

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

To initiate the facility certification process, an owner/operator should contact the regional office of the Texas General Land Office Oil Spill Prevention and Response Program. Contact information is listed below. A jurisdictional determination will be performed by the program and an application will be provided to the operator for completion and GLO processing.

The Oil Spill Prevention and Response Program provides an online database to maintain certified oil handling facility information. Once the jurisdictional determination is complete, an account is required for each facility that is certified under the jurisdiction of the Oil Spill Prevention and Response Act (OSPRA.) Once you have received notification from GLO staff, please refer to [Oil Spill Compliance and Response \(OSCAR\) External User Reference Guide for Facility Registration](#).

Please note the following tips for completing the initial [facility certification application](#):

1. Mailing Preference - Select the preferred mailing address for correspondence regarding the facility and certification requirements.
2. 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.
3. 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. GPS coordinates will be verified by Oil Spill program staff.
4. Enter Operator information if different from the Owner information.
5. Enter Contact information.
6. Facility Information - Provide the names of the oil products the facility handles. Enter the primary business activity. Provide Storage Detail if the facility has oil storage and/or Pipeline Detail if the facility has a pipeline or transmission lines as part of the facility.

When providing storage tank data, provide a tank identifier (name or number) and the maximum capacity of the tank in gallons. *When the data is entered electronically, the capacity will be automatically calculated upon submission.*

7. Provide the maximum interior diameter of the pipeline at any location in the facility.

8. If the facility transfers oil to or from vessels, provide the maximum capacity of the largest vessel served by the facility.
9. DCO Information - Provide the name and telephone numbers of a primary and secondary Discharge Cleanup Organization as necessary.
10. 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
11. When all required information is entered in the application, obtain the signature of an authorized person and submit the application to the appropriate General Land Office field office. An Oil Spill Program representative will contact you to schedule a review of your documents and response plan information. Once the review is complete, you will receive further information for placing your facility information in the Oil Spill online system.
12. **Complete instructions for your online account can be accessed here.** 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)

Region 1

2300 Hwy. 365, Ste. 340

Nederland, Texas 77627-6256

409-727-7481

Fax: 409-727-1261

(Counties served: Orange, Jefferson, Chambers Counties)

Region 2

11811 North D St.

La Porte, Texas 77571-9135

Phone: 281-470-1191

Fax: 281-470-6679

(Counties served: Chambers, Harris, Galveston, Brazoria Counties)

Region 3

602 North Staples, Suite 240

Corpus Christi, Texas 78401-2403

Phone: 361-886-1650

Fax: 361-888-9344

(Counties served: Aransas, Nueces, Kenedy, Kleberg, San Patricio, Refugio)

Region 4

2145 EMS Lane

Brownsville, Texas 78521-2666

Phone: 956-504-1417

Fax: 956-504-0123

(Counties served: Willacy, Cameron)

Region 5

414 Travis St.

Port Lavaca, Texas 77979

Phone: 361-552-8081

Fax: 361-552-7995

(Counties served: Matagorda, Calhoun, Jackson, Victoria)

Austin Headquarters

1700 North Congress Avenue

Austin, Texas 78701

Phone: 512-463-6740

Fax: 512-475-1560