Document and Data Management Plan
Version 1.1

The Refugio Incident Document and Data Management Plan dated May 24, 2015 is amended to include to the Refugio Incident Common Operating Platform (COP) Information Management and Data Sharing Plan approved on May 26, 2015. Compliance with the COP Information Management and Data Sharing Plan will be adhered to by all parties.

Contract services will be utilized when the Federal On Scene Coordinator determines all documentation has been received in order to scan/digitize incident information. These services should be funded by the Responsible Party. If not, the Oil Spill Liability Trust Fund will be utilized as part of Phase IV actions under the National Contingency Plan (40 CFR 300.160 and 40 CFR 300.315) documentation and cost recovery action.

Enclosures: (1) Document and Data Management Plan Refugio Incident dated 5/24/2015
(2) Common Operating Platform Information Management and Data Sharing Plan Refugio Incident approved 5/26/15

(USCG)	20 Jun 15 (Date)
(USEPA)	6/20/15 (Date)
(CDFW)	6/20/15 (Date)
(SBOEM)	6/22/15 (Date)
(PLAINS ALL AMERICAN PIPELINE, LP.)	6-22-15 (Date)

COPY

DOCUMENT AND DATA MANAGEMENT PLAN

REFUGIO INCIDENT

DOCUMENTATION UNIT LEADER

5/24/2015

Approved by Incident Commander(s):

ORG	NAME
USEPA	
USCG	
SOSC	
LOSC	
RPOSC	

COPY

This plan is for the collection, review, filing, safeguarding and storing of all Refugio Incident Documents relevant to the response. The Federal On-Scene Coordinator (FOSC) has established a plan in accordance with the documentation of pollution response activities as mandated by the National Contingency Plan (NCP). See 40 CFR §§ 300.160 and 300.315.

DOCUMENT and DATA MANAGEMENT PLAN
Refugio Incident

Purpose:

This plan is for the collection, review, filing, safeguarding and storing of all Refugio Incident Documents relevant to the response. The Federal On-Scene Coordinator (FOSC) has established a plan in accordance with the documentation of pollution response activities as mandated by the National Contingency Plan (NCP). See 40 CFR §§ 300.160 and 300.315.

The United States Coast Guard is the financial lead of FPN: A15017; therefore, will maintain the ORIGINAL documentation from the opening of the fund to the end of the incident or FOSC Authority Transfer between The United States Coast Guard and the Environmental Protection Agency (EPA) is conducted. Should a transfer of FOSC Authority be conducted the EPA will maintain and Safeguard the original documentation from the transfer date to the closure of the FPN.

Actions:

1. Do not destroy or delete any documents relating to this incident or response.

2. "**Documents**" broadly include any form of recorded information created or maintained for use at a later date. Documents that must be saved include any information that is recorded in any fashion. For example:

    - Any information written on paper (memos, letters, handwritten notes, calendars with notations on them, etc.).
    - Any photograph, map, chart, computer disc, software, video, voice message, or other recorded information, as well as electronic data in any form that we record, such as e-mail, e-mail attachments, computer files, databases, spreadsheets, laptops, PDAs, PCs, CDs, DVDs, instant messages, etc.
    - Originals, drafts, handwritten notes and copies all need to be retained and turned into the DOCUMENTATION UNIT.

3. All ORIGINAL signed documents are to be turned in and filed with the Documentation Unit.

4. All documents, including photos, are to be turned into the Documentation Unit as they are developed, if possible, when submitting documents to Documentation, please provide them in an ORGANIZED manner.

5. Use the ICS-214 to record your notes relating to the incident response.

    - NAME, FULL DATE and LOCATION

    All personnel should turn in the ICS-214 daily or as soon as practical. **All demobilized personnel will turn in ALL documentation prior to departing.**

6. Place all duplicate copies of documents in the box at the Documentation Unit. All duplicates will be verified and dealt with accordingly.

7. Assume that all of your documents will become public knowledge. PROPERLY MARK DOCUMENTS that could be considered classified or confidential.

8. When documenting events use the guidelines:
    a. Include your Name, Position, Date and Location
    b. Be Specific
    c. Be Factual
    d. Avoid Speculation and Rumor
    e. Avoid Vague and Subjective Personal Impressions

ALL Electronically Stored Information (ESI) will be captured upon demobilization on a designated Laptop and External Hard Drive.

Following the completion of the incident archive, a copy will be provided to the Unified Command.

Common Operating Platform
Information Management and Data Sharing Plan
Refugio Incident

Purpose:

Information and data generated as a result of the response, or germane to the mitigation of the incident, are used in support of the Unified Command's Critical Information Requirements (CIRs). This Information Management Plan is meant to ensure continuity of information across the various CIRs and facilitate sharing amongst the response personnel during the incident. Furthermore, this plan will set the foundation for archive and access to information. The scope of this plan includes all documents, digital forms, operational and environmental Geographic Information Systems (GIS) data, photography, video, remote sensing, response sampling, and response databases. Implementation of this plan will:

- Help to avoid compartmentalized isolation of information within units and sections
- Ensure all parties understand responsibilities, methods, and resources available
- Help maintain information continuity over time regardless of personnel changes
- Provide the basis for periodic review, evaluation, and updating of procedures
- Help ensure the proper archival of data for post-incident retrieval and analysis

The incident related information and data that may be **excluded** under the scope of this plan are:

1. Proprietary or non-incident related information or data.
2. Licensed, sensitive, or cultural resources as determined by data provider.
3. Information developed for the sole purpose of the Natural Resource Damage Assessment (NRDA).

The overarching objective of this plan is to facilitate availability of information to all parties involved in the response. The Documentation Unit and Situation Unit were integral to the development of this plan and the establishment of daily documentation and sharing procedures.

Unified Command Signatures:

United States Coast Guard FOSC — Williams, CAPT — 5/26/15 (Date)

United States Environmental Protection Agency FOSC — 5/26/15 (Date)

State of California SOSC — 5/26/15 (Date)

Santa Barbara County LOSC — 5/25/15 (Date)

Plains All-American Pipeline (RP) — 5-26-15 (Date)

The following sections outline in detail the management and sharing of information and data pursuant to the ICP Document and Data Management Plan.

I. ARCHIVE MANAGEMENT:

The Federal On-Scene Coordinator (FOSC) has established a plan in accordance with the documentation of pollution response activities as mandated by the National Contingency Plan (NCP), in accordance with 40 CFR §§ 300.160 and 300.315.

The United States Coast Guard is the financial lead of FPN: A15017; therefore, the United States Coast Guard is solely responsible for managing and maintaining the Refugio Incident Archive. All documents will be stored at Marine Safety Unit Portland, 6767 N. Basin Ave. Portland, Oregon 97217.

The Refugio Incident Archive will consist of all documents generated as the result of the Refugio Incident. Documents broadly include any form of recorded information created for use at a later date. Documents that must be saved include any information that is recorded in any fashion, for example:

- Any information written on paper (memos, letters, handwritten notes, calendars with notations on them etc.).
- Any photograph, map, chart, computer disc, software, video, voice message, or other recorded information, as well as electronic data in any form that we record, such as e-mail, e-mail attachments, computer files, databases, spreadsheets, laptops, PDAs, PCs, CDs, DVDs, instant messages, etc.

Dataset	Data Type	Description	Temporal Coverage	Method of Collection	Field Collector & P.O.C	Data Processor & P.O.C.	Long-Term Repository
Refugio Incident Archive	Misc.	Complete collection of all incident documentation	All Forms of Documentation	ICP Documentation Unit	USCG	USCG Incident Historian Shellee Christensen 541-999-0156	MSU Portland

This Common Operating Procedure does not supersede the Incident Command Post (ICP) Document and Data Management Plan; however encapsulates how the information will be shared between the United States Coast Guard Historian, agencies involved with the incident and the agencies that make up the Unified Command.

↑ including RP

II. DATA MANAGEMENT:

This section describes the different types of incident data and provides details about file types, processing responsibilities, etc.

GIS Data:

Data are either gathered from existing work to act as base data for the incident, or created by Data Management/GIS Technical Specialists in the GIS Unit, Environmental Unit, or Situation Unit within the Planning Section. Technical specialists for GIS and Data Management will have the main responsibility to lifecycle of this data, including processing raw data into maps or products for a COP. The table below documents what data types are being developed for the response and who is managing them.

Dataset	Data Type & Format	Description	Temporal Coverage	Method of Field Collection	Field Collector & P.O.C.	Data Processor & P.O.C	Short-Term Repository
Trajectories	Shapefiles	Fate and effect modeling of oil for operational planning.	Forecast for next Op period	models	NOAA	NOAA	ERMA, ResponseLink, On-scene Response Server
Wildlife Observations	Shapefiles	Wildlife observations as reported by Operations	Ad hoc	Field obs	Ops Section	Cal OSPR, GIS Unit	On-scene Response Server
Shoreline Cleanup Assessment Techniques (SCAT)	Shapefiles	Shoreline Cleanup Assessment Techniques oiling observations	Daily and Cumulative	Field obs	Planning Section	NOAA	SCAT Database
NOAA Overflights	Shapefiles	Overflight observations and trackline from the NOAA observer flights	Daily	Field obs	NOAA	NOAA	ERMA, ResponseLink, On-scene Response Server
Base data	Shapefiles	Includes any static datasets. Example: ACP information, shoreline, critical habitat	N/A	N/A	N/A	N/A	On-scene Response Server
Area of Operations	Shapefiles	Includes locations for the ICP, Staging Areas, Divisions, etc.	Ad hoc	Logistics, Operations	N/A	GIS Unit	On-scene Response Server
Approximate Boom Locations	Shapefiles	The approximate boom locations. Based on general descriptions. This data was not GPS verified.	Ad hoc	Operations	Operations	GIS Unit	On-scene Response Server

Photography & Video:

Field teams must ensure they are following appropriate protocols for field photo and video collection by coordinating with the photo and video data managers (Technical Specialists) before going into the field. These data are more valuable to the response when collected with corresponding location information from a GPS. The processing software used varies, but the purpose is to catalogue and organize response photos and video that are specific to a geographical location. Below is a documentation of where data exists within the response infrastructure and who is managing it.

Dataset	Data Type	Description	Temporal Coverage	Method of Field Collection	Field Collector & P.O.C	Data Processor & P.O.C.	Field Repository
SCAT Photos	JPG & GPS files	Photos of observations and oiling.	Daily	Field teams	SCAT teams	NOAA	SCAT database, On-scene Response Server
Operations Photos	JPG & GPS files	Photos of assessment and field operations	Ad Hoc	Field teams	USCG	GIS Unit	ERMA, On-scene Response Server
NOAA Photos	JPG & GPS files	Photos from NOAA overflights	Daily	Overflight	NOAA Observer	NOAA	ResponseLink, On-scene Response Server

Remote Sensing:

Remote sensing products will largely come from external organizations and not normally from direct efforts within the response organization. Examples are commercial satellite companies, federal remote sensing offices, and private remote sensing companies. The raw data will more than likely be managed and stored with the owner's infrastructure. The response organization would receive the final analysis products to utilize in response. Below is a documentation of what remote sensing efforts are being used, what products are being requested, and primary contact information.

Dataset	Data Type	Description	Temporal Coverage	Method of Field Collection	Field Collector & P.O.C	Data Processor & P.O.C.	Field Repository
USCG RDC Oil Observation	Shapefiles	Ocean Imaging Tactical	Single	Fixed wing	USCG	Ocean	On-scene

exercise		Response Airborne Classification System (TRACS) 3-band multispectral camera plus thermal IR Detection. Used for thickness identification of potential oil.	collection			Imaging	Response Server
Ground based LIDAR	Vector	Done to ascertain baseline elevation before operational removal and cleaning of cobble sized rip-rap. Surveying 2500 and 4000 feet of beach near Refugio State Park.	Single collection	Ground based	Environmental Unit	Environmental Unit	On-scene Response Server

Response Sampling:

Sampling	Data Type	Description	Temporal Coverage	Field Collector & P.O.C	Data Processor & P.O.C.	DM Repository
Air Monitoring	Monitoring	Sampling done for air quality and safety monitoring.	Constant collection	CTEH & EPA	CTEH & EPA	CTEH SQL Server
Submerged Oil Sampling	Analytical	Sampling done to fingerprint submerged oil.	Multiple collection	EPA & CA OSPR	EPA	SCRIBE
Surface Water	Analytical	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Multiple collection	CTEH	Approved multiple labs	CTEH on-scene SCRIBE database
Water Column	Analytical	Sampling done to identify hydrocarbons in the water column. Conducting a full sweep analysis.	Multiple collection	CTEH	Approved multiple labs	CTEH on-scene SCRIBE database
Product Sampling	Analytical	Sampling done to fingerprint various types of oil and locations.	Multiple collection	CTEH	Approved multiple labs	CTEH on-scene SCRIBE database

EPA Source Sampling	Analytical	Sampling done for analysis of source oil.	Single collection	EPA	EPA	SCRIBE
NOAA Source Sampling	Analytical	Sampling done for analysis of source oil.	Single collection	NOAA	LSU	NOAA ERD
Shoreline Surface Water	Analytical	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Multiple collection	EPA	EPA	SCRIBE
Sediment	Analytical	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Multiple collection	EPA	EPA	SCRIBE

Response Databases:

During a response multiple databases may be used for various types of data. This table is meant to document what efforts are being used, what products are being developed, and primary contact information.

Database	Data Type	Description	Data Processor & P.O.C.	Location of database
SCAT Database	SQL Database	Collecting field forms for inclusion in a database to make recommendations for shoreline cleanup	NOAA	On-scene
CTEH on-scene SCRIBE database	Access database	On-scene database for logging location and metadata information.	CTEH	On-scene
EPA SCRIBE	SQL database	Database for analytical results	EPA	SCRIBE.net
Command Pro	Database	ICS form and IAP development software and associated GIS viewer	Witt-O'Brien's	On-scene
ERMA	Web mapping	Display tool for GIS data and situational awareness	NOAA	Federal Cloud

	server			

III. SHARING:

This section outlines the types of data being created to meet CIRs, who is managing them, how and when they will be shared and disseminated with other response staff, if there are any sharing restrictions to response staff, and how sharing would be managed for the public.

Incident Data:
All incident data can be shared in multiple formats to ensure effective data accessibility and records management. Any data sharing restrictions or access conditions should be outlined below.

Documents Archive (hard copy and digital):
The incident archive will be managed and maintained by the United States Coast Guard Incident Historian according to agency policy; a copy of the incident archive can be made in its entirety upon request.

GIS Data:
Static GIS files (e.g. shapefiles, layer packages, and geodatabases) should be uniquely named and include a time/date stamp of the date of creation for version history and to prevent overwriting previous files. Data feeds (e.g. web service and ArcRest) can be used to share data, however due to potential technical issues with respect to data feed stability, changing layer IDs, legend formatting, and external access, a copy of these data shall be transferred in the form of a layer package or geodatabase to an agreed upon response data repository (e.g. SFTP server, Sharepoint site, etc.).

All GIS data should be copied to this repository at the appropriate time cycle required for these data to ensure accessibility and record integrity for the response. This will allow the response to have a static copy of data accessible by all and act as a backup in case of system or server failure.

The response data repository is also a working environment where data can be shared between GIS responders without needing to grant access to firewalled proprietary systems. A data repository is critical to sharing GIS data across different private, state, and federal agencies.

Response data are covered under the *National Contingency Plan* and are not discoverable under FOIA or made available to the public. For any data to be released to the public, it must be approved and released by Unified Command.

Minimum Metadata requirements (see Work Package 5: Common Operating Picture, IPIECA – IOGP Oil Spill Joint Industry Project. Pg 28)

- Source of the information
- Date of capture
- Contact
- Description of the information
- Any processing done to change the source information
- Any known limitations or issues with the information
- Geographic area of coverage
- Quality of data

Filename convention

- Shapefile names must include the type, date of publication (if applicable), and time of observation (if applicable). Note there is a 50 character limit for shapefile names.
- Example: WildlifeObservations_2012_0504_1300hrs.shp

Dataset	Description	Restrictions, Conditions	Daily Sharing Schedule	P.O.C.	Data Storage Location
NOAA Trajectories	Fate and effect modeling of oil for operational planning.	Internal to response	Trajectories are created after the NOAA overflight information is provided to modelers. Generally, new trajectories forecasting for the next day are available in the afternoon	NOAA	On-scene Response Server
Wildlife Observations	Wildlife observations as reported by Operations	Internal to response	Wildlife Operations provides daily aerial siting's and numbers to the GIS Unit. Data is available in the afternoon or the morning after.	Wildlife Operations	On-scene Response Server
SCAT	Shoreline Cleanup Assessment Techniques oiling observations	Internal to response	SCAT teams arrive back in the evening and forms are provided to the GIS Unit and SCAT data manager. The GIS Unit creates preliminary shoreline oiling data that evening. The SCAT data manager provides the official QA/QCed shoreline oiling data 24hrs after it is received.	Environmental Unit, NOAA	On-scene Response Server
NOAA	Overflight observations	Internal to	After the overflight lands, the	NOAA	On-scene

Overflights	and trackline from the NOAA observer flights	response	observer provides data to the NOAA processor. An hour after it is provided data and maps are available.		Response Server
Base data	Includes any static datasets. Example: ACP information, shoreline, critical habitat	Public (unless otherwise stated)	Base data is created and managed outside of incidents. It is made available to the GIS Unit through the On-scene Response Server	GIS Unit	On-scene Response Server
Area of Operations	Includes locations for the ICP, Staging Areas, Divisions, etc.	Internal to response	Locations for the command post and staging areas are gathered from Logistics. Divisions are based on the ACP designations. Availability of this data is ad hoc and when it is changed.	GIS Unit	On-scene Response Server
Approximate Boom Locations	The approximate boom locations. Based on general descriptions. This data was not GPS verified.	Internal to response	Boom locations were gathered from Operations and given to the GIS Unit. This is not an ongoing data stream.	GIS Unit	On-scene Response Server

Photography & Video:

Once photography comes to the ICP it should be managed in the On-scene Response Server. The GIS Unit will process and upload photography and associated GPS files to this location.

Dataset	Description	Restrictions, Conditions	Daily Sharing Schedule	Data Storage Location	P.O.C.
SCAT Photos	Photos from SCAT teams depicting the shoreline and observations	Internal to response only	SCAT teams arrive to the ICP from the field around 1700 daily. Photos and GPS are downloaded and processed	On-scene Response Server	NOAA
Operations Photos	Photos of Operations and other USCG points of interest.	Internal to response only	These photos are ad hoc and based on availability of cameras and GPS for the USCG. May be for special assessments or USCG needs.	On-scene Response Server	GIS Uniti

NOAA Overflight photos	Photos from the NOAA overflights of oil observations and points of interest.	Internal to response only	After the overflight returns to the ICP the photos and GPS files are downloaded and processed.	On-scene Response Server	NOAA

Remote Sensing:

Dataset	Description	Restrictions, Conditions	Daily Sharing Schedule	Data Storage Location	P.O.C.
USCG RDC Oil Observation exercise	Ocean Imaging Tactical Response Airborne Classification System (TRACS) 3-band multispectral camera plus thermal IR Detection. Used for thickness identification of potential oil.	Internal to response only	This was an effort of opportunity during the USCG RDC Oil Observation exercise which coincided with the Refugio incident. This is a single collection only.	On-scene Response Server	NOAA
Ground based LIDAR	Done to ascertain a baseline for elevation and erosion before operational removal and cleaning of cobble sized rip-rap. Surveying 2500 and 4000 feet of beach near Refugio State Park.	Internal to response only	Once collected it will be provided to the GIS Unit to place on the On-scene Response Server. This is a single collection only.	On-scene Response Server	Wade Bryant (Environmental Unit)

Response Sampling:

Dataset	Description	Restrictions, Conditions	Daily Sharing Schedule	Data Storage Location	P.O.C.
Air monitoring	Sampling done for air quality and safety monitoring.	Internal to response only	The data associated with ongoing air monitoring is available through ArcGIS REST service.	CTEH SQL Server	CTEH
Submerged Oil	Sampling done to	Internal to	Results will be available through	EPA SCRIBE	Environment

Sampling	fingerprint submerged oil.	response only	SCRIBE.		al Unit
Surface Water	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Internal to response only	Sampling locations and metadata are available through ArcREST feeds. Results will be available in SCRIBE.	CTEH on-scene SCRIBE database, EPA SCRIBE	CTEH
Water Column	Sampling done to identify hydrocarbons in the water column. Conducting a full sweep analysis.	Internal to response only	Sampling locations and metadata are available through ArcREST feeds. Results will be available in SCRIBE.	CTEH on-scene SCRIBE database, EPA SCRIBE	CTEH
Product Sampling	Sampling done to fingerprint various types of oil and locations.	Internal to response only	Sampling locations and metadata are available through ArcREST feeds. Results will be available in SCRIBE.	CTEH on-scene SCRIBE database, EPA SCRIBE	CTEH
EPA Source Sampling	Sampling done for analysis of source oil.	Internal to response only	Results will be available through SCRIBE.	EPA SCRIBE	EPA
NOAA Source Sampling	Sampling done for analysis of source oil.	Internal to response only	Results will be available through NOAA DIVER.	NOAA DIVER	NOAA
Shoreline Surface Water	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Internal to response only	Results will be available through SCRIBE.	EPA SCRIBE	EPA
Sediment	Sampling done for human health and safety. Identification of hydrocarbon contamination.	Internal to response only	Results will be available through SCRIBE.	EPA SCRIBE	EPA

Response Databases

Dataset	Description	Restrictions, Conditions	Sharing Method	Data Storage Location	P.O.C.
SCAT Database	Collecting field forms for inclusion in a database to	Internal to response only	At the completion of the SCAT effort copies of the database will	On-scene	NOAA

	make recommendations for shoreline cleanup		be shared.		
CTEH On-scene SCRIBE database	On-scene database for logging location and metadata information.	Internal to response only	At the completion of the response sampling effort data will be pushed to the EPA SCRIBE.net	On-scene	CTEH
EPA SCRIBE	Database for analytical results	Internal to response only	Available at SCRIBE.net	SCRIBE.net	EPA
Command Pro	ICS form and IAP development software and associated GIS viewer	Internal to response only	At the completion of the response copies will be provided.	On-scene	Witt-O'Briens
ERMA	Display tool for GIS data and situational awareness	Internal to response only, selected data for Public	Shapefiles and limited web mapping services are available. The incident data will be maintained for an agreed upon length of time.	Federal Cloud	NOAA

IV. COMMON OPERATING PICTURE:

This section serves to catalogue and describe the Common Operating Pictures (COP) involved during an incident.

A designated COP does not preclude the use of other viewers for individual responder or organizational use, provided that everyone has access to consistent, up-to-date data. A daily exchange cycle should be described for data delivery requirements. The following points should be discussed:

- Data must be interoperable with appropriate systems
- Situation Unit oversight of data to ensure continuity and access during the response
- Timelines of data delivery, communication for sharing data in other data viewers
- Basic metadata on file creation (who, what, where, when)

COP	Description	Response Function	Method of data access	POC
Command Pro	ICS form management and IAP creation. Associated GIS viewer	COP	Web-based	Dan Sobieski (Planning)
ERMA	NOAA's COP viewer. Web based and open source developed.	COP	Shapefiles, WMS	JB Huyett (Planning)

V. DATA INFRASTRUCTURE AND HARDWARE:

This section outlines the designated, centralized, data storage applications used during the response.

Response Repository: CA OSPR has provided an On-scene Response Server to act as a repository for all GIS and photography. It is being managed by the GIS Unit and access is to the GIS Unit and on a needs basis.

Data Storage Application	Description	Location	Method of data access	POC for access
On-scene Response Server	Response server for GIS and digital data. Will be storing GIS, photos, and maps.	ICP	CA OSPR response network	Judd Muskat (CA OSPR)

VI. DATA PRESERVATION & PROTECTION:

Data Back-Ups

In order to protect data from accidental modifications, deletions, or disaster events, there must be a plan to back up of data on personal external hard drives or to an external storage location.

- Short-term storage back-up plan: responsibility of the owner of the response database being managed.

Short-Term Storage (incident start to end of response):
Proper storage during the response will facilitate data usage to support operations and planning. The systems and processes for storing data are designed to quickly share and disseminate. These systems are not designed for long-term storage. At the end of the response phase, data will need to transition to a more stable solution.

Long-Term Storage (end of response to indefinite):
Long term storage is needed to provide an archive and continuity of information. The United States Coast Guard will manage the long-term storage of all documents, digital forms, operational and environmental Geographic Information Systems (GIS) data, photography, video, remote sensing, response sampling, and response databases; all documents will be turned in to the United States Coast Guard upon closure of the Incident Command Post in accordance with the Refugio Incident Demob Plan. The appropriate data and information personnel will work with the Documentation Unit to transfer their materials. Copies of hard drives will be provided to the response parties and available for access upon request to the USCG.

The appropriate data and information personnel will work with the Documentation Unit to transfer their materials. Copies of hard drives will be provided to the response parties and available for access upon request to the USCG.

Transfer to Long-Term Storage:

Data type	Transfer method
Documents	Manual submission and storage
ICS Forms (Command Pro)	Hard copies provided to documentation unit
Photography	Hard-drive provided of the On-scene Response Server
GIS	Hard-drive provided of the On-scene Response Server
Response Sampling	Data pushed to EPA SCRIBE.net
Remote Sensing	Hard-drive provided of the On-scene Response Server

Appendix I. REFERENCES

1) CTEH, Quality Assurance Project Plan, Refugio Incident, Version 1.0. Santa Barbara, 2015.

2) USCG Incident Management Handbook. 2014

3) USCG Records Management. CG-611 Management Programs and Policy Division.
   a) The primary purpose of the Coast Guard's records management program is to promote the maintenance and security of records, to ensure we have accurate and timely information to accomplish our missions, allow accessibility to information to staff and the public as appropriate, and preserve official records in accordance with applicable statutory and regulatory requirements.

      The term "record" is not limited to paper documents, but includes all media, e.g., audiovisual, cartographic, electronic, etc. Records can be either temporary or permanent; temporary records are destroyed after a specified/approved period of time while permanent records are preserved by the National Archives for the life of the republic. Typically, for any government agency, less than five percent (5%) of the records are scheduled as permanent; the Coast Guard has almost 25% scheduled as permanent records.

      All Coast Guard personnel have basic Records Management responsibilities. Originators and recipients of both paper and electronic records (including e-mail) must label and archive information per approved dispositions schedules outlined in:

      Information and Life Cycle Management Manual, COMDTINST M5212.12A., and NARA Approved Changes to COMDTINST M5212.12A (updated June 7, 2013)

4) NOAA Environmental Data Management Committee (EDMC) Data Management Planning Procedural Directive, Version 2.0.1, February 11, 2015.

5) National Oil and Hazardous Substances Pollution Contingency Plan (NCP)

6) IPIECA-IOGP. Work Package 5: Common Operating Picture, IPIECA – IOGP Oil Spill Joint Industry Project. 2015.