

Instructions to Removal Managers for Submitting On-Scene Coordinator (OSC) Warrant Requests

1. The OSC warrant request package is to be submitted to the Director of Superfund/RCRA Regional Procurement Operations Division (SRRPOD) through the Emergency Response Service Center (ERSC) Manager to the following address:

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (3805R)
Washington, DC 20460

2. The following documents must be included with the Request for OSC Warrant Authority:
 - Requesting Document from the Regional Office – include a brief paragraph describing experience, education, reason for warrant as it pertains to the nominee, reason for warrant as it pertains to the organization, periodic review procedure, and effective date in memorandum format.
 - Copies of certificates or transcripts from the OSC Warrant Course and the COR Mentor/Training Course.
 - Completed 1900-65A – For all warranted OSCs, the headquarters CO will prepare and sign the delegation of COR duties memo for all EPA prime removal/response contracts in accordance with DPA guidance issued by OAM SRRPOD Division Director.
3. Instructions for completing the 1900-65A:
 - Block 1a. -1f. – Self Explanatory
 - Block 2. – After "The nomination is for:" write "All Warranted OSC and COR Duties in Emergency Response Program." After "Under Contract Number:" write "All Agency Emergency Response Contracts."
 - Block 3. – For "Training Completed," fill in the actual date of completion for the course.
 - Block 4. – A sentence or two describing the OSC's experience.
 - Block 5. – OSC must sign and date.
 - Block 6. – Supervisor must sign, date, and provide title and e-mail.