Welcome to the CLU-IN Internet Seminar

Cost Unit Leader

Sponsored by: Office of Emergency Management

Delivered: October 18, 2010, 1:00 PM - 3:00 PM, EDT (17:00-19:00 GMT)

Instructors:
John Anderson, U.S. EPA, Region 7 anderson.johnc@epa.gov
Cynthia Brown, U.S. EPA, Region 6 brown.cynthia@epamail.epa.gov
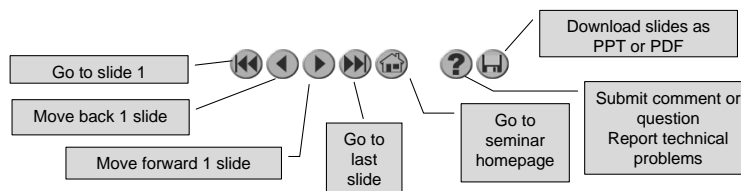*Jim Miller, U.S. EPA, Region 4 miller.jim@epa.gov*
Moderator:
Roberta Runge, U.S. EPA, Office of Emergency Management (Runge.Roberta@epamail.epa.gov)
Jean M. Balent, U.S. EPA, Technology Innovation and Field Services Division (balent.jean@epa.gov)

Visit the Clean Up Information Network online at www.cluin.org

Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
  - press *6 to mute #6 to unmute your lines at anytime
- Q&A
- Turn off any pop-up blockers
- Move through slides using # links on left or buttons

Go to slide 1
Move back 1 slide
Move forward 1 slide
Go to last slide
Go to seminar homepage
Submit comment or question Report technical problems
Download slides as PPT or PDF

- This event is being recorded
- Archives accessed for free **http://cluin.org/live/archive/**
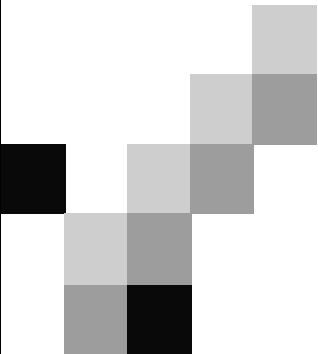
2

Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.

EPA ICS UNIT LEADER Webinar

COST UNIT LEADER

It is suggested that before participated in this webinar that the participants obtain a copy or download the following:

COST Job Aid

IMH, at a minimum chapters 3 & 12

OBJECTIVES OF COURSE

- To familiarize the students with the responsibilities of the Cost Unit Leader.
- To familiarize the students with the Cost Unit Leader Job Aid, and the Cost Unit Leader Section of the IMH (Incident Management Handbook).
- Gain the knowledge needed to perform as Cost Unit Leader in an Incident Management Team during an incident.

4

Review the objectives

PRESENTERS

- Cynthia Brown, experience Finance Section Chief/Cost Unit Leader
- Jim Miller, experienced Finance Section Chief/Cost Unit Leader
- John Anderson, experienced Finance Section Chief/Cost Unit Leader

5

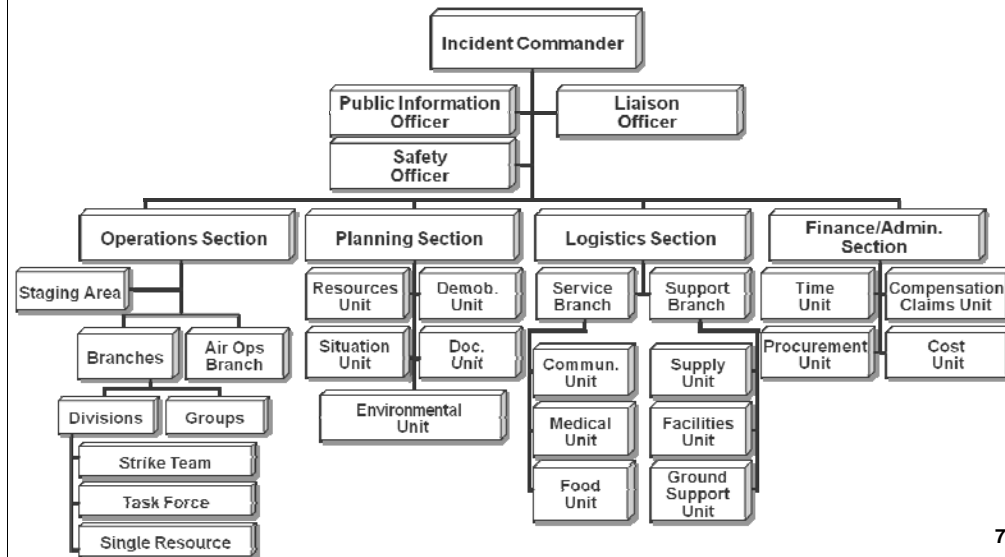# Cost Unit Leader
Position Description

The Cost Unit Leader (COST) is responsible for collecting all cost data, performing cost-effectiveness analysis, and providing cost estimates and cost saving recommendations.

6

Review definition, this definition is from page 12-3 of the EPA Incident Management Handbook (IMH)

Finance Positions in ICS Structure

Review Org Chart, point out the Command (IC, PIO, SO, and LNO) and General Staff (OpS, PSC, LSC, and FSC) positions.

Training Required

- Independent Study (IS) - 100
- IS - 200
- EPA ICS- 300
- EPA ICS - 400
- IS - 700
- IS – 800

8

IS – 100, an Introduction to Incident Command can be taken on the FEMA website, http://www.training.fema.gov/IS/

IS – 200, Single Resources and Initial Action Incidents can be taken on the FEMA website, http://www.training.fema.gov/IS/

EPA ICS – 300, is a classroom class that can be taken through your region

EPA iCS – 400, is a classroom class that can be taken through your region

IS – 700, NIMS An Introduction, can be taken on the FEMA website, http://www.training.fema.gov/IS/

IS – 800, National Response Framework, An Introduction can be taken on the FEMA website, http://www.training.fema.gov/IS/

NOTE, when FEMA Updates a course they add a letter to it so 100a is just an updated version of 100, as of Feb 2009 the most current version of the FEMA courses are; 100a, 200a, 700a, and 800b. If students took a previous version they do not need to take the new one. The courses on the FEMA website will be the most current version and the course that should be taken if not previously taken.

IS – 810, Emergency Support Function (ESF) #10 – Oil and Hazardous Materials is recommended but not required and can be taken on the FEMA website, http://www.training.fema.gov/IS/

Experience & Knowledge

Have a good working knowledge of
- Agency financial accounting
- Reporting systems
- Spreadsheets
- Ability to analyze cost data

Have a good working knowledge of
agency financial accounting,
reporting systems,
spreadsheets, and
ability to analyze cost data.

Experience & Knowledge

- Have a detailed knowledge of accounting principals as applied to contractor costs accounting and control
- Have a good working knowledge of Excel for spreadsheets and pie charts

Qualifications con't

Have a detailed knowledge of accounting principals as applied to contractor costs accounting and control.

Have a good working knowledge of Excel for spreadsheets and pie charts

Common ICS Responsibilities

- Receive assignment, including:
  - ☐ Job assignment (Cost Unit Leader)
  - ☐ Reporting location
  - ☐ Reporting time
  - ☐ Travel instructions
  - ☐ Any special communications instructions
  - ☐ Review EPA Incident <u>M</u>anagement Handbook

11

NOTE : Point out that the next 4 slides cover the common responsibilities for all personnel in an ICS organization, and can be found on pages 3-1 through 3-3 of the EPA Incident Management Handbook (IMH)

Receive assignment from your agency, including:

§ Job assignment (e.g., Operations Section

Chief, Technical Specialist)

§ Reporting location

§ Reporting time

§ Travel instructions – **Before you deploy you should have a funded TA from the Host region**

§ Any special communications instructions (e.g.,

radio frequency)

§ Review EPA Incident Management Handbook – for what your responsibilities will be. Should also review the job aid.

Common ICS Responsibilities

- Check in at designated location
- Receive briefing
- Acquire work materials
- Maintain accountability for assigned personnel
- Participate in meetings as appropriate

Upon arrival at the incident, check in at the designated check-in location. Check-in may be found at any of the following locations:

§ Incident Command Post (ICP)

§ Base or Camps

§ Staging Areas

§ Area Command Post

§ Regional Emergency Operations Center (REOC)

Note: If you are instructed to report directly to a

field assignment, check in with your immediate

supervisor.

Receive briefing from immediate supervisor, and receive general incident orientation briefing (if available);

Acquire work materials;

Supervisors shall maintain accountability for their assigned personnel with regard to exact location(s), and personal safety and welfare at all

times, especially when working in or around ncident operations;

Participate in Incident Management Team (IMT) meetings and briefings as appropriate;

Common ICS Responsibilities

- Comply with safety procedures
- Organize and brief assigned staff
- Know communication methods
- Use clear text
- Complete assigned forms and reports
- Maintain all assigned equipment

Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer (SO);

Supervisors are responsible for organizing and briefing staff;

Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly;

Use clear text (no codes) and ICS terminology in all radio communications;

Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the

Documentation Unit;

Ensure all equipment is operational prior to each work period;

Common ICS Responsibilities

- Return all assigned equipment at end of use
- Complete Demobilization Check-Out process
- Brief staff on Demobilization
- Brief incoming and outgoing staff
- Maintain unit Log (ICS 214)

14

Return all assigned equipment to appropriate location;

Complete Demobilization Check-Out process before returning to home office;

Respond to demobilization orders and brief staff regarding demobilization;

At shift changes, brief incoming staff or receive briefing from outgoing staff; and

Maintain Unit/Activity Log (ICS Form 214).

Unit Leader Responsibilities

- Determine resource needs, order, replenish, know status of orders
- Determine current status of unit activities
- Assign duties to unit staff
- Implement safety and security measures
- Supervise demobilization of unit
- Direct volunteer inquiries to Resource <u>Unit Leader</u>
- <u>Understand the 213 RR process</u>

15

NOTE: This slide is generic unit leader responsibilities found on pages 3-3 through 3-4 of the IMH

UNIT LEADER RESPONSIBILITIES – In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. Common ICS responsibilities have not been repeated.

Determine resource needs, order additional staff as appropriate, and replenish supplies via the Supply Unit Leader;

Determine current status of unit activities; Confirm dispatch and estimated time of arrival of ordered staff and supplies;

Assign specific duties to staff and supervise staff in unit;

Develop and implement accountability, safety, and security measures for personnel and resources;

Supervise demobilization of unit, including storage of supplies;

Direct volunteer inquiries to Resources Unit;

Cost Unit Leader Responsibilities

- Obtain briefing from FSC
- Determine resource needs within Unit
- Coordinate with <u>the host region and headquarters</u> on cost-reporting procedures
- Obtain and record all cost data
- Prepare incident cost summaries

16

NOTE: The next 3 slides cover the TIME responsibilities as found on pages 12-3 and 12-4 of the IMH

The COST is responsible for collecting all cost data, performing cost-effectiveness analysis, and provideing cost estimates and cost-saving recommendations for the incident. The major responsibilities of the TIME are:

 Obtain briefing from FSC;

 Determine resource needs within the Unit;

Coordinate with company/agency headquarters on cost–reporting procedures

Obtain and record all cost data

Prepare incident cost summaries

Cost Unit Leader Responsibilities

- Prepare resource-use cost estimates for Planning
- Make recommendations for cost-savings to FSC
- Maintain cumulative incident cost records
- Ensure that all cost documents are accurately prepared

Prepare resource-use cost estimates for Planning (e.g., burn rate/forcast)

Make recommendations for cost-savings to FSC

Maintain cumulative incident cost records

Ensure that all cost documents are accurately prepared

Complete all cost/financial logs/records prior to demobilization 9 e.g. purchase card logs)

Provide reports to FSC

Maintain Unit/Activity
    Log (ICS Form 214)

Key Responsibilities & Products

It is very important that the COST keep updated costs (utilized vs. budgeted) of both intramural and extramural expenses that will be used to:

- Develop the financial status report for the situation report (sitrep)
- Support the IAP for the next operational period
- Determine if additional funding should be requested

19

Note: this information was provided by Mr. John Anderson (Reg 7) when asked what are the most important aspects of the COST.

It's not spelled out this clearly in the Job Aid

It is very important that the Cost Unit Leader keep updated costs (utilized vs. budgeted) of both intramural (intramural costs are time sheets, travel costs, etc) and extramural (extramural costs are contractor costs, etc) expenses that will be used:

Develop the situation report (sitrep)

Support the IAP for the next operational period.

Determine if additional funding should be requested

Key Responsibilities & Products

- Cost tracking
- Ensuring account codes are set up and made available <u>when needed for documentation such</u> as the Mission Assignment Account Code Summary
- Assuring the FSC is kept abreast of current financial issues and expenditures

These COST Key Responsibilities are from the Job Aid and include:

Cost tracking

Ensuring account codes are set up and made available to appropriate staff such as the Mission Assignment Account Code Summary

The Mission Assignment Account Code Summary is an excel sheet of all the account codes which is updated periodically and sent to everybody that may request resources.

People who were at Katrina laughed about this sheet being so important for all to see it was posted on the bathroom walls

Assuring the FSC is kept abreast of current financial issue and expenditures

Key Responsibilities & Products

- Coordinate with Field Accountants (FACCs) deployed to various locations.

Con't from Job Aid

General Tasks

The following is a general task list that should be completed as soon as possible after arriving to an incident:

- Complete boiler plate reports as well as determining other needed reports unique to the event
- Obtain briefing from FSC about special concerns and fiscal limitations

22

The following is a general task list that should be completed as soon as possible after arriving to an incident (given is Check-in at the Incident Command Post)

Complete boiler plate reports as well as determining other needed report unique to the event

Obtain briefing from FSC (these were borrowed from the FCO Job Aid, but apply to the COST

Size and complexity of incident

Expectations of the FSC or IC

Incident objectives

Agencies/organizations/stakeholders involved

incident activities/situation

Special concerns and Fiscal Limitations

General Tasks

- Keep FSC updated on significant daily events
- Establish work area
- Make contacts with personnel that have information needed
- Maintain written documentation on unit activities and issues

23

TIME Task checklist

Update and brief FSC regarding significant events of the day

Establish work area

Make contacts with people who will be providing information

Provide written documentation to incoming replacement regarding all outstanding issues related to the unit.

Daily duties of the COST include:

Comply with requirements of the IMT (sign in/out, etc.)

Refer to IAP for upcoming operating period to:

Update required daily reports

    Compare T-cards to IAP staffing levels to current sign-in sheet (ISC Form 211)

    Prepare payroll cost projections

    Prepare daily cost reports and transmit to Planning Section for Situation Report (Sitrep)

    Send Regional Emergency Operations Center (REOC) daily cost reports and discuss burn rate

COST Daily Duties

- Disseminate information to <u>unit personnel</u> on a daily basis
- Brief FSC on significant issues
- Refer to ICS-215 <u>for</u> project number of contractors and EPA personnel during operating period

COST daily duties con't

Disseminate information to subordinates on a daily basis

Brief FSC on significant issues

Refer to ICS 215 to project number of contractors and EPA personnel during operating period.

COST Paperwork

ICS Forms utilized by COST:
- ☐ ICS 204 Assignment List
- ☐ ICS Form 210 Status Change
- ☐ ICS Form 211 Check-in Info
- ☐ ICS Form 213RR Resource Order
- ☐ ICS Form 214 Daily Activity
- ☐ ICS Form 220 Demob Form

COST:
- Must obtain resource name, unit, time on-scene, hours worked per day, demob time, date from Time Unit Leader.
- Adds personnel and equipment resources to master database and computes cost information, validates ceiling, and provides estimated burn-rate to IC.

26

ICS Forms utilized by COST:

ICS 204 Assignment List

ICS Form 210 Status Change

ICS Form 211 Check-in Info

ICS Form 213RR Resource Order

ICS Form 214 Daily Activity

ICS Form 219 Daily Accountability

ICS Form 220 Demob Form

COST:

Must obtain resource name, unit, time on-scene, hours worked per day, demob time, date from Time Unit Leader.

Adds personnel and equipment resources to master database and computes cost information, validates ceiling, and provides estimated burn-rate to IC.

Incident Ceiling Management

The COST or Funds Certifying Official (FUND) is responsible for ensuring adequate funding.

This will require knowing the funding source(s) and the amount of funds available in each source.

- Monitor burn-rate
- Request ceiling adjustment as required

The Cost Unit Leader or Funds Certifying Official is responsible for ensuring adequate funding.

This will require knowing the funding source(s) and funds available in each source.

Monitor burn-rate

Request ceiling adjustment as required

Financial Summary Report

The summary report should be:

- Understandable
- Accurate
- Consistent
- Capture all costs
- Audit proof

The summary report should be:

Understandable
Accurate
Consistent
Capture all cost
Audit proof

Financial Summary Report

The summary report should answer:

- Who?
- What?
- Where?
- When?
- Why?
- How much?

The summary report should answer:

Who?

What?

Where?

When?

Why?

How much?

Example Burn Rate Report

This shows an example of a burn rate report provided by John Anderson.

This shows the Katrina Mission Assignments with the amount funded, obligated, available, and the daily burn rate.

Example Burn Rate Report

Mission Assignments	Funded	Obligations	Amount Available	Daily Burn Rate
3260-EM-LA-EPA-01-RRCC & RNA	$25,000	$840	$24,160	Closed
1607-DR-LA-EPA-01	$20,000,000	$18,685,309	$1,314,691	$174,898
3261-EM-TX-EPA-01-RRCC & RNA	$5,000,000	$1,091,674	$3,908,326	$0
7220-SU-TX-EPA-06	$300,000	$4,352	$295,648	Closed
Totals:	$25,325,000	$19,782,175	$5,542,825	

A discrepancy was noted in FDW which overstated the available amount of obligations. The amount available is actually $1,314,691.

This shows an example of a burn rate report provided by John Anderson.

This shows the second page of the Burn Rate Report and shows the Rita Mission Assignments with the amount funded, obligated, available, and the daily burn rate.

COST Ceiling Management

The following slides show examples of EPA Ceiling management forms:

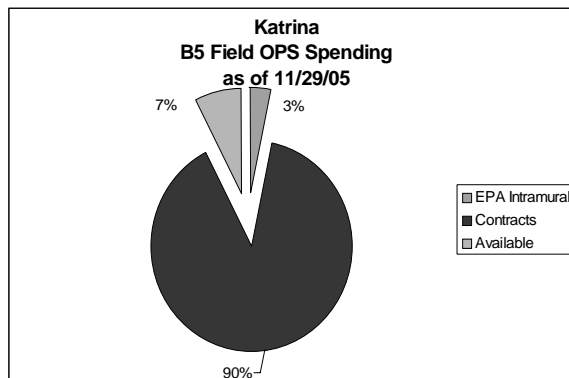- Some ICs and <u>managers</u> like seeing pie charts of costs <u>because</u> it helps them visualize <u>Mission Assignment</u> cost situation

- There are various formats

Example Ceiling Report

MA	$	194,500,000
EPA Intramural	$	6,728,792
Contracts	$	173,352,552
Available	$	14,418,656

Katrina
B5 Field OPS Spending
as of 11/29/05

7%   3%

- ☐ EPA Intramural
- ■ Contracts
- ☐ Available

90%

Another example of a Ceiling Report for Katrina.

This report was generated because some people would rather see a "pie" chart than a list of numbers

Example Daily Status Report

Example Financial report shown on this and the next three slides

Example Daily Status Report

ENVIRONMENTAL QUALITY MANAGEMENT, INC.
DAILY STATUS REPORT FOR WORK ACTIVITIES AND COSTS FOR HURRICANE
KATRINA HAZARDOUS WASTE CLEANUP (TO 056)
11/15/05

1. Work Activity:
   – Current Tasks - HHW
     – HHW in Grand Isle is ongoing.
     – HHW in St. Tammany Parish is ongoing. This parish is planning a cut back in crew by the end of this week.
     – HHW in Upper Jefferson Parish is ongoing.
     – Onyx will occupy Base Camp Harvey to provide daily food and parking for their crew personnel until November 17. Fuel service will remain at Base Camp Harvey until no longer needed.
     – HHW in Plaquemines Parish is ongoing. Plaquemines will be setting up a second staging area in Port Sulfur, LA.
     – HHW in Orleans Parish is ongoing.
     – HHW in St. Bernard Parish is ongoing.

   – Current Tasks - White Goods
     – St. Bernard Parish - ERRS has been tasked with decon of white goods only at this time. Parish officials have hired their own contractor to handle all other aspects of white goods processing.
     – St. Tammany Parish - US Army Corps delivers white goods to staging area, where ERRS has been tasked with staging, freon and oil extraction, decontamination, crushing, and disposal.
     – Jefferson Parish - US Army Corps delivers white goods to staging area. ERRS has been tasked with freon. Corps completes remaining tasks.
     – Plaquemines Parish - US Army Corps delivers white goods to staging area. ERRS has been tasked with freon. Corps completes remaining tasks.
     – Orleans Parish - US Army Corps delivers white goods to staging area. ERRS has been tasked with freon. Corps completes remaining tasks.

   – Current Tasks - Recovery Group
     – The Recovery Group has been moved under Plaquemines Parish as of this morning.
     – Five additional personnel with Level B capabilities were added to this Group. This is to for hazard assessment for shrimp boats located on the Levy.

   – Planned Work
     – St. Tammany Parish is planning a cut back in crew size by the end of this week.

   – Issues/Problems
     – None.

35

Example Financial report

Example Daily Status Report

2.   Resources Provided:

St. Tammany Division
HHW/Drum Recovery   20 Personnel, 7 trucks
Bulking/Disposal   36 Personnel, 13 trucks
Decon Task Force   31 Personnel, 10 trucks
Total   87

Jefferson Division
North Jefferson HHW   41 Personnel, 16 trucks
Bulking & Disposal   55 Personnel, 18 trucks
North Jefferson HHW Drop Off   2 Personnel, 1 truck
Total   98

Grand Isle HHW
Orphaned Container Collection   32 Personnel, 11 trucks, 2 Boats
                             1 FCA working in Lafayette, LA
Total   33

Plaquemines Division
Bulking and Disposal   141 Personnel, 20 trucks
Orphaned Container HHW   75 Personnel, 18 trucks
Total   216

Orleans Division
Bulking and Disposal   92 Personnel, 30 trucks
Debris Collection   80 Personnel, 26 trucks
Total   172

St. Bernard Division
Staging Area Setup   44 Personnel, 18 trucks

ICP Jefferson
                           3 Personnel, 3 trucks

3.   Most Current Cost to Date: Tuesday, November 15, 2005:
                Total Accumulated Cost   Daily Cost
                   $11,789,665 $672,995

4.   Burn Rates:
        1.   Daily range of $600,000 - $700,000 per day.
        2.   Per person range of $1,000 - $1,100 per person per day.
Note: Daily burn rate per person range during week days is typically $1,000-$1,100, while on weekends when employees are in overtime, this per person burn rate increases to $1,300-$1,400.00.

5.   Estimate of Costs for 2 Days of Work:

page "2"

Example Financial report

Example Daily Status Report

Current Cost (11/15/05) + Estimated cost for 11/16 and 11/17   Total Est. Cost thru 11/17

$11,789,665   + $1,345,990 (2 days at $672,995K/day)*   = $13,135,655.00

Current Ceiling   -   Cost to Date   =   No. of Operating Days Remaining in Budget
$15,300,000   - $11,789,665   = $3,510,335
(5 Days, Wed. 11/16-Sun. 11/20)

*NOTE: The daily costs/burn rate will be impacted further as waste T&D activity increases. As a result, number of operating days available under existing ceiling may actually be less than shown.

6.   Additional Essential Resources and Services that can be provided:
– Portable showers and decon trailers
– Generators (large to small)
– Temporary landfill/disposal site design and construction
– Large work barges with heavy cranes
– Broad range of spill response and other standard pollution control equipment
– Mobile wastewater treatment plants
– Divers
– Surveying, including underwater (hydrographic) surveys.
– Sewer and underwater cameras.
– Industrial cleaning, including pipe cleaning.

Please call if you have questions on this Daily Report. The next report will be submitted Wednesday afternoon, 11/16, no later than 4:00 PM CT.

Jack

Example Financial report

EPA Financial Systems

Provides costs information such as payroll (on a two-week delay) and travel expenditures.

These cost information are used for calculating the burn rate.

EPA Financial Systems

Provides costs information such as payroll (on a two-week delay) and travel expenditures.

These cost information are used for calculating the burn rate.

Removal Cost Management System (RCMS)

RCMS has three modules
- Cost tracking module
- Cost projection module
- Invoicing module

Note: Additional training on RCMS is recommended.

RCMS is a windows based program that produces daily 1900-55s, provides an easy to use "query" feature, allows the export to HTML spreadsheet.

RCMS has three modules:

Cost tracking module
Cost projection module
Invoicing module

Note: additional training on RCMS is recommended

RCMS

RCMS is organized by:

- Personnel table
- Equipment table
- Other field cost table

RCMS is organized by:

Personnel table
Equipment table
Other field cost table

Cost Documentation

All agencies require costs to be documented

- EPA costs may be tracked using RCMS
  - Intramural costs
  - Extramural costs
- US Coast Guard costs are tracked using Form CG-5136
  - Direct costs
  - Indirect costs

41

All agencies required costs to be documented

EPA costs may be tracked using RCMS

    Intramural costs
    Extramural costs

US Coast Guard costs are tracked using form CG-5136

    Direct costs
    Indirect costs

    A scanned version of the National Pollution Funds Center Job Aid for completing the electronic version of the CG-5136 is posted on the Finance Section Chief Tool Box on epaosc.net.

Purpose of Cost Documentation

- Cost Recovery/Reimbursement
- Fiduciary responsibility
- Audit trail

Cost Recovery

Fiduciary responsibility

Audit trail

EPA Documents related to costs, funding and procurement

- Time Sheets - IAW Section 5(d) of OCFO Financial Emergency Management, Costing for Emergency Mission Assignments Policy
- Travel/transportation vouchers
- Commercial payments
- Miscellaneous payments
- Cooperative agreements
- Contracts
- Interagency agreements

43

Time Sheets – OCFO document is available on epaosc.net on the NIMS Integration Team website

Travel/transportation vouchers

Commercial payments

Miscellaneous payments – we kept a log of bankcard purchases to help with cost tracking

Cooperative agreements

Contacts

Interagency agreements

Cost Categories

These cost documents can be received from other federal agencies (IAG) or from State agencies (cooperative agreements)

- Payroll
- Travel/transportation vouchers
- Contractor services
- Construction (in-house)
- Supplies and equipment
- Indirect costs
- Administrative/Contract Support (IA)

44

Interagency Agreements (IAG) costs documents are similar to the EPS but have different Administrative costs

These cost documents can be received from other federal agencies (IAG) or from State agencies (cooperative agreements)

Payroll

Travel/transportation vouchers

Contractor services

Construction (in-house)

Supplies and equipment

Indirect costs

Administrative IAG costs

Materials

- General Office Supplies
- Manual Time Sheet
- Phone List of regional contacts

Contact Info

Review bullets

Materials

- Access to appropriate financial systems (Financial Data Warehouse (FDW))
- Access to materials and supplies necessary for the Field Accountant (FACC) and other <u>personnel</u> to carry out their assigned duties
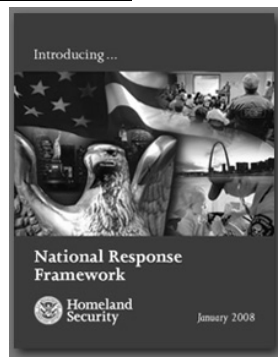- Go Kit

Review Bullets

Reference Documents

- EPA Financial Systems
- <u>National Response Framework</u>

Review Bullets

References

- EPA NIMS Integration Team (NIT) website including IMH and ICS forms epaosc.net/NIMSIntegrationTeam

- National Incident Management System (NIMS) Document www.fema.gov/emergency/nims

48

Cost References

- Reference current boiler plate reports already developed to simplify data entry
- Phone list of financial contacts and other pertinent contacts
- Agency financial link http://oasint.rtpnc.epa.gov/agcyintr/pkg_iwebi.show_terms_keys?p_topic=FINANCIAL&p_loc=

49

Go Kit

- General Supplies
- Electronics
- Personal Survival Items

There are three general categories of items in a GO KIT

General Supplies

Electronics

Personal Survival Items

NOTE: The next 4 slides list specifics in these categories. This is not meant to be and all inclusive list, and will vary from person to person and from incident to incident

Go Kit – General Supplies

- Rolling storage bin
- Government ID
- General office supplies
- General field supplies
- Bottled water
- <u>Incident Management Handbook (IMH)</u>
- Job Aid
- Forms

Review Bullets

Go Kit - Electronics

- USB thumb drive
- Cell/Satellite phone
- Computers with back up battery
- Blackberrys
- Chargers
- "GETS"card
- Printer/scanner/copier/fax

52

Reviw bullets

Go Kit – Electronics cont.

- Remote access token
- Batteries
- Calculators
- DC converters
- Excel Spread Sheet – Time Sheet

53

Review Bullets

Go Kit – Personal Survival Items

- Radio
- Alarm clock
- Snacks
- Pillow/bedding
- Meds

- Hand Lotion
- Hand Sanitizer
- Bug repellent
- Extra glasses/contacts
- Thermos

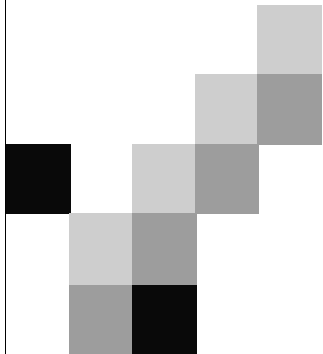Note that there is a lot of personal discretion in this category.

Tool Box

- http://www.epaosc.org/site/doc_list.aspx?site_id=963
- Job Aids
- Desktop Procedures
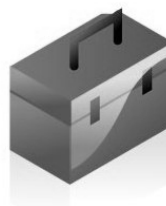
55

Tool Box is for finance section chief but has information pertinent to all finance units. Tool box is found on EPAOSC.NET webpage under headquarters.

Questions ?

56

Resources & Feedback

- To view a complete list of resources for this seminar, please visit the **Additional Resources**

- Please complete the **Feedback Form** to help ensure events like this are offered in the future

Need confirmation of your participation today?

Fill out the feedback form and check box for confirmation email.