	6/30/2014	false
Polar	6/30/2016	true
SEAPRO	2/15/2018	true
TCC	10/16/2015	true
this is a test	11/15/2015	true
UIC Arctic	8/15/2016	true
Test223	9/9/2020	true
Oil	12/31/2018	true
asdf	4/15/2016	true
TEST	5/12/2015	false

Details for Selected PRAC

Full PRAC Name: TEST PRAC

Mailing Address

Address: 555 5th Street  
City: Juneau State: AK  
Zip Code: 99801  
Phone: (907) 555-1212 Fax:   
Email: email@email.com

Short PRAC Name: TEST

Salutation:   
First Name: First  
Middle Name: Middle  
Last Name: Last  
Expiration: 5/12/2015   
Active: ☐

Registration Number:   
Approval Date:   
Disposal Eligibility:   
Disposed Date:   
Regions:   
☒ Approved for All Regions  
☒ Southeast Alaska ☒ North Slope ☒ Cook Inlet ☒ Bristol Bay  
☒ Interior Alaska ☒ Kodiak Island ☒ Prince William Sound  
☒ Aleutian Islands ☒ Western Alaska ☒ Northwest Arctic

Details for Selected PRAC Fees

Received:   
Decision Due:   
Registration Number:   
Post:   
Disposed:   
Disposal Eligibility:   
Approved:   
Transferred To:   
Check Number:   
Expiration:   
Entered By:   
Amount Received:   
Comment:



When the confirmation window opens, click Yes to continue with the deletion, or click No to cancel. You will receive confirmation when the row is successfully deleted.

