



**TEXAS GENERAL LAND OFFICE (GLO)**  
**DISCHARGE CLEANUP ORGANIZATION (DCO) APPLICATION**  
**PACKET**

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**For more information, contact the local GLO Oil Spill Prevention &  
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<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>	<b>Region 4</b>	<b>Region 5</b>
<b>Port Arthur</b>	<b>La Porte</b>	<b>Corpus Christi</b>	<b>Brownsville</b>	<b>Port Lavaca</b>
<b>409-727-7481</b>	<b>281-470-6597</b>	<b>361-825-3300</b>	<b>956-504-1417</b>	<b>361-552-8081</b>



## MEMORANDUM

TEXAS GENERAL LAND OFFICE • GEORGE P. BUSH • COMMISSIONER

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### Texas General Land Office/Oil Spill Prevention & Response

**Date:** April, 2015

**To:** Discharge Cleanup Organization (DCO) Certification Candidates

**From:** Greg Pollock, Director, Oil Spill Prevention & Response

**Subject:** Certification as a DCO

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Pursuant to the Oil Spill Prevention and Response Act of 1991 (Chapter 40, Texas Natural Resources Code), the Texas General Land Office (GLO) has been designated as the lead state agency for the prevention of and response to oil spills in the marine environment. Regulations adopted under the Act require "persons or organizations desiring certification as a discharge cleanup organizations must apply to the GLO." The regulation further states that "a discharge cleanup organization must be certified by the GLO to be listed by an owner or operator as a source of adequate response equipment and/or personnel in a facility or vessel discharge response plan." Additionally, "industry organizations must be certified by the GLO...in order to be employed by the GLO when it expends fund moneys in response to a discharge." Some organizations that may provide contracted recovery services are exempted from certification, as described in paragraph 19.20 (e) of the attached regulations.

The GLO initiated this program in 1992 and has certified more than 30 industry organizations. Certification and completion of a Letter of Agreement (LOA), which sets contractor equipment and personnel rates, qualifies the DCO for employment during state-funded spill events. Certified DCOs may elect not to submit this LOA, as it affects only their ability to be hired for this type event.

Certification as a DCO requires applicants to submit a completed DCO Certification Application (enclosed). Upon a satisfactory review of your submission, you will be contacted to set an on-site audit of your equipment and personnel training records. If all goes well, you will receive a three-year certification. You should also expect an annual audit visit and/or questionnaire that must be satisfactorily completed to maintain certification. Once certified, the DCO is subject to being exercised as a part of a GLO initiated spill response drill. These drills may or may not be announced and are designed to test a variety of response concerns. Lastly, it is the DCO's responsibility to notify the GLO of any major changes in personnel, equipment or any other matter that affects their ability to respond to an oil spill.

It is our intent to keep the DCO fully informed of program initiatives and changes. We are pleased you have expressed an interest in this program and look forward to working with you in the future. Please contact the local GLO Oil Spill Prevention & Response Office, DCO Program Coordinator for further information.

**Texas General Land Office**  
**Discharge Cleanup Organization (DCO)**  
**Application Packet**

**INSTRUCTIONS**

**Purpose:** To comply with the Title 31: Natural Resources and Conservation, Part 1, Chapter 19, DCO candidates must provide specific information concerning equipment, personnel and their standard procedures for responding to an oil spill. This document provides instructions for completing this required information.

**General Instructions:** Provide the required information as instructed below. You may provide standard equipment lists, personnel rosters, training certificates, operating plans and pre-printed forms if you use them as a matter of routine. Specific instructions are provided below as appropriate.

**Coast Guard Oil Spill Removal Organizations (OSRO):** If the applicant is already a Coast Guard-certified OSRO, then only a copy of the OSRO application paperwork and the GLO Business Information Form is to be submitted.

**Forms & Required Information:**

**Business Information Form:** Complete required information on the form provided and have it notarized.

**Equipment List:** Provide a list of all oil spill response equipment your company owns and the normal storage site for each item. This list should be specific, including information such as size and length of boom, capacity of skimmers, length of vessels, capacity of vacuum trucks, pump capability, sorbent pads, boom sizes and quantities, etc. If you have access to equipment owned by another entity, list it by location and provide written documentation of the agreement that allows you this access.

**Personnel Qualifications:** Provide a list of all **full-time** oil spill response personnel employed by your company. Identify their normal positions during spill operations, e.g., operations manager, safety officer, foremen, laborer. Provide documentation of their HAZWOPER certification and any oil spill response training and/or experience. Also identify the number of additional trained personnel you may be able to bring to an event.

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**Insurance Certification:** Provide a certified statement of your company's general liability insurance coverage and workmen's compensation and automobile liability insurance coverage. A Certificate of Liability Insurance may be issued from your carrier to meet this requirement.

**Geographic Response Area:** In addition to providing this information on the Business Information Form, complete the attached DCO Response Time Information Form with response times to the closest and farthest points of each zone in which you would respond. A map of each zone is included.

**Emergency Notification Procedures:** Provide a description of how your company is notified of a spill response requirement 24 hours a day, e.g., non-work hours, answering service; work hours; pager system, etc., to include all pertinent phone numbers. Also describe how you notify response personnel within your organization.

**Chain of Command for Response:** Provide the names of incident commanders the GLO would work with as of the date of your certification packet submission.

**Communications:** Describe your use of radios, cellular phones, etc. to communicate internally and with a Command Post.

**Health and Safety Plan:** You may attach your company safety SOP as long as it answers, as a minimum, the questions below. If it does not, please provide detailed complete information to meet this requirement.

1. Provide a copy of your site safety plan form or describe how you develop a site safety plan when arriving at a job, listing all items you would take into consideration, including emergency care and evacuation of injured personnel and fire prevention.
2. Provide techniques you will use to monitor safety during all operations.
3. Describe actions you have taken to ensure your personnel are trained on safe operations in an oil spill environment (e.g., HAZWOPER, specific oil spill operations, etc.).

**Texas General Land Office, Discharge Cleanup Organization (DCO)**

**Application Packet Instructions**

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**Spill Site Operations:** Describe your standard procedure for the following oil spill response actions:

1. Containment:

2. Recovery of product:

3. Storage of product:

4. Separation of product:

5. Transportation of product:

6. Disposal/recycling of product:

7. Waste minimization:

**Letter of Agreement (LOA):** By signing the LOA (enclosed) the applicant is stating that his/her company will operate in accordance with all provisions described on this document. The applicant must also provide a list of prices for all equipment and personnel and information on normal work hours, overtime hours, and observed holidays. Upon review and agreement of the GLO, these prices will be used when the GLO hires the DCO for spill removal or drill operations.

**Texas General Land Office, Discharge Cleanup Organization (DCO) Application Packet**  
**BUSINESS INFORMATION FORM**

**Please complete by typing or printing legibly**

Company Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Owner \_\_\_\_\_

Name of President \_\_\_\_\_

**Type Organization (check one)**

Describe the specific geographic area served:

Corporation \_\_\_\_\_ COOP \_\_\_\_\_

Partnership \_\_\_\_\_ Sole Proprietor \_\_\_\_\_

Other \_\_\_\_\_

**Type DCO (check one)**

For Profit  
Industry \_\_\_\_\_

Not for profit  
Volunteer \_\_\_\_\_

COOP/Industry \_\_\_\_\_

If not for profit, complete the following statement: I certify that

\_\_\_\_\_ is a non-for-profit organization, and is in compliance with §40TAC19.20(j), because a minimum of two officials from local government have been appointed to advise our governing board.

I certify that all statements herein are true. I know that intentionally providing false information is a class A misdemeanor. Oil Spill Prevention and Act of 1991 (O.S.P.R A.) Tex/Mat/Res. Code §40.251 (Vernon 1991).

Signature of CEO or Managing Partner \_\_\_\_\_ Date \_\_\_\_\_

State of Texas County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Name or names of person or persons acknowledging

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DISCHARGE CLEANUP ORGANIZATION (DCO) RESPONSE TIME**  
**INFORMATION**

COMPANY NAME \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**RESPONSE TIMES, ESTABLISHED BY EACH DCO FOR THEIR RESPONSE AREAS, ARE CRITICAL TO GLO PLANNING. BELOW, INDICATE YOUR RESPONSE TIMES FOR THE CLOSEST AND FARTHEST POINTS IN EACH ZONE YOU PLAN TO SERVE.**

**RESPONSE TIME = RECALL TIME + EQUIPMENT MOBILIZATION TIME = TRAVEL TIME (NORMAL TRAFFIC CONDITIONS)**

**ZONE 1**      JEFFERSON/ORANGE COUNTIES

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 2**      GALVESTON/ CHAMBERS COUNTIES

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 3**      BRAZORIA COUNTY

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 4**      MATAGORDA COUNTY

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 5**      JACKSON/VICTORIA/CALHOUN/ARANSAS/REFUGIO COUNTIES

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 6**      SAN PATRICO/NUECES/KLEBERG COUNTIES

CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

**ZONE 7**      KENEDY/WILLACY/CAMERON COUNTIES

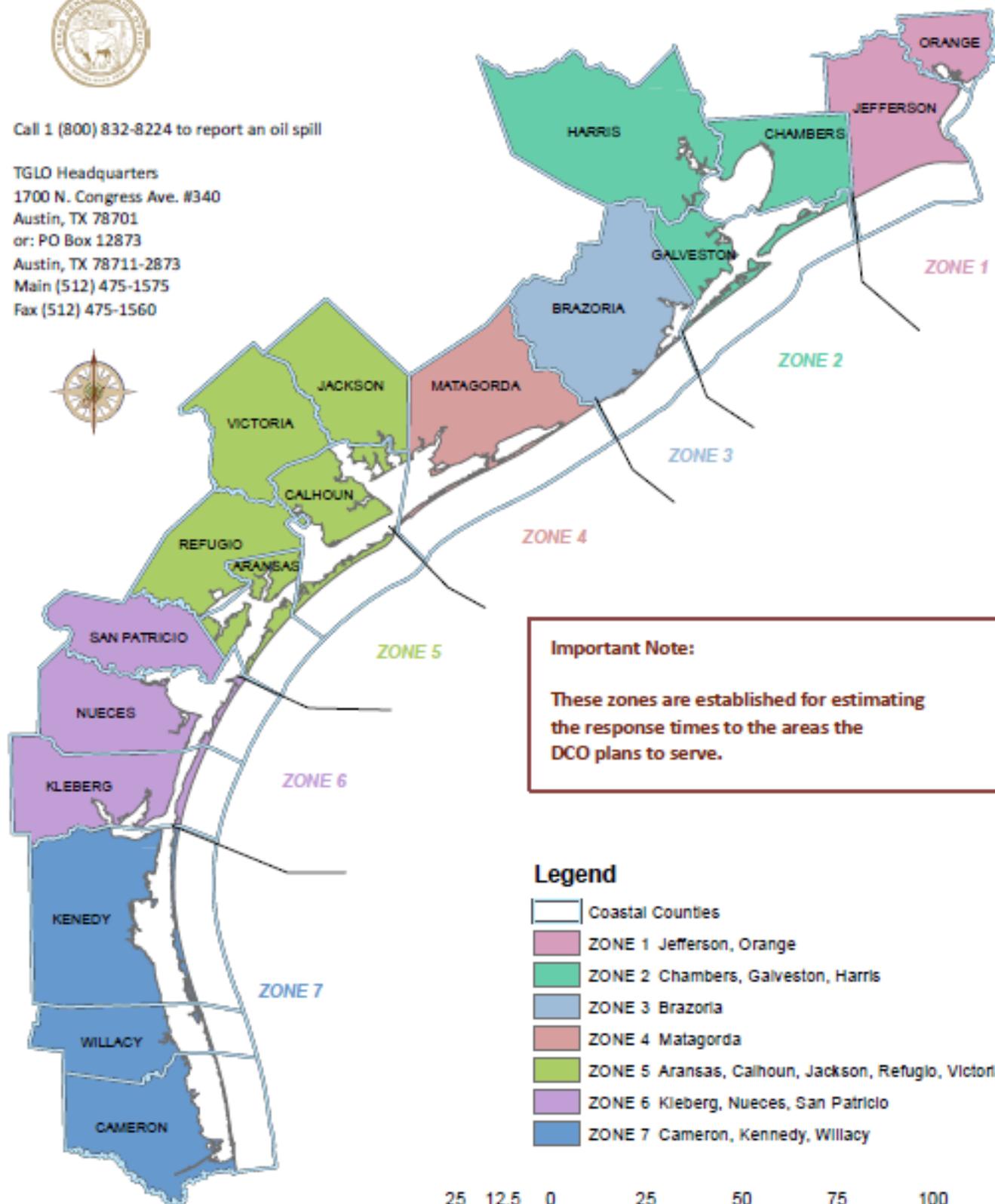
CLOSEST \_\_\_\_\_ FARTHEST \_\_\_\_\_

# RESPONSE ZONES FOR DISCHARGE CLEANUP ORGANIZATIONS



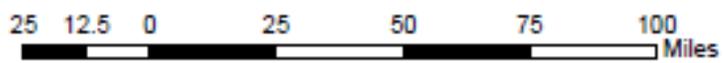
Call 1 (800) 832-8224 to report an oil spill

TGLO Headquarters  
1700 N. Congress Ave. #340  
Austin, TX 78701  
or: PO Box 12873  
Austin, TX 78711-2873  
Main (512) 475-1575  
Fax (512) 475-1560



**Important Note:**  
These zones are established for estimating the response times to the areas the DCO plans to serve.

- Legend**
- Coastal Counties
  - ZONE 1 Jefferson, Orange
  - ZONE 2 Chambers, Galveston, Harris
  - ZONE 3 Brazoria
  - ZONE 4 Matagorda
  - ZONE 5 Aransas, Calhoun, Jackson, Refugio, Victoria
  - ZONE 6 Kieberg, Nueces, San Patricio
  - ZONE 7 Cameron, Kennedy, Willacy



## Letter of Agreement (LOA) with Texas General Land Office (GLO)

- a. If you entered into a Basic Ordering Agreement (BOA) with the U.S. Coast Guard (USCG), your company agrees to respond under the requirements and conditions stated in the BOA for all services obtained by the GLO. This includes rate schedules and performance criteria. The most important performance criteria are response time, handling of waste and callout conditions.
- b. 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 location of the spill, nature and size of the spill, the prevailing weather and availability of personnel, and the personnel, material and equipment capabilities of the DCO.
- c. For companies that have not entered into a BOA with the USCG, a standard rate sheet must be provided to the GLO that includes all services and equipment the DCO would provide. This rate sheet will then be evaluated by the GLO and accepted or rejected. Until a rate sheet is accepted, the DCO will not be eligible for callout.
- d. The GLO reserves the right to negotiate the prices not covered by a BOA or standard rate sheet at the time of an incident.
- e. If the DCO declines the GLO request to respond to a state-funded cleanup, the DCO name will be placed on the bottom of the rotation schedule. If the DCO declines more than three times in any calendar year, the DCO's name may be removed from the rotation list for up to a one-year period.
- f. Operating parameters:
  - Contractor agrees to provide a statement of services performed on a daily basis. This statement will be presented to a designated state official at an agreed-upon time prior to the end of each workday and will be verified and approved.
  - Contractor is responsible for compliance with applicable local, state and federal laws.
  - Contractor 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 state official.
  - Response Time parameters: The DCO shall provide the ordered items at the scene of the spill within the following times measured from the time an order is placed by the State-on-Scene Coordinator (SOSC):
    - Spills within 50 miles: 2 hours
    - Each additional 50 miles or portion thereof: 1 hour
  - Upon arrival at the job site, the DCO shall immediately report to the SOSC and identify what resources are at the scene.
  - The SOSC may, in writing, require the DCO to remove from the work area any employee the SOSC deems incompetent, careless or otherwise objectionable.
  - The SOSC may terminate all or part of the DCO's services at any time when the SOSC considers it to be in the interest of the state to do so. An explanation will be provided in writing.
  - Waste is to be handled in accordance with all applicable laws, and a copy of the waste manifest is required to be filed with the invoice submission. If the waste is held in a temporary holding facility before final disposal and the time frame does not coincide with the billing cycle, a formal statement of this condition should be included with the invoice submission.

I, (print your name, title and company name) \_\_\_\_\_

agree to comply with the above listed requirements.

\_\_\_\_\_  
Date

# Texas Administrative Code

<b>TITLE 31</b>	<b>NATURAL RESOURCES AND CONSERVATION</b>
<b>PART 1</b>	<b>GENERAL LAND OFFICE</b>
<b>CHAPTER 19</b>	<b>OIL SPILL PREVENTION AND RESPONSE</b>
<b>SUBCHAPTER B</b>	<b>SPILL PREVENTION AND PREPAREDNESS</b>
<b>RULE §19.20</b>	<b>Certification of Discharge Cleanup Organizations</b>

- (a) Persons or organizations desiring certification as discharge cleanup organizations must apply to the General Land Office (GLO). Application forms are available from the GLO.
- (b) A discharge cleanup organization must be certified by the GLO to be listed by an owner or operator as a source of adequate response equipment and/or personnel in a facility or vessel discharge prevention and response plan.
- (c) An owner or operator of the facility or vessel will not be required to comply with this section if its response activities are limited to its own unauthorized discharges or to assistance rendered to others in emergency situations. The requirements of this section apply to those organizations who engage in the business of emergency spill response and cleanup operations.
- (d) Discharge cleanup organizations will be categorized as either industry or volunteer.
- (1) Industry organizations are those entities capable of containing, abating, removing and disposing of, or arranging for the disposal of oil and waste from an unauthorized discharge. Industry organizations have personnel trained pursuant to 29 Code of Federal Regulations §1910.120 and subsequent revisions and have equipment or access to equipment sufficient to perform response operations pursuant to national and state contingency plans.
- (2) Volunteer organizations are those entities whose primary purpose is protecting, rescuing, or rehabilitating wildlife and natural resources injured or damaged by an unauthorized discharge. Volunteer organizations must only be permitted by the Texas Parks and Wildlife Department or have certification from an organization with equivalent standards for the purposes of wildlife rehabilitation and other response activities concerning rescuing of any animal affected by a discharge. A separate GLO certificate is not required of the above-described wildlife and natural resource volunteer organizations. Volunteer organizations are also those entities who assist in other response activities approved by the on-scene coordinator but who do not receive compensation for their efforts.
- (e) Industry organizations must be certified by the GLO in order to be listed on a vessel or facility discharge response plan, and in order to be employed by the GLO when it expends fund monies in response to a discharge. Organizations exempt from the certification requirement are those whose primary business activity is vacuum trucks, earth moving, or oil field equipment maintenance. Any other business enterprise which does not represent itself as a spill response entity is not required to be certified under this subsection. Certificates will be issued for a three-year term with annual review. Certificates may be suspended if the discharge cleanup organization fails to maintain adequate response capability. Pursuant to Chapter 21 of this title (relating to Oil Spill Prevention and Response Hearing Procedures) the notice of suspension can be challenged.
- (f) Applicants for certification as an industry organization must submit the following information:

- (1) the applicant's name and address, its legal form or status, the names and addresses of the persons owning or operating the organization, and its membership if applicable;
  - (2) the geographic area the applicant will serve;
  - (3) the equipment and supplies owned by the applicant and available for abatement, containment, and removal of pollution from an unauthorized discharge of oil; if the applicant intends to rely in whole or in part on equipment and supplies owned by a separate entity, then the applicant must submit the name of the owner and the location of the equipment and supplies, and the procedure for accessing such equipment and supplies;
  - (4) a certified statement of the applicant's general liability insurance coverage, and workmen's compensation and automobile liability insurance coverage;
  - (5) the number of employees and whether they are employed on a full or part-time basis and the number of employees which the applicant can command in the event of a major spill event; the training of such personnel including whether they have received training pursuant to 29 Code of Federal Regulations §1910.120; the experience and other relevant qualifications of all personnel;
  - (6) the applicant's standard operating plan for containment, recovery, storage, separation, transportation, disposal or arrangements for disposal or recycling of oil or waste, and minimization of waste generated from an unauthorized discharge;
  - (7) the applicant's health and safety plan.
- (g) In certifying industry organizations, the GLO will consider factors including:
- (1) the applicant's size, membership, and quality of response capability (which includes among other things the experience of the applicant's owners, operators, and personnel, the applicant's ability to properly dispose of waste or to arrange for the proper disposal of waste and recycling of materials generated by the discharge, the plan for waste minimization from discharges, the quantity and quality of equipment or supplies owned or available to the applicant, and the proximity of such equipment and supplies to the area the applicant intends to serve); and
  - (2) the geographic distribution of discharge cleanup organizations in the coastal area for the purpose of insuring sufficient response capability.
- (h) Industry organizations must report material changes in response capability to the GLO within 30 days of the change. Material changes in response capability include among other things:
- (1) a change in the location or a significant change in the quantity of the organization's response equipment or supplies; or
  - (2) a change in the organization's ownership or full-time personnel to the extent that such change affects discharge response capability; such change shall be reported within 72 hours.
- (i) Volunteer organizations who register with the GLO are considered certified. Registration forms are available from the GLO. The registration must include the organization's size, experience in discharge response, ability to properly dispose of or arrange for the disposal of waste from discharges, the qualifications of persons who will lead or coordinate response activities for the organization, and the quantity and quality of equipment and supplies owned or available to the organization. Volunteer organizations engaged in wildlife rescue or rehabilitation will be certified only if they comply with requirements of the Texas Parks and Wildlife Department's regulations related to such organizations or with equivalent regulations. A volunteer organization shall ensure its actions are consistent with the National Contingency Plan, §300.185 and §300.700. The GLO may suspend a certificate if the organization's response activities are inconsistent with state or federal requirements.
- (j) Volunteer discharge cleanup organizations or any discharge cleanup organization that is a not-for-profit entity must appoint a minimum of two ex officio representatives from local governments to its governing body to advise it on discharge response matters. The representatives from local government may be from any level or agency of local government but must be from the geographic area to be served by the organization. The Marine Spill Response Corporation and

for-profit entities are exempt from this requirement pursuant to OSPRA, §40.117(b).

(k) Those entities having federal Oil Spill Response Organization classification shall, on proper proof of such classification, be certified by the GLO as a discharge cleanup organization. Proper proof includes, but is not limited to, all information submitted to the United States Coast Guard, National Strike Force Coordination Center.

**Source Note:** The provisions of this §19.20 adopted to be effective February 21, 1992, 17 TexReg 1109; amended to be effective May 14, 1993, 18 TexReg 2849; amended to be effective March 6, 1995, 20 TexReg 1261.

**DISCHARGE CLEANUP ORGANIZATION (DCO) APPLICATION  
COMPLETION CHECKLIST**

Use this checklist to ensure you have completed all necessary items prior to submitting this packet.

1. \_\_\_ Have you completed all information, signed the **Business Information Form** and had it **notarized**?
2. \_\_\_ Have you provided required information on all owned and available equipment?
3. \_\_\_ Have you provided required information on all employees?
4. \_\_\_ Have you provided a Certificate of Liability Insurance?
5. \_\_\_ Have you completed the DCO Response Time Information Form? This form (with map) describes your response times to different zones within Texas. (Provide information for those zones in which you intend to respond.)
6. \_\_\_ Have you provided required information concerning your emergency notification procedures?
7. \_\_\_ Have you provided a spill event chain-of-command roster?
8. \_\_\_ Have you provided information on your communication system?
9. \_\_\_ Have you provided a Health and Safety Plan that answers all questions asked in the instructions?
10. \_\_\_ Have you provided answers to all questions concerning spill site operations?
11. \_\_\_ Have you completed the Letter of Agreement to place your company on our local DCO Rotation List? (optional)

Submit your package by mailing it to:

**Texas General Land Office  
Oil Spill Prevention & Response Division  
Attn: DCO Program Coordinator**

<b>Reg. 1 - Port Arthur</b> 2300 Hwy 365, Ste. 340 Nederland, TX 77627-6256	<b>Reg. 2 - La Porte</b> 11811 North D. St. La Porte, TX 77571-9135	<b>Reg. 3 - Corpus Christi</b> Texas A&M University - Corpus Christi 6300 Ocean Dr., Unit 5847 Corpus Christi, TX 78412-5847	<b>Reg. 4 - Brownsville</b> 2145 EMS Lane Brownsville, TX 78521-2666	<b>Reg. 5 - Port Lavaca</b> 414 Travis St. Port Lavaca, TX 77979
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**\*\*\*QUESTIONS? CALL THE LOCAL DCO PROGRAM COORDINATOR\*\*\***

<b>Region 1</b> <b>Port Arthur</b>	<b>Region 2</b> <b>La Porte</b>	<b>Region 3</b> <b>Corpus Christi</b>	<b>Region 4</b> <b>Brownsville</b>	<b>Region 5</b> <b>Port Lavaca</b>
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