

# Website User Guide

Region 3 Regional Response Team (RRT3) Website

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# Site Overview

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The U.S. National Response Team (NRT) provides technical assistance, resources and coordination on preparedness, planning, response, and recovery activities for emergencies. The Region 3 Regional Response Team (RRT or RRT3) is comprised of members from Delaware, Maryland, Pennsylvania, Virginia, District of Columbia, and West Virginia who serve as the regional planning and coordination body for preparedness and response actions.

The RRT website provides detailed information about RRT, which is part of the U.S. Environmental Protection Agency's (EPA) National Response Team framework. The RRT is responsible for assisting with the coordination of federal, state, and local responses to hazardous substance releases and oil spills in the region, as well as providing information and training for response preparedness, facilitating access to subject matter experts in emergency responses, and providing concurrence prior to in-situ burn situations. The website includes an overview of the team's mission, structure, and operational protocols; resources for emergency responders; contact information for key personnel; links to relevant documents and guidelines; and updates on training opportunities and response exercises. Overall, the RRT website serves as a vital resource for enhancing preparedness and response capabilities in environmental emergencies.

## Accessing the Site

The RRT website comprises a number of pages on the NRT platform. The home page is accessible from the following web address:

<https://nrt.org/RRT3>

**Site Access:** To request login access to the site, contact the RRT3 Coordinator.

Figure 1. RRT 3 Website Home Page

The home page can also be accessed by clicking on the "RRTs" tab on the nrt.org website and selecting the Region 3 states from the NRT.org Regional Response Team map, shown in the inset of **Figure 2** below.

Figure 2. NRT.org Website Home Page and RRT Map (Logged Out)

Much of the website is available to the public, with pages specifically intended for sharing information publicly; however, the workgroup pages and some internal RRT pages and documents are restricted for access by RRT members or workgroup members only.

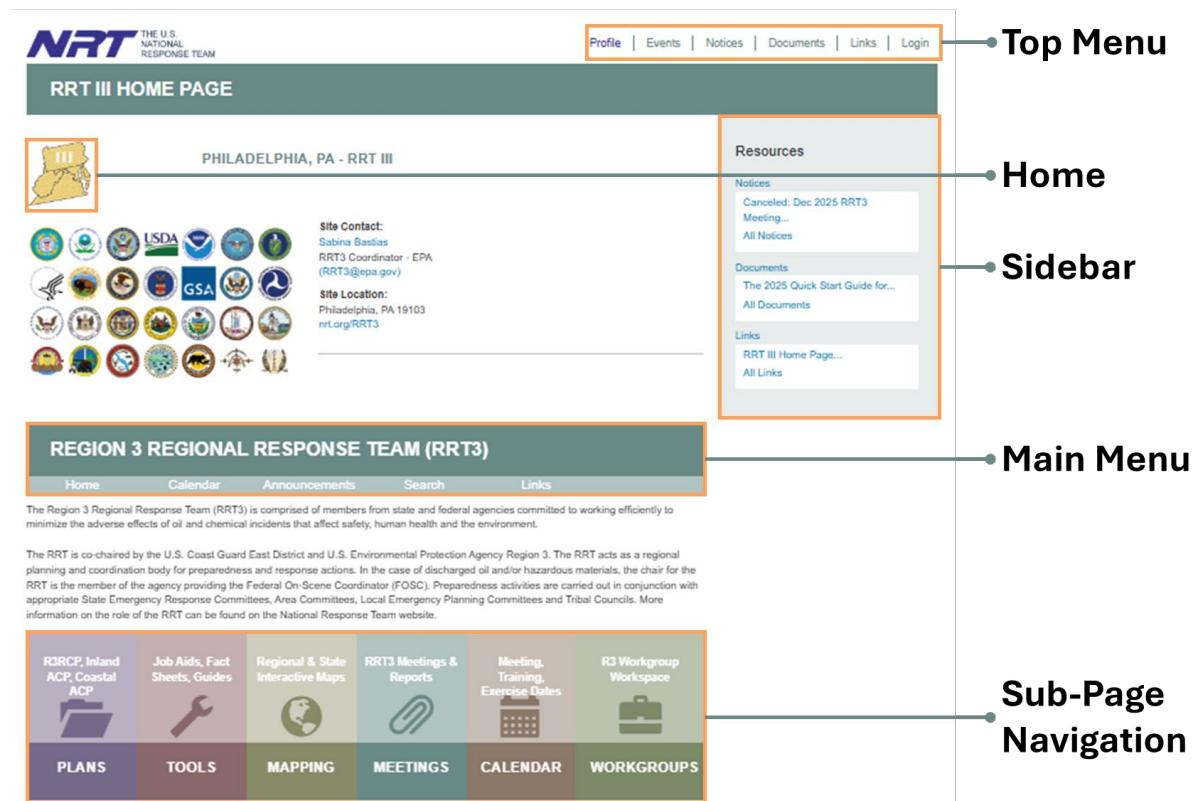
## Navigation

The following section of the user guide provides an introduction to the internal page navigation.

**Figure 3** shows the four specific navigation areas that are discussed below:

- Top Menu
- Main Menu
- Sidebar Links
- Page Navigation and Sub-pages (webpages that are nested under the main parent page)

*Figure 3. Overview of Page Navigation (Logged Out)*



## Top Menu



The NRT platform has a set of page navigation links at the top of every page on the site. Once logged in, while the links in the top menu are used for accessing information and resources *within that page*, they cannot be used to access other parts of the site. Links on the top menu vary from page to page, but can include:

- **Profile:** Click this tab to return to this homepage if you navigate away from it.
- **Events:** Access an events calendar [used only within the home page].
- **Notices:** Review significant RRT announcements, such as upcoming meeting information.
- **Documents:** View plans, meeting information, presentations, or other materials shared by the RRT workgroups for that specific page.
- **Links:** Access resources available from other websites, agencies, or partners.
- **Images.** Not used.
- **Account/Login:** Login for RRT members, Executive Committee, and Workgroup members to access internal or working documents.

When accessing sub-pages throughout the site, the top menu may vary, showing a combination of some of the links listed above. Each page may have different links, depending on the type of content available on that page. Most pages do not use Events or Notices.

## Sidebar Links

Each page has links to documents and resources located in the right sidebar. The links available in the sidebar will change depending on information that has been added within the page, or based on the user view as the site is dynamic. As page administrators add notices, documents, or links on the page, they will be listed within the sidebar. This functionality is a default feature of all NRT.org webpages.

- **Notices.** The NRT website template includes a link for notices, but only the RRT 3 home page uses this feature.
- **Documents.** Page administrators will post documents on all pages within the RRT website. Documents will only appear in the sidebar for the page on which they are posted.
- **Links.** Page administrators will post links on all pages within the RRT website, as needed. Links will only appear in the sidebar for the page on which they are posted.

## Main Menu

Within the NRT.org platform, the RRT website has a separate set of links to aid in navigating to the pages that make up the Region 3 website.

### REGION 3 REGIONAL RESPONSE TEAM (RRT3)

[Home](#)[Calendar](#)[Announcements](#)[Documents](#)[Links](#)

Each page within the site has the same five links that will connect to:

- **Home.** The main part of the RRT website home page.
- **Calendar.** The calendar on the RRT website home page.
- **Announcements.** The notices page of the RRT website home page.
- **Documents.** The documents part of the RRT website home page.
- **Links.** The resources part of the RRT website home page.

## RRT Home Page Navigation and Sub-Pages

The main home page for RRT includes buttons linking to the following sub-page areas:



- **Plans:** Link to all of the different plans that are maintained and available as part of the RRT.
- **Tools:** Link to different tools, resources, and fact sheets that are available.
- **Mapping:** Provides links to maps and other GIS resources useful for environmental response in Region 3.
- **Meetings:** Link to upcoming meeting information and an archive of past meeting information.
- **Calendar:** Link to calendar showing regional events.
- **Workgroups:** Link to various Workgroup workspaces specific for different incidents.

### *Sub-page Navigation Buttons*

Each sub-page has their own specific row of large buttons that provide links to either relevant documents or specific subpages within the RRT website.

This is an example of the sub-page navigation buttons located on the "Plans" sub-page:

Region 3 Regional Contingency Plan 	Region 3 Inland Area Contingency Plan 	Delaware Bay Coastal Area Contingency Plan 	Maryland-NCR Coastal Area Contingency Plan 	Virginia Coastal Area Contingency Plan 	Eastern Great Lakes 	North Carolina Coastal Area Contingency Plan 
R3RCP	IACP	DELBAY ACP	MD-NCR ACP	VA ACP	EGL ACP	NC ACP

Click on the button to navigate to that page or topic. From the "Profile" view of any page, click the RRT3 map icon on the top left corner of the page or the "Home" link to return to the RRT3 home page.

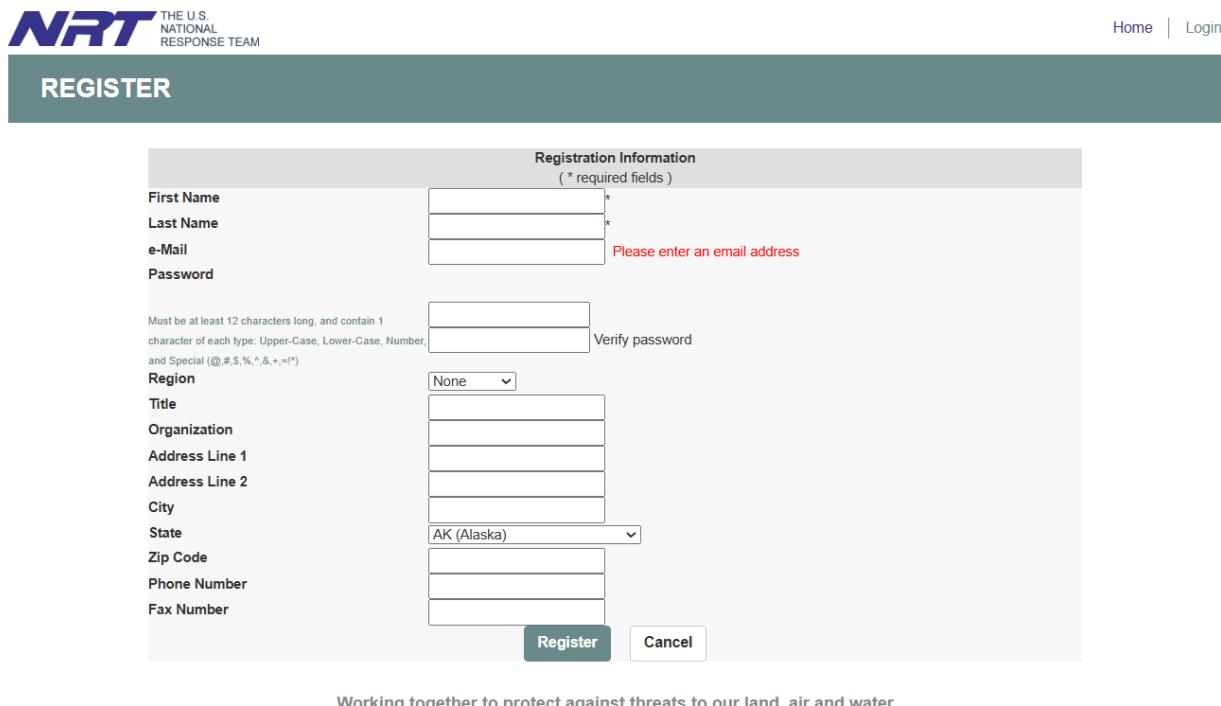
**Note:** A padlock icon is added to links that require logging into the site.

# Quick Start Guide for Authorized Users

## Register for an Account

If you do not already have an account on the NRT.org website, the first time you log in, click the "Register here" button. Complete the registration form shown in **Figure 4** and click "Register."

*Figure 4. NRT.org Registration Form*



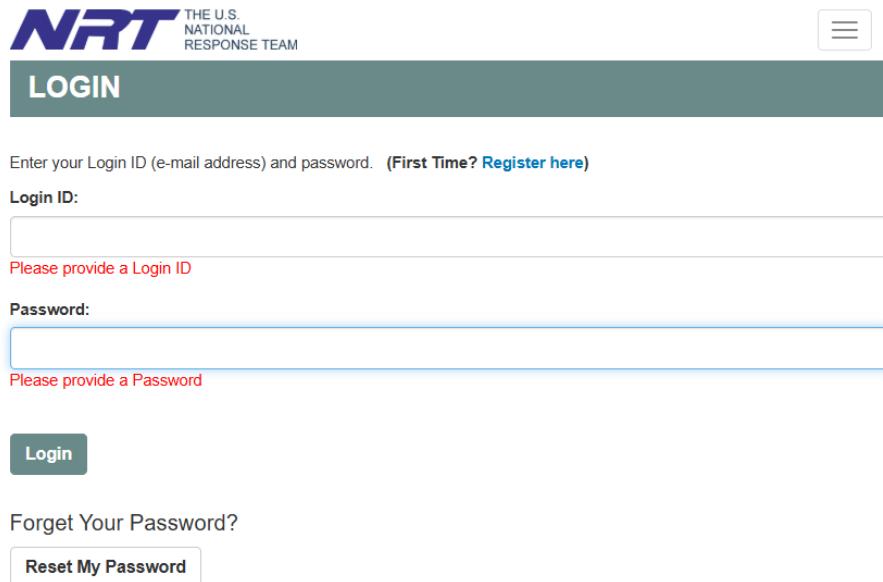
The screenshot shows the 'REGISTER' page of the NRT.org website. At the top, there is a logo for 'THE U.S. NATIONAL RESPONSE TEAM' and links for 'Home' and 'Login'. The main form is titled 'Registration Information (\* required fields)'. It includes fields for First Name, Last Name, e-Mail (with a validation message 'Please enter an email address'), Password (with a note 'Must be at least 12 characters long, and contain 1 character of each type: Upper-Case, Lower-Case, Number, and Special (@,#,\$,%,&,+,=!)'), Verify password, Region (a dropdown menu showing 'None'), Title, Organization, Address Line 1, Address Line 2, City, State (a dropdown menu showing 'AK (Alaska)'), Zip Code, Phone Number, and Fax Number. At the bottom are 'Register' and 'Cancel' buttons. Below the form is a footer with the text 'Working together to protect against threats to our land, air and water'.

After requesting a login account on the site, individual pages still require authorization. Request access by contacting the RRT3 coordinator.

## How to Log In

Some documents and pages require RRT members to be logged in to access restricted information. To log in, click on the "Log In" button on the top left corner of the screen, which will bring you to the login screen (see **Figure 5**).

Figure 5. NRT.org Login Screen



The image shows the NRT.org login screen. At the top left is the NRT logo with the text "THE U.S. NATIONAL RESPONSE TEAM". At the top right is a menu icon. Below the logo is a teal header bar with the word "LOGIN" in white. The main content area has a light gray background. It contains a "Login ID:" label and a text input field with a red error message "Please provide a Login ID". Below that is a "Password:" label and a text input field with a red error message "Please provide a Password". At the bottom left is a "Login" button, and at the bottom right are links for "Forgot Your Password?" and "Reset My Password".

### 1. Enter Your Credentials:

- Click on the "Login" button. You will be directed to the login page.
- Enter your username (email address) in the first field.
- Enter your password in the second field.

2. **Click on the Login Button:** After entering your credentials, click on the "Login" button to access your account.

### 3. Troubleshooting:

- If you forget your password, click the Reset My Password link and follow the instructions to reset your password.
- Ensure that your internet connection is stable if you encounter any issues logging in.
- For additional support, contact [ERTSupport@epa.gov](mailto:ERTSupport@epa.gov).

## How to Access Documents

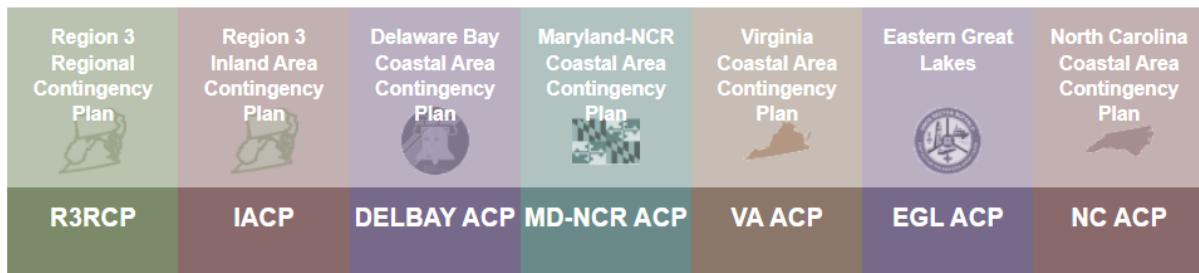
From any page within the RRT website, click on "Documents" in the Top Menu, or "Documents" in the Sidebar Links to view the Documents posted on that view of the page (see **Figure 6**).

Figure 6. NRT.org RRT3 Website Home Page Document Links



Each page of the site includes a summary of information included in that page. The sub-page navigation buttons (see **Figure 7**) and the text beneath it is the best place to look for a guide to the specific documents appearing within that page.

Figure 7. Sub-page Navigation Buttons and Links on the Plans Page



The following planning documents are prepared and maintained by the RRT III:

1. RRT3 Regional Contingency Plan (RCP)
2. RRT3 Inland Area Contingency Plan (IACP)
3. USCG Area Contingency Plans (ACPs) (maintained by USCG and hosted on the following sites)
  - Sector Delaware Bay
  - Sector Maryland National Capitol Region
  - Sector Virginia
  - Sector Ohio Valley - MSU Pittsburgh (see Volume VII available on the Region 3 OSC Planning Dashboard)
  - Sector Ohio Valley - MSU Huntington (see Volume IX available on the Region 3 OSC Planning Dashboard)
  - Sector Buffalo
  - Sector North Carolina

From any of the documents lists, click "Profile" in the Top Menu to return to the sub-page navigation bar (see **Figure 8** below).

Figure 8. Click "Profile" to Return to the Main Menu and Sub-Page Navigation

## How to Access Training Information and Submit Training Information

The RRT website home page includes a summary of upcoming training opportunities contributed by RRT members (see **Figure 9**).

[www.nrt.org/RRT3](http://www.nrt.org/RRT3)

Figure 9. Upcoming Trainings

Drag the bottom scrollbar left and right to see additional information about the specific training opportunities listed.

To submit a new training to the list, click the link "[Enter trainings & exercises you would like to share with RRT3.](#)"

The form can be used to submit any of the following:

- Training opportunities
- Exercise opportunities
- Topics for upcoming RRT meetings

Use the Microsoft online form to submit information about the training or exercise opportunity, including the following:

- Training Level (beginner, intermediate, or advanced)
- Contact Information (name, email)
- Description of the training
- Priority
- Type of opportunity (training, exercise, meeting topic)

Once approved, trainings and exercises will appear on the list viewable to the public. Topics suggested for RRT meetings are included in a separate list for the Training Workgroup to review.

# Document Search

While navigating through the home page and different sub-pages, the "Documents" link in the top menu will open the page with all documents linked from that page only. To find documents on other pages throughout the RRT3 site, visit [nrt.org/RRT3 SEARCH](http://nrt.org/RRT3_SEARCH).

Visit [nrt.org/RRT3 SEARCH](http://nrt.org/RRT3_SEARCH) to search for public documents across all Region 3 site pages.

Use the "Search" bar to search documents by keyboard. Type a word or phrase and click the magnifying glass icon or click Enter. Filter by Category, Page, or Year (document publication or posting year) using the picklists or slider. Click "Documents by Year" to access the alternate view (shown in **Figure 10** inset).

Documents listed are shown with a description, a link to the file, the assigned category, any tags applied, the publication year, and page name (linked). Click either the Filename link or the Page link.

*Figure 10. Document Search*

**REGION 3 REGIONAL RESPONSE TEAM (RRT3) DOCUMENT SEARCH**

Home
Calendar
Announcements
Search
Links

Category
Page
Year

All
All
1982 2025

Documents by Year
Search

Description	FileName	Category	Tags	Year	Page
Workgroup Report Outs Notes May 2025	<a href="#">Workgroup_Report_Outs_Notes_May_2025.pdf</a>	Notes	2025	2025	<a href="#">2025 Meetings</a>
Workgroup Report Outs Feedback Workgroup Notes 12.10.2024	<a href="#">Workgroup_Report_Outs_Feedback_Workgroup_Notes_12.10.2024.pdf</a>	Notes	2024	2024	<a href="#">Current Meeting</a>
Will guide the working partnership of the Agencies in fulfilling objectives of the Virginia Environmental Excellence Program	<a href="#">2000-07-21-moa00.pdf</a>	MOA	2000	2000	<a href="#">RRT3 Continuity (R3C)</a>
Waste Management Lessons learned	<a href="#">2013-08_SONS_WasteMgmt_LessonsLearned_ltr 2.pdf</a>	Response References	2013	2013	<a href="#">Regional Area Continuity</a>

Microsoft Power BI
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Only documents available to the public are searchable. Other documents are available to RRT members and workgroups.

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# Support

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For questions, further information, or assistance regarding webpage content, please contact:

- Sabina Bastias, Region 3 RRT Coordinator ([bastias.sabina@epa.gov](mailto:bastias.sabina@epa.gov))
- Kristen Jenkins, Region 3 RRT Contractor ([kristen.jenkins@tetrtech.com](mailto:kristen.jenkins@tetrtech.com))