



ALASKA REGIONAL RESPONSE TEAM (ARRT) CHARTER

Article I ESTABLISHMENT

Section 1, Authority. The Alaska Regional Response Team is established under the *National Oil and Hazardous Substances Pollution Contingency Plan (NCP)*, Title 40 Code of Federal Regulations Part 300.115 (40 CFR 300.115).

Section 2, Designation. Hereafter in this charter, the Alaska Regional Response Team is referred to as the "ARRT."

Article II MISSION

The ARRT, working with the State of Alaska, shall develop a federal regional contingency plan to coordinate timely, effective response by various federal agencies and other organizations to discharges of oil or releases of hazardous substances, pollutants, or contaminants. The ARRT also provides (1) the regional mechanism for development and coordination of preparedness activities before a response action is taken and for coordination of assistance and advice to the On-Scene Coordinator (OSC)¹/Remedial Project Manager (RPM) during such response actions; and (2) guidance to Subarea Committees to ensure inter-area consistency and consistency of individual Subarea Contingency Plans (SCPs) and consistency of individual SCPs with the Regional Contingency Plan (RCP) and the NCP. The *Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharges/Releases (Unified Plan)* serves as the RCP and, in conjunction with the ten SCPs, serves as the Area Plan; and provides the mechanism to coordinate Federal and State emergency response plans. These activities are mandated in the NCP and coordinated with the National Incident Management System (NIMS) and the National Response Framework (NRF).

Article III RESPONSIBILITIES ²

Section 1, Standing RRT.

(a) Regional planning and coordination of preparedness and response actions is accomplished through the ARRT. In the case of a discharge of oil, preparedness activities will be carried out in conjunction with Unified Plan, as appropriate. The ARRT agency membership parallels that of the NRT, as described in §300.110, but also includes state

¹ For the purposes of this Charter, references to "OSCs" for ARRT preparedness activities includes both Federal and State OSCs; references to "OSCs" for incident-specific ARRT activities refer to Federal OSCs.

² The following text is excerpted from 40 CFR 300.115 of the NCP which discusses Regional Response Teams. Note that the terms Unified Plan and Subarea Contingency Plans (SCPs) have been inserted at all references to Regional Contingency Plans and Area Contingency Plans.

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and local representation. The ARRT provides:

- (1) The appropriate regional mechanism for development and coordination of preparedness activities before a response action is taken and for coordination of assistance and advice to the OSC/RPM during such response actions; and
- (2) Guidance to Subarea Committees as appropriate, to ensure inter-area consistency and consistency of individual SCPs with the Unified Plan and NCP.
- (b) The two principal components of the RRT mechanism are a standing team, which consists of designated representatives from each participating federal agency, state governments, and local governments (as agreed upon by the states); and incident-specific teams formed from the standing team when the RRT is activated for a response.
- (c) The standing team's jurisdiction corresponds to the standard federal regions, except for Alaska, Oceania in the Pacific, and the Caribbean area, each of which has a separate standing RRT. The role of the standing RRT includes communications systems and procedures, planning, coordination, training, evaluation, preparedness, and related matters on a region-wide basis. It also includes coordination of Area Committees for these functions in areas within their respective regions, as appropriate.
- (d) The representatives of EPA and the USCG shall act as co-chairs of the ARRT except when the ARRT is activated for a specific incident.
- (e) Federal ARRT members or their representatives should provide OSCs/RPMs with assistance from their respective federal agencies commensurate with agency responsibilities, resources, and capabilities within the region. During a response action, the members of the ARRT should seek to make available the resources of their agencies to the OSC/RPM as specified in the Unified Plan and SCP.
- (f) ARRT members should nominate appropriately qualified representatives from their organizations to work with OSCs in developing and maintaining SCPs.
- (g) The standing ARRT shall recommend changes in the regional response organization as needed, revise the Unified Plan as needed, evaluate the preparedness of the participating entities and the effectiveness of SCPs for the federal response to discharges and releases, and provide technical assistance for preparedness to the response community. The ARRT should:
 - (1) Review and comment, to the extent practicable, on local emergency response plans or other issues related to the preparation, implementation, or exercise of such plans upon request of a local emergency planning committee;
 - (2) Evaluate regional and local responses to discharges or releases on a continuing basis, considering available legal remedies, equipment readiness, and coordination among responsible public agencies and private organizations, and recommend improvements;
 - (3) Recommend revisions of the NCP to the NRT, based on observations of response operations;

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- (4) Review OSC actions to ensure that the Unified Plan and SCPs are effective;
 - (5) Encourage the state and local response community to improve its preparedness for response;
 - (6) In accordance with any applicable laws, regulations, or requirements, conduct advance planning for use of dispersants, surface washing agents, surface collecting agents, burning agents, bioremediation agents, or other chemical agents in accordance with §300.910(b)(c);
 - (7) Be prepared to provide response resources to major discharges or releases outside the region;
 - (8) Conduct or participate in training and exercises as necessary to encourage preparedness activities of the response community within the region;
 - (9) Meet at least semiannually to review response actions carried out during the preceding period, consider changes in the Unified Plan, and recommend changes in the SCPs.
 - (10) Provide letter reports on ARRT activities to the NRT twice a year, no later than January 31 and July 31, or as directed by the NRT. At a minimum, reports should summarize recent activities, organizational changes, operational concerns, and efforts to improve state and local coordination; and
 - (11) Ensure maximum participation in the national exercise program for announced and unannounced exercises.
- (h) Whenever there is insufficient national policy guidance on a matter before the ARRT, a technical matter requiring solution, a question concerning interpretation of the NCP, or a disagreement on discretionary actions among ARRT members that cannot be resolved at the regional level, it may be referred to the NRT, described in §300.110, for advice.

Section 2. Incident-Specific RRT.

- (a) The role of an incident-specific RRT is determined by the operational requirements of the response to a specific discharge or release. Appropriate levels of activation and/or notification of the incident-specific RRT, including participation by state and local governments, shall be determined by the designated RRT chair for the incident, based on the Unified Plan. The incident-specific RRT supports the designated OSC/RPM. The designated OSC/RPM directs response efforts and coordinates all other efforts at the scene of a discharge or release.
- (b) When the ARRT is activated for response actions, the chair shall be the member agency providing the federal OSC/RPM.
- (c) The ARRT may be activated by the chair as an incident-specific response team when a discharge or release:

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- (1) Exceeds the response capability available to the OSC/RPM in the place where it occurs;
- (2) Transects state boundaries;
- (3) May pose a substantial threat to the public health or welfare of the United States or the environment, or to regionally significant amounts of property; or
- (4) Is a worst case discharge, as described in §300.324. The Unified Plan shall specify detailed criteria for activation of the ARRT.

(d) The ARRT also will be activated during any discharge or release upon a request from the OSC/RPM, or from any ARRT representative, to the chair of the ARRT. Requests for ARRT activation shall later be confirmed in writing. Each representative, or an appropriate alternate, should be notified immediately when the ARRT is activated.

(e) During prolonged removal or remedial action, the ARRT may not need to be activated or may need to be activated only in a limited sense, or may need to have available only those member agencies of the ARRT who are directly affected or who can provide direct response assistance.

(f) On incident-specific teams, participation by the ARRT member agencies will relate to the technical nature of the incident and its geographic location. When the ARRT is activated for a discharge or release, agency representatives shall meet at the call of the chair and may:

(1) Monitor and evaluate reports from the OSC/RPM, advise the OSC/RPM on the duration and extent of response, and recommend to the OSC/RPM specific actions to respond to the discharge or release;

(2) Request other federal, state, or local governments, or private agencies, to provide resources under their existing authorities to respond to a discharge or release or to monitor response operations;

(3) Help the OSC/RPM prepare information releases for the public and for communication with the NRT;

(4) If the circumstances warrant, make recommendations to the regional or district head of the agency providing the OSC/RPM that a different OSC/RPM should be designated; and

(5) Submit pollution reports to the NRC as significant developments occur.

(g) At the regional level, a Regional Response Center (RRC) may provide facilities and personnel for communications, information storage, and other requirements for coordinating response. The location of each RRC should be provided in the Unified Plan.

(h) When the ARRT is activated, affected states may participate in all ARRT deliberations. State government representatives participating in the ARRT have the same status as any

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federal member of the ARRT.

(i) The ARRT can be deactivated when the incident-specific ARRT chair determines that the OSC/RPM no longer requires ARRT assistance.

(j) Notification of the ARRT may be appropriate when full activation is not necessary, with systematic communication of pollution reports or other means to keep ARRT members informed as to actions of potential concern to a particular agency or entity, or to assist in later ARRT evaluation of region-wide response effectiveness.

Section 3, Jurisdiction. The geographic boundaries of the ARRT include the state of Alaska and all waters of the Exclusive Economic Zone (EEZ).

Article IV STRUCTURE/MEMBERSHIP

Section 1, Structure. The ARRT will consist of the member entities and working groups established by the ARRT to address and resolve specific issues.

Section 2, Composition. The ARRT is comprised of a membership identified in the National Contingency Plan, Title 40 CFR 300.115.

Section 3, Representation. The ARRT membership parallels that of the NRT, as described in 40 CFR 300.110 and includes, state and local representation.

(a) To represent a wide range of public resource management and protection interests the ARRT will have one voting representative for each of the following groups:

1. U.S. Coast Guard, Co-chair
2. U.S. Environmental Protection Agency, Co-chair
3. State of Alaska
4. U.S. Department of Agriculture
5. U.S. Department of Commerce
6. U.S. Department of Defense
7. U.S. Department of Energy
8. Federal Emergency Management Agency
9. General Services Administration
10. U.S. Department of Health and Human Services
11. U.S. Department of the Interior
12. U.S. Department of Justice
13. U.S. Department of Labor
14. U.S. Department of Transportation

(b) Tribal membership: Alaska Native or Indian tribal governments may arrange for representation with the RRT appropriate to their geographical location.

(c) State/Local membership: States are encouraged to participate actively in all RRT activities. Each state governor is requested to assign an office or agency to represent the state on the appropriate RRT; to designate representatives to work with the RRT in

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developing the Unified Plan; to plan for, make available, and coordinate state resources; and to serve as the contact point for coordination of response with local government agencies, whether or not represented on the RRT. The state's ARRT representative should keep the State Emergency Response Commission (SERC), described in §300.205(d), apprised of ARRT activities and coordinate ARRT activities with the SERC. Local governments are invited to participate in ARRT activities as provided by state law or as arranged by the state's representative. Indian tribes are also invited to participate in such activities.

Section 5, Participating Entities. Each participating entity should designate one member and at least one alternate member to the ARRT. All member entities may also provide additional representatives as observers to meetings of the ARRT.

(a) Member entities whose regional subdivisions do not correspond to the standard federal regions may designate additional representatives to the standing ARRT to ensure appropriate coverage of the standard federal region.

(b) In order for the ARRT to best support OSCs, it is recommended that member entities should not double task ARRT members with OSC responsibilities if possible.

(c) ARRT member entities should designate representatives and alternates from their organizations as resource personnel for ARRT activities, including ARRT work planning, and membership on incident-specific teams in support of the OSCs/RPMs.

Section 6, Appointment and Term of Office. Each member entity representative of the ARRT will be designated by their respective agency for an indefinite period of time. These designations shall be made in writing.

Section 7, Resignation. A member may resign at any time by written notice to the Co-chair(s). The resigning member's entity should designate a suitable replacement.

Section 8, Participation. A member should endeavor to attend every scheduled ARRT meeting, ARRT activations and incident-specific activation. In addition, participation in sub committees and working groups is expected as needed. If a representative fails to regularly participate in the work of the ARRT, the Co-chair(s) should discuss the issue with the representative and their member agency and take appropriate action.

Section 9, ARRT Member Representative. An ARRT member entity may appoint a regular alternate representative to represent their affiliation at regular ARRT meetings. The Co-chair(s) must be notified by the ARRT member agency representative.

Section 10, ARRT Chair. Title 40 Code of Federal Regulations Part 115(c) designates representatives of the Environmental Protection Agency (EPA) and U.S. Coast Guard (USCG) as Co-chairs of the ARRT, except when the ARRT is activated. When the ARRT is activated, for response actions, the chair will be the member agency providing the federal OSC.

Section 11, ARRT Coordinator. The USCG and EPA will provide ARRT Coordinators responsible for performing administrative functions on behalf of the ARRT such as

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1. Pre-meeting support (e.g., logistical arrangements, agenda development, etc.);
2. Meeting support (e.g., meeting facilitation, meeting summaries);
3. Post-meeting support (e.g., distribution of meeting summaries, etc.);
4. Maintain a list of ARRT members and alternate members and their contact information;
5. Facilitate or assist ARRT committees and work groups upon request by the committee/work group chairperson(s);
6. Maintain ARRT websites, including posting of ARRT-related documents;
7. Prepare reports to the NRT; and
8. Distribute information related to incident-specific ARRT activations.

Article V MEETINGS

Section 1, Frequency. The ARRT will meet at least two times a year, approximately in the winter (e.g., last week of January) and summer (e.g., last week of July). The date, time, and place shall be agreed upon, in consultation with ARRT members, at least three months in advance and posted by the Co-chair(s) to the ARRT web page or other venue as determined by ARRT. The ARRT Co-Chairs may convene special sessions as needed for specific issues. Any ARRT member may ask the Co-Chairs to convene a meeting.

Section 2, Location. The ARRT will rotate meeting locations among Anchorage, Juneau and possibly other Alaskan cities.

Section 3, Format. ARRT meetings shall be open to the public. When Security Sensitive Information is planned for discussion, such meetings shall be closed to the public to safeguard the material in accordance with Title 40 Code of Federal Regulations Part 1520. ARRT meetings shall be conducted using accepted parliamentary rules.

Section 4, Records. The ARRT shall keep a meeting summary that is publicly posted by the ARRT Coordinators, or other venue as determined by the ARRT. The summary shall include a list of ARRT members present and absent and other meeting attendees, subjects covered, points of consensus, action items, and any other pertinent information. The meeting summary shall be reviewed by the Co-chair(s) prior to distribution to the ARRT members and must be redacted of any Sensitive Security Information in accordance with Title 49 Code of Federal Regulations Part 1520. A copy of the meeting summary shall be circulated to the ARRT members within one month of the meeting. Within 30 days of receipt of the initial meeting summary, ARRT members shall review and may provide comments to the ARRT Coordinators. These comments will either be used to amend the meeting summary or appended to the meeting summary and discussed, if necessary, at the next ARRT meeting. Approval of meeting summaries by ARRT members shall be one of the agenda items at the next ARRT meeting.

All meeting summaries and other records or documents of the ARRT are maintained by either the U.S. Coast Guard or the U.S. Environmental Protection Agency.

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Article VI WORK PLAN AND WORK FLOW

Section 1, Work Plan. The ARRT will be guided by a biennial work plan that has been generated by the ARRT Coordinators with input and assistance from interested ARRT member agencies/entities and presented as a draft to the entire ARRT for approval. The work plan shall be submitted to the ARRT during the January meeting.

Section 2, Work Plan Amendments. Amendments to the biennial work plan shall be presented to the ARRT for consideration utilizing an Action Proposal form (see attachment) submitted by an ARRT member entity. Non-ARRT members may put forth a request for proposed action through an ARRT member.

Section 3, Work Plan Contents. The biennial work plan will focus on ARRT activities including, but not limited to, scheduled meetings, major exercises, preparedness products, training, and lessons learned.

Section 4, Work Plan Review. The work plan shall be reviewed annually by the ARRT and modified as appropriate at the January meeting.

Article VII COMMITTEES/WORKGROUPS

Section 1, Establishment. The ARRT may establish a committee/workgroup to work on issues as needed. In general, a committee is a standing body and a workgroup is for a specific short duration issue. A committee/workgroup may be established for a specific purpose or a range of related issues. Each committee/workgroup shall establish a charter and select one or more chairperson(s). The committee/workgroup charter shall be submitted to the ARRT for review and approval. The committee/workgroup shall make a report to the ARRT at each meeting or as required. Upon completion of a committee/workgroup assignment, the committee/workgroup chairperson(s) will make a final written report to the ARRT and may receive additional task direction or may be directed to disband the committee/workgroup.

Section 2, Membership. Composition of committees and workgroups should include representatives of ARRT agencies/entities with jurisdiction and/or expertise pertaining to the focus of the committee/workgroup.

Section 3, Leadership. Each committee/workgroup will have a member(s) designated as its chairperson(s) as stated in its charter. The chairperson(s) is/are responsible to the ARRT for the conduct of the committee/workgroup and its progress.

Section 4, Other Participants. Committee/workgroup members may invite participation by other agencies, Federally-recognized tribes, and/or stakeholders that may have subject matter expertise and/or interests in committee/workgroup activities to provide advice and input to the committee/workgroup.

Section 5, Meetings. Each committee/workgroup, once established, shall meet as needed to fulfill the applicable goals of the biennial work plan. The chairperson(s) is/are responsible to ensure that committee/workgroup summaries are kept and given to the

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ARRT Coordinators within 30 days following the meeting and provide a report to the ARRT during the semi-annual meetings.

Section 6, Decision-Making. The committee/workgroup shall work with a goal of producing a product based on unanimous consent. If unanimous consent is not possible the committee/workgroup shall present the resulting information to the ARRT for action.

Section 7, Records. The committee/workgroup chairperson(s) shall prepare and keep written committee/workgroup meeting summaries, to include a list of attendees, subjects covered, points of consensus, action items, and any other pertinent information. The draft summary shall be forwarded within 21 days following the meeting to the committee/workgroup members for review and comment. The chairperson(s) shall forward a copy of the final summary to the ARRT Coordinators, committee/workgroup members and other interested parties within 30 days following the meeting. Committee/workgroup summaries should be reviewed and redacted for Sensitive Security Information with an un-redacted copy given to the ARRT Coordinator/Co-chair(s) for inclusion in the Committee's master file of minute reports.

Article VIII ARRT ADMINISTRATIVE PROCEDURES

Section 1, Agenda. The ARRT Coordinator(s) will draft an agenda with input from ARRT members for approval by the ARRT Co-chairs. The agenda will address previous ARRT meeting action items, member input, and OSC reports. An agenda will be made publicly available at least 14 calendar days prior to each meeting. Each agenda will detail the meeting time, meeting place, and agenda items.

Section 2, Rules. The following is a non-inclusive list of procedural meeting rules to be followed by Alaska ARRT:

Rule 1, Public Comment: During meetings open to the public, the Committee shall allow the general public an opportunity to comment. When a group of persons have the same comment or would address the ARRT, the Co-chair(s) shall ask that group to choose a spokesperson to address the ARRT.

Rule 2, Closed Sessions: ARRT Co-chair(s) may call a special closed session of the ARRT. Closed sessions may be called for the purpose of discussing SSI, specific security issues, or litigation issues involving the ARRT. A record of a closed session shall be kept by the Co-chair(s), and the Co-chair(s) may cause a redacted record of the session to be made available to the public.

Rule 3, Presiding Officer(s): The ARRT Co-chair(s) are the presiding officers of the ARRT. The presiding officers will call the meetings to order, facilitate the meeting agenda, recognize all speakers, monitor the meeting's time schedule, and recognize and regulate all motions of the ARRT. The right of the presiding officers to discuss and vote on any motion or issue shall not be abridged.

Rule 4, Alternate Co-chair(s): The Co-chair(s) will each designate an alternate Co-chair to act as the presiding officer in their absence.

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Rule 5, Votes: The ARRT will seek to reach agreement on issues or decisions through unanimous consent. When unanimous consent cannot be achieved, one option will be for the ARRT to vote on the issue. A simple majority vote of the members present provided there is a quorum will be used to decide the action on the issue. Only designated members of the ARRT will be allowed to vote.

Rule 6, Quorums: A quorum shall consist of the Co-chairs and five additional members.

Rule 7, Limiting Power. Activities performed by the ARRT and its committees/workgroups under this charter shall be consistent with applicable federal and state laws and regulations and are subject to the availability of duly appropriated funds.


Article IX CHARTER ADOPTION AND AMENDMENTS

Section 1, Charter Adoption and Amendments. This charter and any future amendments to it will be approved by at least eight ARRT members.

Attested By:



Date 27 JAN 2010
Carl Uchytel
CAPT, U.S. Coast Guard
Co-Chair, Alaska RRT



Date FOR 1/27/10
Carl Lautenberger
EPA Region 10,
Co-Chair, Alaska RRT

Appendices

1. Regional Response Team Action Proposal Form (to be developed)
2. Sample committee/work group membership request letter/acceptance letter
3. Sample committee/workgroup charter



To: Mr/Ms. _____

From: Tri-chairs, ARRT Science and Technology Committee

CC: Co-Chairs, Alaska Regional Response Team
Mr. Cecil McNutt, USCG ARRT Coordinator

Date: February 2, 2010

Subj: INVITATION TO JOIN THE ARRT SCIENCE AND TECHNOLOGY
COMMITTEE

1. On the behalf of the ARRT's Science and Technology (S&T) committee tri-chairs I am extending an invitation to you to join the S&T committee as an industry representative. I have enclosed a copy of the S&T charter for your review.

2. The Committee usually meets twice a year to prioritize work, and report back on progress to the ARRT. The S&T committee may establish subcommittees to perform specialized tasks or reviews. You may be asked to serve on these subcommittees which may require more frequent meetings and commitments. Currently there is no set time on how long one may service on the committee, but we generally ask that you commit at least two years.

3. If you would like to join please sign below and return to the ARRT Coordinator, Mr. Cecil McNutt at (907) 463-2216 (fax) or mail to:

ARRT Coordinator
P. O. Box 25517
Juneau, AK 99802

4. We look forward to working with you.

I agree to join the ARRT S&T Committee: _____ Date: _____

Name

Alaska Regional Response Team

Oil and Hazardous Substance Contingency Planning & Response

SCIENCE AND TECHNOLOGY COMMITTEE CHARTER

Purpose of the Committee: The Alaska Regional Response Team's (ARRT), Science and Technology (S&T) Committee provides a forum for the ARRT to fulfill its National Contingency Plan (NCP) delegated responsibilities in Science and Technology. Specifically the NCP, 40 CFR 300.115(i)(6) states "In coordination with Area Committees and in accordance with applicable laws, regulations or requirements, conduct advance planning for use of dispersants, surface washing agents, surface collecting agents, burning agents, bioremediation agents or other chemical agents in accordance with subpart J of the NCP."

Committee Activities: The committee will accomplish its purpose through three approaches.

First, the committee will act as the ARRT's interface with the National Response Team's Science and Technology Committee; coordinate efforts and disseminate information from the S&T to ARRT members; and formulate requests for information or advance planning for response technologies to the S&T from the ARRT.

Second, at the request of the ARRT, Co-chairs prepare and/or revise guidelines to support streamlined approvals, including pre-approvals, as appropriate, for response technologies in accordance with the NCP. Guideline development will be done in coordination with the Subarea planning committees. Guidelines can be for oil or hazardous substances; be applicable statewide or unique to a subarea; and be formalized in either the Unified Plan or subarea plans.

Third, at the request of the ARRT Co-chairs, the Committee may coordinate and support R&D needs, identification, prioritization, and information transfer as needed. Also, the committee may review, provide recommendations, and endorse relevant R&D efforts and protocols to further enhance spill response capabilities in Alaska.

Committee Representation: The committee may have representatives from agencies which conduct or sponsor response-related research and development and have NCP responsibilities on the RRT for preplanning and incident specific authorization for use of non-mechanical response methods. These agencies include: USCG, EPA, ADEC, DOC/NOAA, and DOI. Other ARRT agencies, such as USDA and AI-TC, may be invited to participate in committee meetings as well, based on specific issues. In addition non-ARRT member agencies and organizations may identify one representative to serve as an advisor to the committee. These include ADF&G, ADNR an Industry Response

Organization representative, and representatives from Native, Fishing, Recreational Tourism, Public Advocacy Groups, etc. as appropriate to the particular issues and subjects being discussed by the committee. While the goal of the committee shall be decision making by consensus, voting members shall consist of ARRT members with regulatory authority as described in the NCP. Non-binding advisory votes may be cast by all other participants. Each member shall be responsible for coordinating appropriate coordination/consultation within their respective constituency.

Committee Leadership: The committee will be led by members of USCG/EPA/ADEC, and reflect agency roles found in the Unified Command Response Structure and the leadership of the Subarea Planning Committees. All three agencies will actively participate in all Science & Technology Committee deliberations and activities. For the purposes of developing guidelines, the USCG and ADEC will champion those issues related to the “Coastal Zone” as co-chairs. The EPA and ADEC will champion those issues related to the Inland zone as co-chairs. For cross zone issues common to all, the three agencies will mutually agree on the lead role. The following table illustrates this concept:

<i>Inland Zone EPA/ADEC Issue Champion</i>	<i>Coastal Zone USCG/ADEC Champion</i>
Inland Zone Terrestrial ISB	Open Water Marine ISB
Tundra / Wetlands Cleaning	Dispersants
Bioremediation of shoreline adjacent to “Waters of the US”	
Other to be identified	Other to be identified

The designated lead agencies for each issue will be responsible to chair individual work sessions, schedule meetings, set agendas, and develop and assign follow-up actions and report progress to the ARRT.

All committee/subcommittee/key personnel work products and recommendations to be submitted to the ARRT or to a Subarea Committee for review and approval and/or for inclusion in the Unified Plan or a subarea contingency plan shall be first submitted to all committee members for committee approval.

Committee Meetings: The committee shall meet as a whole at least semi-annually to prioritize work, and report back on progress. It is anticipated that individual issue-driven sessions involving key personnel with interest, expertise, and responsibility will meet on an ongoing, as needed basis throughout the year. All committee members will be provided timely notice of meetings or work sessions, and timely review periods for copies of drafts or final work products to allow for coordination/consultation with their respective constituencies.

Effective December 24, 2003