Appendix H:
Water/Wastewater Subtasking

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Water/Wastewater Sub-tasking

Subtasking EPA for Support of ESF #3 Mission Assignments:

- This outlines steps that will be taken by the USACE to sub-task the EPA under the National Response Plan, ESF #3. Specifically, these steps address the support to ESF #3 provided by the EPA in regards to the Water and Wastewater Sector for natural disasters (e.g., hurricanes, earthquakes). In general, the EPA may provide technical assistance, such as sampling and analysis, initial damage assessments, and liaisons to Federal, State, Local, and Municipal representatives. In coordination with the EPA, the USACE will perform design/build repair and restoration assistance for drinking water and wastewater systems.
- Prior to a major disaster with advance notice (e.g., hurricane) or following a major disaster without warning (e.g., earthquake), the Office of Homeland Security (OHS), Headquarters USACE, or the ESF #3 Team Leader (TL) at the NRCC will contact:
  - **If ESF #10 is activated at the RRCC or JFO**, the ESF #10 desk representative. The desk rep is responsible for bringing in the appropriate water program or other regional personnel as needed.
  - **If ESF #10 is not activated**, the EPA Regional 24-hour number or, if unavailable, the National Response Center (800-424-8802). The EPA Regional EOC will provide an appropriate Regional EPA contact. The National Response Center will contact the relevant region or backup region and the region will contact USACE. (Attachment 1)
- The ESF #3 TL at the RRCC or JFO will establish direct contact with the EPA POC(s) identified in Step 1 in order to provide situational awareness and to initiate discussion of coordination needs.
- When the need is identified for State assistance for water/wastewater infrastructure, the ESF #3 TL (RRCC or JFO) will work with the EPA POC(s) identified in Step 1 to develop and submit to FEMA an Assistance Request Form (ARF) using the language in one of the three Pre-Scripted Mission Assignments (PSMA) for Water/Wastewater. (Attachment 2)
- When the MA is received from FEMA by the TL, the TL, in coordination with the same EPA individual, should develop a sub-tasking form that delineates the portion of work to be executed by the EPA.

Water/Wastewater Sub-tasking

- Once the MA and a copy of the sub-tasking are issued to the Supported USACE District, the Supported USACE District will issue a Military Interdepartmental Purchase Request (MIPR/DD Form 448), with a copy of the sub-tasking, to the appropriate EPA region. The recipient of this package will be:
  - **If ESF #10 is activated at the RRCC or JFO**, the ESF #10 desk rep. The desk rep ensures it is sent to appropriate regional personnel, including the regional finance office.
  - **If ESF #10 is not activated**, the 24-hour Duty Officer/REOC email. The Duty Officer/REOC ensures it is sent to the appropriate regional personnel, including the regional finance office. (Attachment 3)
- The USACE District will call the 24-hour Duty Officer to tell them the MIPR has been sent.
- A copy of the completed sub-tasking form must accompany the MIPR to insure proper tracking, execution, and reimbursement. (The EPA must have both of these forms. The MIPR is the funding document, and the sub-task form identifies the requirement and portion of work to be executed.) (Attachment 4 - Sample sub-tasking)
- The EPA regional finance office has the primary responsibility for ensuring the MIPR/sub-task funding package is forwarded to the EPA Cincinnati Finance Center (CFC). The regional finance point of contact will provide an electronic or faxed copy of the documentation along with the appropriate EPA paperwork (Emergency Funding Authorization or EPA 1610-1 IAG form). The CFC will assign reimbursable accounting to identify cost associated with this work. Once expenses are incurred, the CFC will submit invoices to the USACE.
- The EPA will submit a SF1080 bill each month to the USACE District or Division that sent the MIPR with the proper documentation that identifies the cost. At the time of the sub-task issuance, USACE will provide further information about what supporting documentation will be needed for the EPA. Following physical completion of the mission, the EPA Cincinnati Finance Center will submit proper documentation to the USACE District or Division that sent the MIPR in order to fiscally closeout the mission. The bill submitted by the EPA must have documentation that supports all cost incurred before reimbursement can be made by USACE. If the EPA is already set up for Intergovernmental Payment and Collection (IPAC) with the USACE and the supporting documentation has not been provided within the required timeframe, a chargeback will occur.

Initial Requests for EPA Coordination/Support under ESF #3

- Where there is a need for USACE or FEMA to contact EPA for regional coordination or support under ESF #3, either Pre- or Post-Declaration for a Stafford Act incident, USACE/FEMA should:
  - **If EPA is already deployed to the ESF #10 position at the RRCC, ERT-A, or JFO**, contact the ESF #10 representative. That person will alert the EPA Regional EOC (REOC) and ensure the involvement of the appropriate EPA regional personnel.
  - **If EPA is not already deployed to the ESF #10 position**, contact the EPA REOC through the Regional 24-hour Duty Officer and notify him/her of the USACE point-of-contact. The Duty Officer will ensure that an appropriate EPA POC contacts the USACE POC.*
- Note: USACE/FEMA should not contact a Regional water office directly with an initial request for coordination or support.
- *If a Regional 24-hour number is not working, USACE/FEMA should contact the National Response Center for assistance at 1-800-424-8802. The NRC will contact the EPA region (or a backup region if the relevant region has been impacted).

EPA Regional 24-Hour Duty Officer Phone Numbers*

EPA Region	24-Hour Duty Officer
1	617-723-8928
2	800-424-8802
3	215-814-3255
4	404-562-8700
5	312-353-2318
6	866-372-7745
7	913-281-0991
8	303-293-1788
9	800-300-2193
10	206-553-1263

Sending the MIPR (with Copy of MA subtasking) to EPA

- The ESF #3 Team Leader sends the MA/sub-tasking to the USACE District to prepare the MIPR. Once prepared, the USACE District should send the MIPR:
  - **If EPA is already deployed to the RRCC or JFO,** ESF #10 desk, send the MIPR to the ESF #10 desk at the RRCC or JFO.
  - **If EPA is not already deployed to the ESF #10 position**, send the MIPR to the REOC and call the 24-hour Duty Officer to tell them the MIPR has been sent.

EPA Regional 24-Hour Duty Officer Email*	
EPA Region	REOC Email Address
1	rrc.r1@epa.gov
2	r2_rrc@epa.gov
3	rrc.r3@epa.gov
4	r4rrcdutyosc@epa.gov
5	r5eoc@epa.gov
6	r6_rrc@epa.gov
7	r7_rrc@epa.gov
8	r7_rrc@epa.gov
9	r9_rrc@epa.gov
10	r10_rrc@epa.gov

Water/Wastewater Infrastructure PSMA Language

- **Title: FEMA PUBLIC ASSISTANCE FOR DRINKING WATER AND WASTEWATER (Federal Operations Support)**
- **Block II - Description of Requested Assistance** - Water sector experts to assist FEMA Public Assistance (PA) program staff with water sector activities
- **Block IV - Justification/Statement of Work** - Provide water sector experts to assist FEMA with water sector Public Assistance (PA) activities involving public drinking water, wastewater, and storm water infrastructure needs. Tasks may include assessments, filling out worksheets, and interviewing and consulting with public entities. FEMA requires evaluation and assessment of claims for assistance to public agencies.
- A Task Order will be prepared to direct specific activities within the scope of this Mission Assignment. (Task Orders may include personnel, resource movement, locations for delivery, and duty stations.)
- Note: The purpose of the Task Order is to direct specific activities within the scope of an existing Mission Assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing Mission Assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.
- Note: There may be circumstances where EPA-ESF #3 services are needed, independent of the USACE, at which time EPA will be directly mission assigned.
- **Cost Estimate: $360K**
- ESF #3 support agency is to provide technical experts to work with PA program to accomplish this mission. $360K Deploys 12 water sector professionals for 30 days, which includes labor (USACE only), overtime, supplies, travel, and per diem.

Water/Wastewater Sub-tasking Example

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: COE-SWD-01 **ESF Primary Agency:** USACE
Subtasked Agency: EPA Region VII **State:** KS **Disaster No.:** 1711-DR-KS

Tasking Statement/Statement of Work:
Provide technical assistance in conjunction with KDHE for evaluation of water and wastewater treatment facilities in the following Kansas counties: Montgomery, Labette, Chautauqua, Wilson, Neosho, Franklin, Miami. Coordinate with FEMA OPS chief and KDHE for specific cities. Potential locations include: Fredonia, Coffeyville, Independence, Longton, Altoona, Neodasha, Elk City, Dearing, Erie, St. Paul, Osawatamie, Princeton. Consult with KDHE and advise FEMA as to status of facilities and any repairs required with estimated time of the facililtiy's return to service. The support functions of technical assistance provided by the EPA will be performed within the limits of EPA's authorities.
Project Completion Date: 30 September 2007 **Authorized Funding:** $50,000.00

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit an SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

US Army Corpse of Engineers, Tulsa District, ATTN: CESWT-OD-EM (Primary Agency)

1645 S. 101st E. Ave,, Tulsa, OK 74128-4609 (Address)

The ESF primary agency will:

(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
(2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
(3) Forward approved reimbursement requests from non-IPAC agencies to the DFC, which will send payment directly to the sub-tasked agency for non-IPAC agenecies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emegency Assistance Act of 1988, as amended, 42 USC 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in suport of the Federal Response Plan.

_____ _____
Date

_____ _____
Peter Navesky, ESF #3 Team Leader Date

Following signatures, please provide information copy to FEMA MAC and Project Officer.

Water/Wastewater Infrastructure PSMAs

- **Title: USACE ESF #3 WATER AND WASTEWATER ASSESSMENT (Federal Operations Support)**
- **Block II - Description of Requested Assistance** - Pre-position experts in water and wastewater systems to provide event-specific planning and preparation for the rapid evaluation of water and wastewater facilities, treatment units, conveyance systems, and piping. This assistance includes the liaison/planning with State officials.
- **Block IV - Justification/Statement of Work** - As an element of infrastructure assessment, pre-position experts in water and wastewater systems to provide event-specific planning and preparation for the rapid evaluation of water and wastewater facilities, treatment units, conveyance systems, and piping. This support also includes the liaison/planning with State officials. A subsequent MA will be issued, if necessary, for Post-Declaration structural safety or other public works assessment activities.
- MA Task Orders will be issued for specific personnel requirements, locations, dates, and duration of assignments.
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
- **Cost Estimate: $50K**
- Estimate is based on a team of five (5) interagency experts for 7 days.
- As the coordination agency for ESF #3, USACE is in the process of assessing its overall role in the infrastructure protection, assessment and repair arena as outlined in the National Response Framework. USACE and the EPA have specifically targeted the water and wastewater sector/infrastructure to determine how both agencies can work in coordination under the ESF #3 structure to develop teams, processes, and procedures to rapidly assess and repair this critical infrastructure following a natural or manmade disaster. The EPA is currently conducting planning sessions to help better define the capabilities and roles for each agency as we develop interagency/intergovernmental teams and funding and contracting strategies. These actions will better equip the Federal government to respond to this need in an efficient manner and could be expanded to include other supporting agencies as requirements are better defined.
- Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Water/Wastewater Infrastructure PSMAs

- **Title: USACE ESF #3 DRINKING WATER AND WASTEWATER SAFETY; DRINKING WATER AND WASTEWATER SYSTEM ASSESSMENT, REPAIR, AND RECOVERY (DFA)**
- **Block II - Description of Requested Assistance** - Assessments, evaluation, and design/build response and recovery actions of drinking water and wastewater systems
- **Block IV - Justification/Statement of Work** - Deploy personnel to coordinate and execute all necessary assessments, evaluation, and design/build response and recovery actions associated with ensuring the safety of drinking water and wastewater systems in the affected area in coordination with the appropriate State agencies, as directed by FEMA. These actions may include, but are not limited to providing laboratory support for water sample collection, analysis and data interpretation, assessing public water and wastewater systems, facilitating the contact with Federal, State and Local agencies, and providing oversight of drinking water and wastewater system restoration and related activities.
- A Task Order will be prepared to direct specific activities within the scope of this Mission Assignment (Task Orders may include personnel, resource movement, locations for delivery, and duty stations.)
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
- **Cost Estimate: $300K**
- ESF #3 support agency to provide assistance to accomplish this mission. $300K deploys 12 professionals for 30 days, includes labor (USACE only), overtime, supplies, travel, and per diem. Repair costs will vary significantly based on assessments performed.
- As the coordination agency for ESF #3, USACE is in the process of assessing its overall role in the infrastructure protection, assessment and repair arena as outlined in the National Response Framework. USACE and the EPA have specifically targeted the water and wastewater sector/infrastructure to determine how both agencies can work in coordination under the ESF #3 structure to develop teams, processes, and procedures to rapidly assess and repair this critical infrastructure following a natural or manmade disaster. The EPA is currently conducting planning sessions, to help better define the capabilities and roles for each agency as we develop interagency/intergovernmental teams and funding and contracting strategies. These actions will better equip the Federal government to respond to this need in an efficient manner and could be expanded to include other supporting agencies as requirements are better defined.
- Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Water/Wastewater Infrastructure PSMAs

- **Title: USACE ESF #3 DRINKING WATER AND WASTEWATER INFRASTRUCTURE /SAFETY TA TO STATE TA (Federal Operations Support)**
- **Block II - Description of Requested Assistance** - Technical assistance to State, Tribal and/or local jurisdictions for the drinking water and wastewater infrastructure/safety mission
- **Block IV - Justification/Statement of Work** - Deploy personnel to provide technical assistance to State, Tribal and/or local jurisdictions to provide event specific planning and preparation for the drinking water and wastewater infrastructure/safety mission in coordination with the appropriate State agencies. Activities may include, but are not limited to sampling and analysis, initial damage assessment, liaison among Federal, State, Local, and municipal representatives concerning planning and execution efforts, inventorying of public water supplies and publicly owned treatment works (POTWs) within areas affected by the incident, preliminary facility surveys (e.g. operational status, emergency power status/need, and physical damage), laboratory support for water sample collection, coordination of essential commodities (fuel, treatment chemicals, and manpower needs), and coordinating data flow between State and Federal agencies.
- Mission Assignment Task Orders will be issued for specific personnel requirements, locations, dates, and duration of assignments.
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
- **Cost Estimate: $300K**
- ESF #3 support agency to provide assistance to accomplish this mission. $300K deploys a Water Sector Technical Assistance (WSTA) of 10 experts to include labor (USACE only), overtime, supplies, travel, and per diem for 30 days.
- As the coordination agency for ESF #3, USACE is in the process of assessing its overall role in the infrastructure protection, assessment and repair arena as outlined in the National Response Framework. The USACE and the EPA have specifically targeted the water and wastewater sector/infrastructure to determine how both agencies can work in coordination under the ESF #3 structure to develop teams, processes, and procedures to rapidly assess and repair this critical infrastructure following a natural or manmade disaster. The EPA is currently conducting planning sessions, to help better define the capabilities and roles for each agency as we develop interagency/intergovernmental teams, as well as funding and contracting strategies. These actions will better equip the Federal government to respond to this need in an efficient manner and could be expanded to include other supporting agencies as requirements are better defined.
- Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Water/Wastewater Infrastructure PSMAs

- **Title: USACE ESF #3 WATER AND WASTEWATER ASSESSSMENT (FOS)**
- **Block II - Description of Requested Assistance** - Pre-position experts in water and wastewater systems to provide event-specific planning and preparation for the rapid evaluation of water and wastewater facilities, treatment units, conveyance systems, and piping. This assistance includes the liaison/planning with State officials.
- **Block IV - Justification/Statement of Work** - As an element of infrastructure assessment, pre-position experts in water and wastewater systems to provide event-specific planning and preparation for the rapid evaluation of water and wastewater facilities, treatment units, conveyance systems, and piping. This support also includes the liaison/planning with State officials. A subsequent MA will be issued, if necessary, for Post-Declaration structural safety, or other public works assessment activities.
- Mission Assignment Task Orders will be issued for specific personnel requirements, locations, dates, and the duration of assignments.
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
- **Cost Estimate: $50K**
- The estimate is based on a team of five (5) interagency experts for 7 days.
- As the coordination agency for ESF #3, USACE is in the process of assessing its overall role in the infrastructure protection, assessment, and repair arena as outlined in the National Response Framework. The USACE and the EPA have specifically targeted the water and wastewater sector/infrastructure to determine how both agencies can work in coordination under the ESF #3 structure to develop teams, processes, and procedures to rapidly assess and repair this critical infrastructure following a natural or manmade disaster. The EPA is currently conducting planning sessions to help better define the capabilities and roles for each agency as we develop interagency/intergovernmental teams and funding and contracting strategies. These actions will better equip the Federal government to respond to this need in an efficient manner and could be expanded to include other supporting agencies as requirements are better defined.
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- A Task Order will be prepared to direct specific activities within the scope of this Mission Assignment. (Task Orders may include personnel, resource movement, locations for delivery, and duty stations.)
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
- **Cost Estimate: $360K**
- ESF #3 support agency to provide technical experts to work with PA program to accomplish this mission. $360K deploys twelve (12) water sector professionals for 30 days and includes labor (USACE only), overtime, supplies, travel, and per diem.
- As the coordination agency for ESF #3, USACE is in the process of assessing its overall role in the infrastructure protection, assessment and repair arena as outlined in the National Response Framework. The USACE and the EPA have specifically targeted the water and wastewater sector/infrastructure to determine how both agencies can work in coordination under the ESF #3 structure to develop teams, processes, and procedures to rapidly assess and repair this critical infrastructure following a natural or manmade disaster. The EPA is currently conducting planning sessions, to help better define the capabilities and roles for each agency as we develop interagency/intergovernmental teams and funding and contracting strategies. These actions will better equip the Federal government to respond to this need in an efficient manner and could be expanded to include other supporting agencies as requirements are better defined.
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- **Block IV - Justification/Statement of Work** - Deploy personnel to coordinate and execute all necessary assessments, evaluation, and design/build response and recovery actions associated with ensuring the safety of drinking water and wastewater systems in the affected area in coordination with the appropriate State agencies, as directed by FEMA. These actions may include but are not limited to providing laboratory support for water sample collection, analysis and data interpretation, assessing public water and wastewater systems, facilitating the contact with Federal, State and Local agencies, and providing oversight of drinking water and wastewater system restoration, and related activities.
- A Task Order will be prepared to direct specific activities within the scope of this Mission Assignment (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)
- All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.
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- Mission Assignment Task Orders will be issued for specific personnel requirements, locations, dates, and duration of assignments.
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