

# B. EHP Agency Point of Contact List

## Instructions for the EHP Agency Point of Contact List

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*Note to Reviewer: Please refer to the Agency POC Lists attached separately. There are two Agency POC Lists including the state POC List and the Federal Agency POC List. The instructions below apply to the Federal Agency POC List.*

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### Introduction

The purpose of the EHP Agency Point of Contact List (Agency POC List) is to provide EHP Practitioners and Applicants with access to Agency contact information to support the EHP reviews for disaster recovery projects. This tool serves as a POC List for both Federal and state Agencies. The instruction below provides guidance on the Federal Agency POC List spreadsheet; however, the final version of this tool is envisioned as a web-based tool. Contact information includes offices, phone numbers, and mailing addresses.

### How to Use this Tool:

These instructions were designed to match the Federal Agency POC List spreadsheet attached separately. Using this tool, you will find a description of each Federal Agency's role during disaster recovery to help you identify the appropriate Agency contact. This tool can help Applicants and EHP Practitioners identify which Agencies are appropriate to contact based on their roles and authority over natural and cultural resources.

The following instruction describes the different ways to utilize the Federal Agency POC List:

Overview of Roles and Authorities - Federal Agencies may have a specific role or authority over an affected/potentially affected resource in the disaster recovery process. The Overview of Roles & Authorities sheet takes this into account, and describes Federal Agencies' roles and responsibilities based on a disaster type and resource affected. This sheet is organized into two tables: Table 1 is organized by disaster type and then by affected resource and Table 2 is organized by crosscutting resource issues, and contains information about Agency roles that crosscut disaster types. Crosscutting resource issues are discussed further below. Within these tables, you will find a description of each Agency's role to help you identify the appropriate Agency contact. Once you have identified the appropriate Agency using Table 1 from this sheet, you may utilize the Disaster Event POC sheets to match contact information with the appropriate disaster event. If you have identified an Agency using Table 2, you may utilize the Crosscutting Resource POC sheet.

Disaster Event POC Sheets - The Agency POC List considers common disaster events and corresponding resource issues that typically result from those events. The common disaster

types considered for this reference tool are: Oil Spill, Chemical Release (Includes Toxic and Hazardous Chemicals), Wastewater Release, Hazardous Substance Release, Nuclear Release, Contaminated Debris, Non-Contaminated Debris and Fire. A common disaster event primarily impacts a few specific resources such as water and air rather than multiple resources. For example, an oil spill would be considered a common disaster event on this list. Use the Disaster Event POC sheets to find national and regional contact information for the Federal Agencies you identified in Table 1 of the Overview of Roles & Authorities. You can determine contacts by disaster event type and affected resource.

Crosscutting Resources POCs - Crosscutting resource issues are resources affected by multiple disaster types and involve multiple Agencies. For example, infrastructure issues arise in multiple types of disasters and many Agencies are involved such as DHS, DOT, HUD, and USACE. Crosscutting resource issues include: Human Health; Infrastructure; Agricultural Land; Coastal/Marine Resources; Habitat, Species, and Migratory Birds; Federal Land; Cultural/Historic Resources; Floodplains/Wetlands/Rivers/Streams/Lakes; and Mineral Resources. Crosscutting resources can be found in Table 2 in the Overview of Roles & Authorities sheet and the Crosscutting Resources POC sheet. Use the Crosscutting POCs sheet to locate contact information for Federal Agencies listed in Table 2 in the Overview of Roles & Authorities sheet.

### **Step-By-Step: Using the Agency POC List**

**Step One: Determine if your disaster type is common and resource specific or crosscutting by reviewing Tables 1 and 2.**

#### *Table 1*

Use the Overview of Roles and Authorities sheet to determine your disaster type (Table 1, Column A) and corresponding resource issue (Table 1, Column B). Once you have located your resource issue, examine the Agency descriptions along the resource issue row to determine which Agencies would be appropriate to contact.

#### *Table 2*

If you have a resource issue likely to impact multiple Agencies, this may be a crosscutting resource issue. Examine Table 2 to establish if you have a crosscutting resource issue. If you have a crosscutting resource issue, examine the Agency descriptions in Table 2 to determine which Agencies would be appropriate to contact.

**Step Two: Locate appropriate Agency contact information using the Disaster Event POC sheets and/or the Crosscutting Resource POCs.**

Use the Disaster Event POC sheets and/or Crosscutting Resource POCs sheet to find national and regional contact information for the Agencies you identified in Step One.

If your disaster type is on Table 1, refer to the Disaster Event POC sheets for your disaster type to find your POC information. The Disaster Event POC sheets are divided by the disaster events listed in Table 1 of the Overview of Roles and Authorities sheet: Oil Spill, Chemical Release (Includes Toxic and Hazardous Chemicals), Wastewater Release, Hazardous Substance Release, Nuclear Release, Contaminated Debris, Non-Contaminated Debris, and Fire.

If you had a resource issue identified in Table 2, utilize the Crosscutting Resources POCs sheet. This sheet is divided by National and Regional Federal Contact.