

Texas General Land Office
Oil Spill Prevention and Response Program
Instructions for Accessing & Maintaining Online Facility Database

The Texas General Land Office Oil Spill Prevention and Response Program provides an online interactive database for submitting and maintaining certified oil handling facility information.

1. To initiate a facility the facility certification process, an owner/operator should contact the regional or headquarters office of the Oil Spill Prevention and Response Program. (*Contact information below.*) An account is required for each separate facility that is certified as a coastal facility by the program. A jurisdictional determination will be performed by the program and an application will be provided to the operator for completion and GLO processing.
2. Once an account is designated, the owner/operator will be assigned a password for access to the account information. Please keep the password safe and accessible only to authorized individuals.
3. Account managers may access the database through the GLO Oil Spill Prevention and Response Program website at <http://www.glo.texas.gov/coast/oil-spill/facility-certification/index.cfm>.

NOTE: Do not use web browser back or forward buttons to navigate the web account. Use the links at the bottom of each page to navigate the account pages.

4. The log-in page displays two entry boxes. The upper box is an alphabetical drop down box with the names of all system accounts. Account managers should locate the facility name/account they need and highlight the name by clicking on it once.
5. The account manager should enter the password exactly as it is written and click Submit.
6. When the account opens, account managers will see the facility name and numerous field boxes displayed. Field boxes with asterisks "*" are required information.
7. Password Field - The account password may be modified. Passwords can be alpha or numeric or a combination of both but are limited to 8 characters in length.
8. Mailing Preference - Select the preferred mailing address for correspondence regarding the facility and certification requirements.

9. Facility Location - Enter the physical address of the facility. If the facility does not have a physical address, enter "none". Enter directions to the facility from the nearest highway or county road intersection.
10. Enter the telephone number that a facility representative can normally be contacted AND a 24-hour telephone number for a facility contact. Include area codes. Enter the facility facsimile number and latitude and longitude if known.
11. Enter Operator information if different from the Owner information.
12. Enter Contact information.
13. Facility Information - Enter the names of the oil products handled, separated by a comma. Enter the primary business activity. Click on Storage Detail if the facility has oil storage and/or click on Pipeline Detail if the facility has a pipeline or transmission line as part of the facility.

If entering storage tank data, enter a tank identifier (name or number) and the maximum capacity of the tank in gallons. After entering tank data, click Submit. The following page will instruct the account manager that the tank has been added. Links at the bottom of the page will provide access back to the main page or back to the storage detail page if additional tanks or revisions are needed.

If entering pipeline data, enter a pipeline identifier (name or number) and the maximum interior diameter of the pipeline at any location in the facility. After entering pipeline data, click Submit. The following page will instruct the account manager that the pipeline has been added. Links at the bottom of the page will provide access back to the main page or back to the storage detail page if additional tanks or revisions are needed.

If the facility transfers oil to or from vessels, provide the maximum capacity of the largest vessel served by the facility.

14. DCO Information - Provide the name and telephone numbers of a primary and secondary Discharge Cleanup Organization as necessary.
15. Response - Provide general spill response information for the facility, including
 - A general description of the facility plan for responding to an oil spill
 - Priority of concerns for sensitive areas or other strategically important areas
 - Special instructions for GLO access such as gate locations
 - Response equipment maintained at the facility such as containment boom, sorbent materials and oil collection equipment

16. When all required and appropriate information is entered, click Submit. Logout or return to the appropriate field using the links at the bottom of the page if additional updates are needed.

Please note – the database contains a timing mechanism. Delays when entering data will result in an automatic logout. Please refer any questions regarding use of the facility database to D’Anne Stites at (512) 463-6740 or via e-mail at danne.stites@glo.texas.gov

**Texas General Land Office Oil Spill Prevention and Response Field Offices
(Office hours 8:00 am – 5:00 pm)**

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Nederland, Texas 77627-6256
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Fax: 409-727-1261

Region 2

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281-470-1191
Fax: 281-470-6679

Region 3

Texas A & M University - Corpus Christi Natural Resources Center
6300 Ocean Dr., Unit 5847
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Fax: 361-825-3302

Region 4

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Region 5

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