



Texas General Land Office
Oil Spill Prevention and Response Program
 Application for Discharge Cleanup Organization Certificate

This form is to be used by Discharge Cleanup Organizations (DCO) to apply to the Texas General Land Office (GLO) for a DCO Certificate. The completed form and accompanying documentation should be submitted to the appropriate regional Oil Spill Prevention and Response Program office. Completed applications must be submitted and approved prior to the DCO being listed as a primary source of response in a facility response or being utilized by the GLO during a spill response. The information provided in this application is for this region specific DCO office.

This DCO location will serve which geographic area/GLO Oil Spill Region: <i>choose one</i>				
Reg. 1 - Port Neches 239 Grigsby Ave Port Neches, TX 77651 (409) 727-7481 Counties served: Orange, Jefferson, Chambers	Reg. 2 - La Porte 11811 North D. St. La Porte, TX 77571 (281) 470-6597 Counties served: Harris, Galveston, Brazoria	Reg. 3 - Corpus Christi 602 N. Staples Street Ste. 240 Corpus Christi, TX 78401 (361) 886-1650 Counties served: Aransas, Nueces, Kenedy, Kleberg, San Patricio, Refugio	Reg. 4 - Brownsville 2145 EMS Lane Brownsville, TX 78521 (956) 504-1417 Counties served: Willacy, Cameron	Reg. 5 - Port Lavaca 414 Travis St. Port Lavaca, TX 77979 (361) 552-8081 Counties served: Matagorda, Calhoun, Jackson, Victoria

GENERAL INFORMATION		
DCO Name		
DCO Physical Address – City – State – Zip Code		
DCO Phone:	DCO Fax:	DCO 24 hr Phone:
Type of DCO (choose one): For Profit Industry Not for Profit Volunteer		
DCO tax identification number:		
Owner's Name		
Owner's Address – City/State/Zip Code		
Owner's Email Address		

DCO EMPLOYEE INFORMATION	
Please provide a list of full time employees and their normal positions during spills operations. Please designate chain of command for response, specifically the DCO incident commander that will be working with the GLO.	
Please have available a current list of all employee training records and whether they are trained per 29 Code of Federal Regulation (1910.120), as well as any experience or relevant personnel qualifications.	
Number of employees DCO can command in the event of a major spill event:	Number of part time employees DCO can utilize during a spill event:

DCO EQUIPMENT
Please attach a list of all equipment and supplies owned by the DCO that are available for the abatement, containment, and removal of pollution. The list should include size and length of boom, capacity of skimmers, length of vessels, capacity of vacuum trucks, pump capabilities, amount and size of sorbent pads, boom sizes and quantities, etc.

Does the DCO intend to rely in whole or in part on equipment and supplies owned by a separate entity? Y N
 If yes, please attach a list containing the name of the owner of the equipment and its location and the procedure for accessing such equipment and supplies.

DCO RESPONSE

Please attach your standard operating procedures for:

- properly disposing of waste or to arrange for the proper disposal of waste and recycling of materials generated by the discharge
- recovery of waste generated from an unauthorized discharge
- storage, separation, transportation, disposal/recycling, and minimization of waste generated from an unauthorized discharge

DCO HEALTH AND SAFETY PLAN

Please attach your health and safety plan, to include:

- a copy of your site safety plan form
- a description of how you will develop a site safety plan when arriving at a job
- your emergency care and evacuation of injured personnel and fire prevention
- a description of your monitoring plan during operations

Please provide your personnel training plan to include how you ensure your personnel are trained for safe spill response.

DCO COMMUNICATION PLAN

Please attach your communications plan to include how you will communicate internally and with a Command Post.

Please attach your emergency notification procedures, how will you be notified of a spill response 24 hours a day – non work hours, answering service, work hours, pager system etc. Include all pertinent phone numbers. Describe how you will notify your personnel of a spill response.

ADDITIONAL SUBMISSIONS

Please provide a map of your area identifying your ability to meet the federal response requirements for **facilities with which you are contracted** to have 1,000 feet of containment boom or two times the length of the largest vessel that regularly conducts petroleum oil transfers to or from the facility, whichever is greater, and the means of deploying and anchoring the boom available at the spill site within 1 hour of the detection of a spill and oil recovery devices and recovered oil storage capacity capable of being at the spill site within 2 hours of the discovery of a petroleum oil discharge from a facility

Please attach a certified statement of your general liability insurance coverage.

Please attach a certified statement of your worker’s compensation insurance coverage.

Please attach a certified statement of your automobile liability insurance coverage.

Is a copy of your current rate sheet with the TGLO attached? YES NO
If no, this DCO may NOT be utilized by the GLO for spill response

Is a signed Letter of Agreement attached? YES NO
If no, this DCO may NOT be utilized by the GLO for spill response

By my signature below and with the authority to do so, I certify that I have approved this Discharge Cleanup Organization Application and its associated documentation and agree to comply with all the above listed requirements.

Title	Name	Signature	Date



Discharge Cleanup Organization Letter of Agreement with the Texas General Land Office

This letter of agreement outlines the basic working relationship between the Discharge Cleanup Organization (DCO) and the Texas General Land Office (GLO). The following items have been agreed upon:

- a. The GLO will utilize a rotational call down system, but reserves the right to vary from this if conditions warrant. Conditions that may effect this decision are:
 - i. Location of the spill;
 - ii. Nature and size of the spill;
 - iii. The prevailing weather;
 - iv. availability of personnel;
 - v. The personnel, material, and equipment capabilities of the DCO.
- b. If the DCO declines the GLO request to respond to a state funded cleanup, the DCO will be placed on the bottom of the rotation list and a note made in their file. If the DCO declines more than three times in any calendar year, they may be removed from the rotation list and lose their certification.
- c. If the DCO is certified by the United States Coast Guard as an Oil Spill Removal Organization, a Basic Ordering Agreement will be accepted by the TGLO in lieu of a rate sheet and both the GLO and the DCO will abide by the amounts on the approved BOA.
- d. For DCO's not certified as an OSRO with a BOA, they must submit a rate sheet to the GLO that includes all services and equipment the DCO would provide. This rate sheet will be evaluated by the GLO and accepted or rejected.
- e. The GLO reserves the right to negotiate the prices of items not covered by a BOA or standard rate sheet at the time of an incident.
- f. Operating Parameters during a spill response:
 - 1. DCO agrees to provide a statement of services performed on a daily basis. This statement will be presented to a designated GLO representative at an agreed upon time prior to the end of each workday and will be verified and approved.
 - 2. DCO is responsible for compliance with applicable local, state, and federal laws.
 - 3. DCO is responsible for establishing a site safety plan on all state funded cleanups and must adhere to that plan. The plan must be approved by a designated GLO representative.
 - 4. The DCO shall commit to providing any ordered items at the scene of the spill within the following times measured from the time an order is placed by the GLO representative:
 - *Spills within 50 miles – 2-hour response time
 - *Each additional 50 miles or portion thereof will increase the response time allowed by one hour.
 - 5. Upon arrival at the spill response, the DCO shall immediately report to the GLO representative and identify what resources are on scene.
 - 6. The GLO may require the DCO to remove from the work area any DCO employee they deem incompetent, careless, or otherwise objectionable.
 - 7. The GLO may terminate all or part of the DCO's services at any time if it is considered to be in the interest of the State to do so. An explanation will be provided in writing.
 - 8. Waste is to be handled in accordance with all applicable laws, and a copy of the waste manifest is required to be included in the invoice submission.

With the authority to enter into this agreement and with my signature below, I agree to comply with the above listed requirements			
Title	Name	Signature	Date