

# An ARPEL Tool to Assist the International Oil Spill Community in Bridging Response Planning and Readiness Gaps

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## Presentation Outline

- What is ARPEL?
- The history of RETOS™
- RETOS™ - What is it?
- Use and features
- Final remarks

# What is ARPEL?



- A 50-year-old association of oil and gas companies and institutions in Latin America and the Caribbean aimed at:
  - *promoting integration, growth, operational excellence and effective socio-environmental performance of the regional industry, and*
  - *ensuring the sector maximizes its contribution to sustainable energy development in the region.*
- ARPEL's Mission is accomplished through synergies and cooperation with relevant stakeholders
- Its members represent over 90% of the upstream and downstream activities in the region.

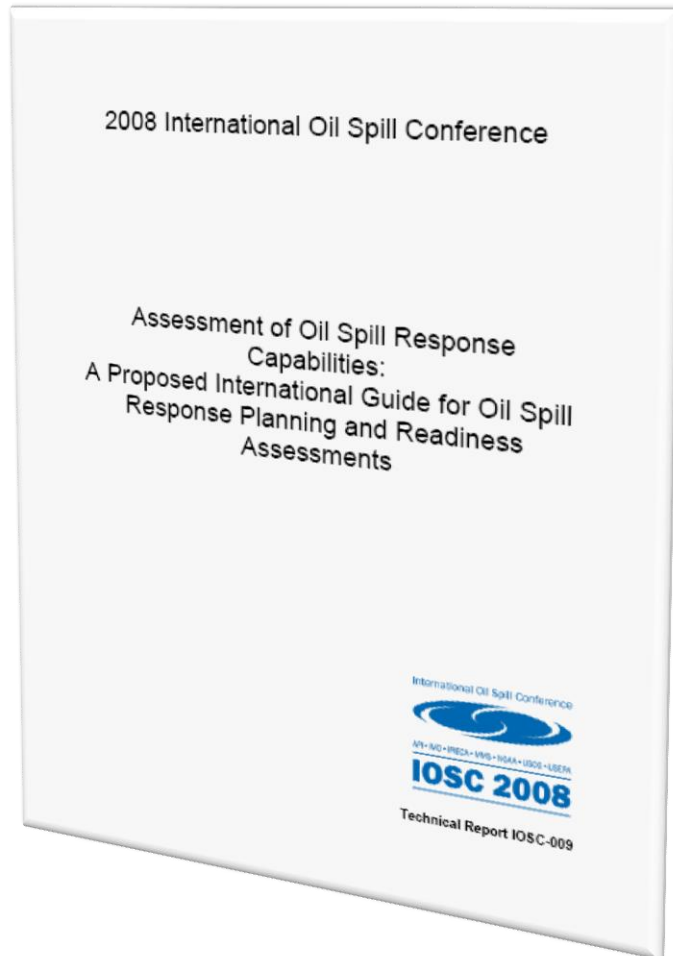
# ARPEL Member Companies



# ARPEL Member Institutions



# The History of RETOS™



# What is RETOS™?

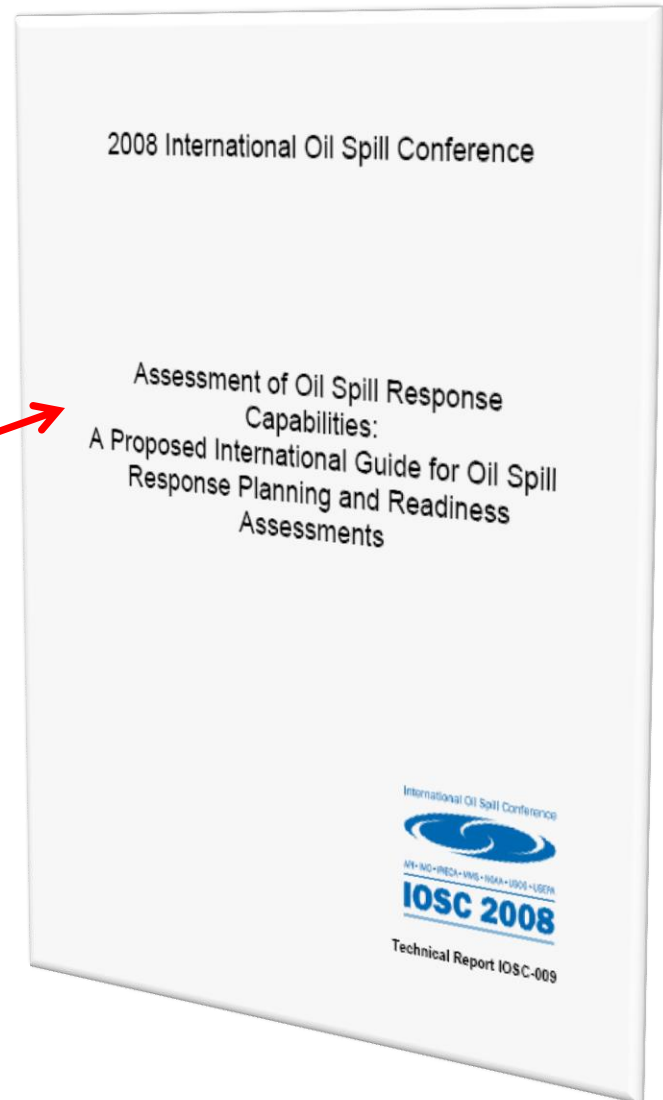
- The ARPEL “Readiness Evaluation Tool for Oil Spills (RETOS™)” and its accompanying Manual were developed to **assist governments and companies** to assess the level of oil spill response planning and readiness management and bridge the gaps identified
- In relation to **commonly agreed pre-established criteria**



# National and International Standards



- MARPOL/OPRC
- IMO Guidelines
- Industry guidelines (IPIECA, ARPEL, API)
- ISO 9000 y 14000
- **2008 IOSC Guideline**
- Laws and regulations



**The guidelines and practices in the ARPEL Manual and RETOS™ are suggested; NOT mandatory**




# Some highlights of RETOS™

- Scope: oil spills
- Applicable to different spill scenarios:
  - *spill sources (e.g., tankers, pipelines, platforms, land facilities)*
  - *receiving environments (e.g., land, inland waterways, offshore, etc.)*



# Some definitions used in RETOS™



- **Criteria** (i.e., management requirements)
- **Categories** 
- Seven different oil spill response **Scopes**
- Three **Assessment Levels** - Increasingly comprehensive criteria

- A. Legislation, Regulations & Agreements
- B. Oil Spill Contingency Planning
- C. Response Coordination
- D. Health, Safety & Security
- E. Operational Response
- F. Tracking, Assessment, and Information Management
- G. Logistics
- H. Financial and Administrative Considerations
- I. Training & Exercises
- J. Sustainability & Improvement

# RETOS™ Application to Oil Spill Response Programs

- **Government or Industry**

1. **Facility** – Terminal, plant, refinery
2. **Facility/Asset Operation** - Pipelines, vessels, fleet



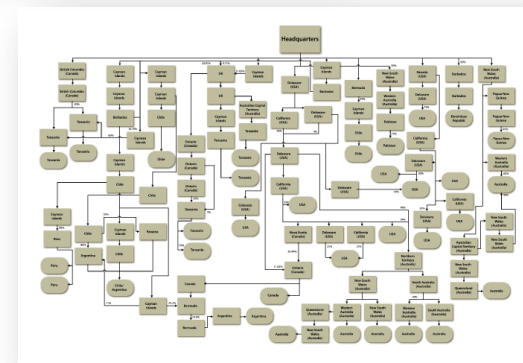
- **Government**

3. **Port/City/Local**
4. **Area - Region, Province, State**
5. **National (& Multi-National)**



- **Industry**

6. **Country or Business Line (e.g., Production)**
7. **Corporate**



## An example Facility (e.g., a refinery) Level A

# Using RETOS™ - Selecting the Level



REGIONAL ASSOCIATION OF  
OIL, GAS AND BIOFUELS SECTOR COMPANIES  
IN LATIN AMERICA AND THE CARIBBEAN

## Oil Spill Response Planning and Readiness Assessment Readiness Evaluation Tool for Oil Spills (RETOS™)

### NOTE TO NEW USERS

- Enable the content and macros in Excel asks
- If this is the first time used for a specific operation, then begin with LEVEL A.
- Add Institution-specific criteria (last 10 rows), only as applicable
- For each criteria listed (row), enter a value in the column for the appropriate indicator: 0=Missing, 1=Partial, 2=Complete (Note: the default is 0 = Missing)
- If a criteria is NOT APPLICABLE, do not enter a value for criteria but do enter N/A and make sure to add a COMMENT

NAME OF FACILITY:	Facility X
LEVEL ASSESSED:	LEVEL A
PERSON(S) CONDUCTING ASSESSM	LEVEL A LEVEL B LEVEL C
DATE OF ASSESSMENT:	domingo, 13 de abril de 2014

Start Evaluation	Generate Reports
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FACILITY - START	LEVEL A	LEVEL B	LEVEL C	Level A GPA	Level A GIP	+	:	◀	
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# Using RETOS™ - The evaluation



GOVERNMENT - INDUSTRY: FACILITY - LEVEL A		INDICATOR	COMMENTS - RECOMMENDATIONS
for indicator, enter 0= Missing, 1=Partial, 2=Complete; N/A= not applicable and add comment.		<input type="radio"/> Missing; <input checked="" type="radio"/> Partial; <input checked="" type="radio"/> Complete	
<b>A. LEGISLATION, REGULATIONS, AGREEMENTS</b>			
A1	Plan references regulatory requirements.	<input checked="" type="radio"/>	
A2	Reportable amounts of spills indicated.	<input checked="" type="radio"/>	
A3	Signed agreements for local (within reasonable distance) OSR assistance are in place.	<input checked="" type="radio"/>	Agreements are verbal only. Recommend more formalized approach.
A4	Nearby or neighboring industries are identified that may assist in response.	<input checked="" type="radio"/>	
A5	An Environmental Statement is included.	<input checked="" type="radio"/>	Stated in company policies.
<b>B. OIL SPILL CONTINGENCY PLANNING</b>			
B1	Plan is readily available to OSR personnel that includes clear table of contents, pagination.	<input checked="" type="radio"/>	
B2	Plan is dated.	<input checked="" type="radio"/>	
B3	Person/position is clearly identified along with alternates within the plan for maintaining plan.	<input checked="" type="radio"/>	
B4	Applicable and related plans (company, local, and government) are identified.	<input checked="" type="radio"/>	
B5	Local expertise for OSR-related issues is listed.	<input checked="" type="radio"/>	
B6	Plan has been reviewed or revised in past 3 years.	<input checked="" type="radio"/>	
B7	Key contacts are updated as these change.	<input checked="" type="radio"/>	
B8	Potential spill sources, liquids, and volumes are identified and known to responders.	<input checked="" type="radio"/>	
B9	General area at risk is identified based on spill sources.	<input type="radio"/>	There has not been a proper risk assessment. Suggest this is made and see the need to adapt the OSR program
B10	Sensitive areas are identified in plan.	<input checked="" type="radio"/>	
B11	Species at risk are listed.	<input type="radio"/>	Consider cross-reference to Area Plan.
B12	Response strategies are clearly stated and appropriate for facility, operating conditions, and oil types.	<input checked="" type="radio"/>	
B13	Alternative countermeasures, such as dispersants or in-situ burning, are evaluated as options.	N/A	Not applicable in bay
B14	Personnel needed to undertake operations are assessed.	<input checked="" type="radio"/>	Completed at last exercise (2013)
<b>C. RESPONSE COORDINATION</b>			
C1	Clear procedures are included on information to report and who should receive initial spill notification and follow-up reports.	<input checked="" type="radio"/>	
C2	A spill reporting form is included.	<input checked="" type="radio"/>	
C3	A contact list specifies key personnel and alternates.	<input checked="" type="radio"/>	
C4	Spill management structure and assigned personnel are defined for all spill tiers, as appropriate.	<input checked="" type="radio"/>	

The OSR plan should identify personnel on site that have the appropriate background, knowledge, and experience to undertake key spill response tasks.



# Using RETOS™ - The score



A	D	E	F
GOVERNMENT - INDUSTRY: FACILITY - LEVEL A		INDICATOR	COMMENTS - RECOMMENDATIONS
for Indicator, enter 0= Missing, 1=Partial, 2=Complete; N/A= not applicable and add comment.		○ Missing; ◐ Partial; ● Complete	
15	In-house spill training courses are available.	●	
16	Training records for on-site personnel document compliance with required training.	●	
17	Notification and Alerting Exercises are simulated within facility as part of training	●	
18	Annual deployment exercises are held at the facility.	●	
19	Annual tabletop (Response Management) Exercises are held.	●	
<b>J. SUSTAINABILITY &amp; IMPROVEMENT</b>			
J1	Internal review of exercise is held.	●	
J2	Audits of plans and facilities are conducted annually.	◐	Present audit was first, recommend audit or review be completed annually.
J3	Post-Exercise and Post-Spill Evaluations are conducted and incorporated into actions for OSR program improvements.	●	Please enter a comment (and recommendation, as applicable) if not complete.
<b>INSTITUTION SPECIFIC CRITERIA</b>			
1	Response contractor(s) have records of semi-annual deployment exercises.	●	
2	Management documented improvement and milestones for next year.	◐	In progress. Need to finalize.
3			
4			
5			
6			
7			
8			
9			
10			

OVERALL GLOBAL ASSESSMENT - Government - Industry: Facility - Level A 92%

Level In Development

FACILITY - START
LEVEL A
LEVEL B
LEVEL C
Level A GPA
Level A GIP
⊕



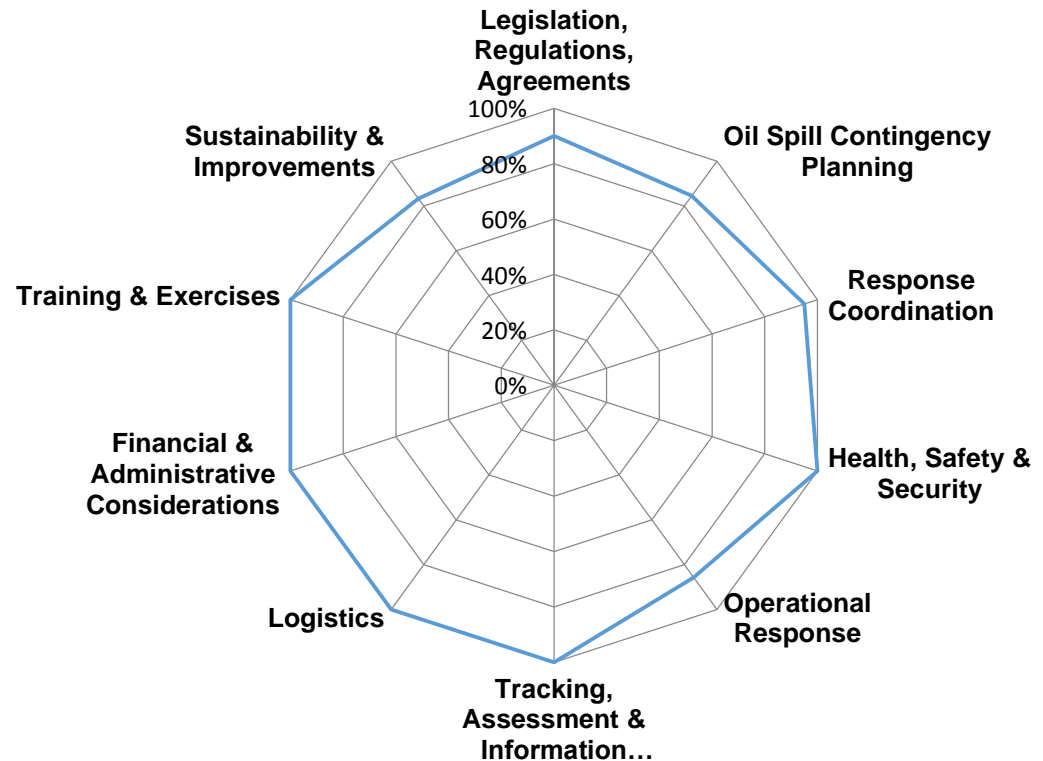
# Using RETOS™ - Global Performance Analysis



## Global Performance Analysis Results

Category	Value
Legislation, Regulations, Agreements	90%
Oil Spill Contingency Planning	85%
Response Coordination	95%
Health, Safety & Security	100%
Operational Response	86%
Tracking, Assessment & Information Management	100%
Logistics	100%
Financial & Administrative Considerations	100%
Training & Exercises	100%
Sustainability & Improvements	83%
<b>Total</b>	<b>92%</b>
<i>Institution Specific Criteria</i>	<i>75%</i>
#Completed / Number of questions:	58/ 66
Level A Overall Assessment: 92% (In Development )	

## Level A Results with No Weighting





# Using RETOS™ - Global Improvement Program



## Global Improvement Program - Implementation Plan

Priority	Task (Listed by Element and Criteria)	Comment / Recommendations	Person Responsible	Resources (Human, Physical, Info Sources)	Schedule (indicate Target Completion Date)	IOSC 2008 Guidelines Reference*
<b>Critical Criteria Missing</b>						
1	B9: General area at risk is identified based on spill sources.	There has not been a proper risk assessment. Suggest this is made and see the need to adapt the OSR program				IOSC Sub-element 4.3
<b>Critical Criteria Partial</b>						
2	C6: Incident command is assigned to one or two specific individuals (by name or position) with backups identified.	Need to identify backup personnel.				IOSC Element 10, Sub-element 10.3
	E3: Equipment is properly stored, in good working condition and being properly maintained and inspected.	Recommend boom be placed under shelter-will suffer UV damage if left as is.				
<b>A. LEGISLATION, REGULATIONS, AGREEMENTS</b>						
	Signed agreements for local (within reasonable distance) OSR assistance are in place.	Agreements are verbal only. Recommend more formalized approach.				IOSC Sub-element 23.4
<b>I. TRAINING &amp; EXERCISES</b>						
	Regular training courses are provided on OSCP to response team personnel.	An initial class was provided to personnel at site at the time of plan rollout. New personnel have not received training on the Plan. Provide for newer personnel.				IOSC Element 9 and Element 27

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

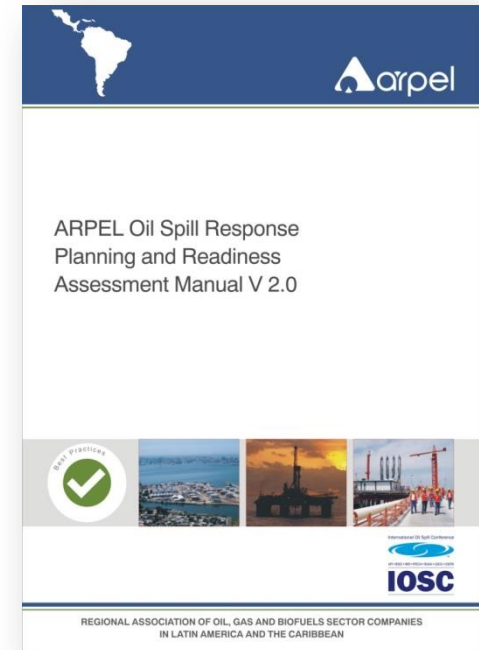
Date: \_\_\_\_\_

# ARPEL Manual and RETOS™



The Manual provides the background for OSR management assessment and explains the terms used, the approach to the assessment process, the concept for a Global Improvement Program and +150 references

Freely available at [www.arpel.org](http://www.arpel.org)



**Oil Spill Response Planning and Readiness Assessment**  
**Readiness Evaluation Tool for Oil Spills (RETOS)**

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NAME OF LOCAL SITE ASSESSED: \_\_\_\_\_

LEVEL ASSESSED: \_\_\_\_\_

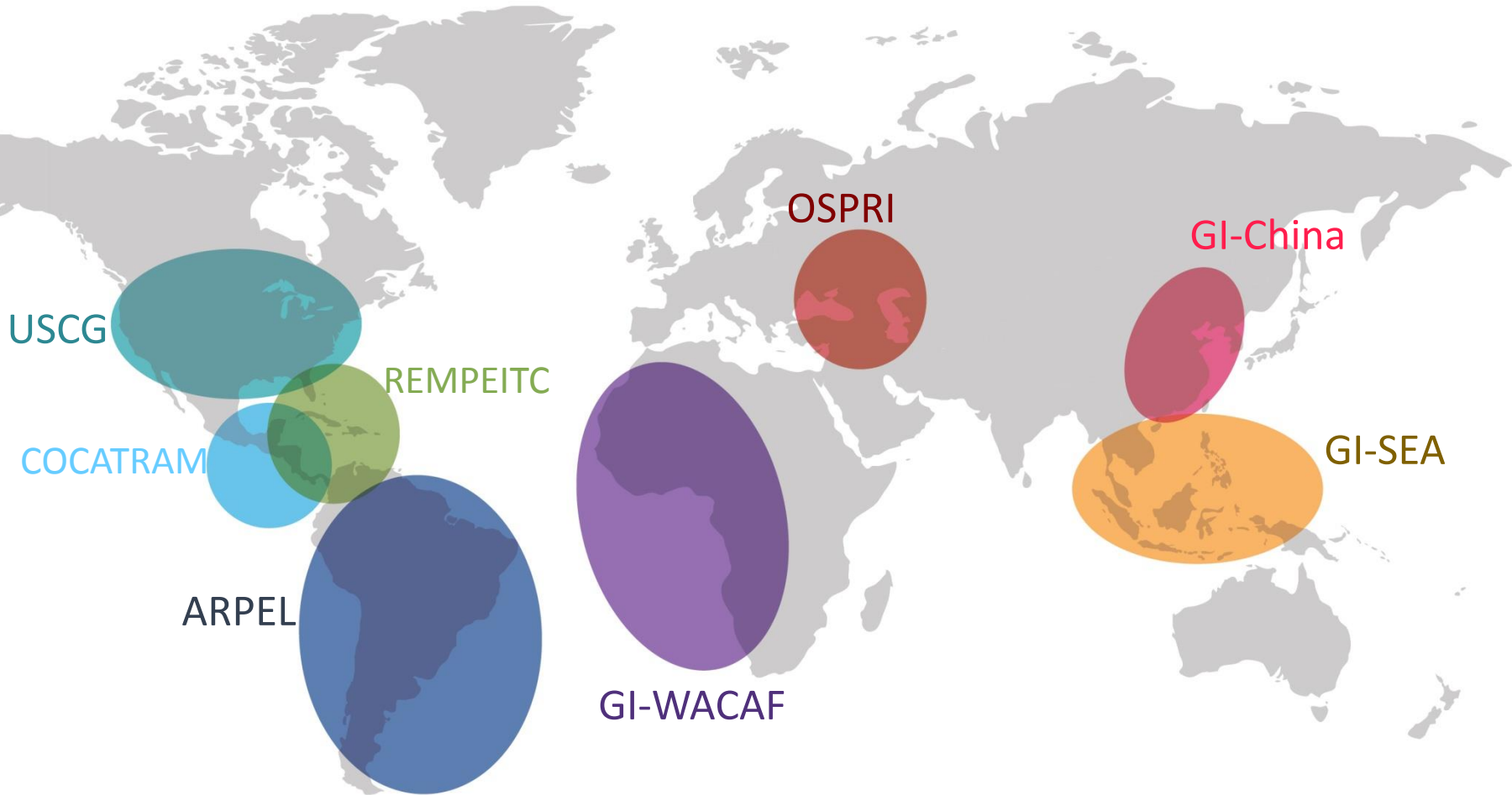
PERSON(S) CONDUCTING ASSESSMENT: \_\_\_\_\_

DATE OF ASSESSMENT: \_\_\_\_\_

Start Evaluation      Generate Reports

The Tool (RETOS™) is the Excel™ application intended as a checklist-type approach for a specific program and level of evaluation.

# International use by Government and Industry



# Final Remarks

- International government/industry effort
  - *Critical criteria for Level A – Ensuring basic management*
  - *Institution-specific criteria – Flexibility*
  - *Global Performance Analysis - Sub-scores per assessment category and simple display of results by category*
  - *Auto-generation of a Global Improvement Program / Implementation Plan - Priorities for improvement / synergies*
  - *The Manual has over 150+ Internet selected references on best practices*
- ARPEL support in RETOS training
  - *National/regional courses with participants from different institutions*
  - *Tailor-made training + gap analysis of a single OSR Program*

# Arigató!!!

## Questions?



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