

REGIONAL PETROLEUM SHORTAGE RESPONSE

COLLABORATIVE REGIONAL FRAMEWORK

September 30, 2021



U.S. DEPARTMENT OF
ENERGY

Cybersecurity, Energy Security,
and Emergency Response





This material is based on work supported by the United States (US) Department of Energy (DOE) Office of Cybersecurity, Energy Security, and Emergency Response (CESER) under Award Number DE-OE0000748. The Western Petroleum Shortage Response Collaborative (WPSRC) initiative was formed and led through a partnership between DOE, the National Association of State Energy Officials (NASEO), the National Emergency Management Association (NEMA), and Hagerty Consulting. These four partners provided program management, meeting facilitation, and materials development for the establishment and execution of the WPSRC.

This primer was prepared as an account of work sponsored by an agency of the US Government. Neither the US Government, nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the US Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the US Government or any agency thereof.

•

TABLE OF CONTENTS

INTRODUCTION	1
Assumptions	2
PROGRAMS AND MEASURES FOR REGIONAL IMPLEMENTATION.....	3
REGIONAL COORDINATED RESPONSE	7
Triggers and Thresholds for Regional Coordination	7
REGIONAL RESPONSE ROLES AND RESPONSIBILITIES.....	10
Regional Communication and Information Sharing.....	11
Ongoing Regional Petroleum Shortage Preparedness	14
APPENDIX A: PROGRAM TEMPLATES.....	A-1
Waiver of Federal Motor Carrier Administration Safety Regulations	A-1
Petroleum Priorities for Essential Services	A-2
License Plate Sequencing.....	A-10
EPA Fuel Specific Waiver.....	A-12
APPENDIX B: MESSAGING GUIDANCE.....	B-1
Public Information & Crisis Communications.....	B-1
APPENDIX C: TOOLS FOR WPSRC.....	C-1
Steady-State Coordination Call Agenda and Schedule	C-1
Petroleum Shortage Coordination Call Agenda	C-3
Western States Energy Data Sources and EEIs	C-4
Situational Awareness and Real-Time Assessment Resources	C-8

INTRODUCTION

The WPSRC was created to facilitate the coordination and development of a regional catastrophic fuel response framework among a subset of western states' emergency management and energy offices. This initiative is a state-driven acknowledgment of the need to work together and share resources to best address state and regional petroleum shortage preparedness and response needs. Additionally, this effort satisfies the recommendations put forth by federal statutes (Energy Policy and Conservation Act, Section 363, 42 U.S.C. 6322(e)) that encourage regional coordination.

WPSRC states include:

- Alaska
- Arizona
- California
- Colorado
- Idaho
- Montana
- Nevada
- Oregon
- Utah
- Washington
- Wyoming

The purpose of the WPSRC Regional Framework is to codify guidance for coordinated response, prioritize response actions and measures, standardize information flows, and pre-identify tools and templates that may be necessary to respond to a petroleum shortage. The WPSRC Regional Framework is divided into four primary sections with supporting appendices:

Programs and Measures for Regional Implementation

Detail and context on the programs and measures that WPSRC member states have agreed to coordinate to implement during a petroleum shortage.

Decision-Making Process

Guidance on states' decision-making process(es) before, during, and after regional coordination during potential petroleum shortages.

Regional Communication and Information Sharing

Guidance on communication and information sharing between states.

Ongoing Regional Petroleum Shortage Preparedness

Guidance and best practices for ongoing preparedness efforts to strengthen regional readiness to respond to petroleum shortages.

Appendices: Program, Measure, and Messaging Templates, Tools, and Guidance

Templates and tools states can use and incorporate in their energy security plans and/or petroleum shortage response plans.

ASSUMPTIONS

Assumptions that may affect the operational environment of a coordinated regional response include:

- Each member state has an energy emergency response plan specific to their state’s needs and capacities separate from the regional framework. This approach does not suggest any changes to internal decision-making processes but does encourage regional collaboration and the implementation of consistent programs and measures when joint actions are required by two or more western states.
- The geographic scope of a required response is contingent on the shortage event and may require coordination beyond the WPSRC region.
- If requested, NASEO, NEMA, and DOE CESER may support states in response to a petroleum shortage event. The scale and scope of the event determines the level of their involvement.
- This effort builds off of the Energy Emergency Assurance Coordinator (EEAC) Agreement, a broader national effort that supports state-to-state communication and information sharing as identified in the agreement by DOE, the National Governors Association (NGA), NASEO, the National Association of Regulatory Utility Commissioners (NARUC), and NEMA.
- States are responsible for involving their respective public and private sector partners in response efforts as necessary.

•

PROGRAMS AND MEASURES FOR REGIONAL IMPLEMENTATION

The NASEO Petroleum Response Guidance describes **programs** as templates states can use that may provide a level of detail that allows for more efficient and rapid implementation of the actions identified. **Measures** as described in the guidance do not have the same level of detail; states that wish to include these actions within their plan are encouraged to emulate the level of detail found in the program description based on the circumstances within their states.

Over the course of the Collaborative, NASEO, working with states, developed additional detail for some of the measures used most frequently, and for which additional detail would be needed. For example, public information and messaging programs were described in considerably greater detail than in the NASEO guidance and now include copies of press releases and social media posts. Western states are encouraged to develop and share with the Collaborative additional details on all of the actions they might take in a petroleum shortage. This will provide a more consistent approach across the region when these actions need to be implemented on a multi-state basis.

WAIVER OF THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION SAFETY REGULATIONS

This program is automatically triggered for the majority of states under a declared state of emergency and typically does not require additional actions by states to implement. States may have additional legislation or rules that require state-specific approvals. States should be familiar with the operating procedures and necessary approvals within their states. The program waives the Federal Motor Carrier Safety Administration (FMCSA) safety rules, which include limits on the number of hours a driver can operate. This allows drivers to make more fuel deliveries and allows fuel to be transported over longer distances to help alleviate the shortage.

[Waiver Template](#)

PETROLEUM PRIORITIES FOR ESSENTIAL SERVICES PROGRAMS

This priority end-user program requires petroleum suppliers to provide sufficient liquid fuels to meet the needs of critical end-users such as first responders: law enforcement, fire and emergency medical services, and any other essential service providers determined by the state or other legal authorities. This program should only be used in serious, longer-term shortages. Use of this program requires the state to identify critical end users for priority service.

[Executive Order Template](#)

[Priority End-Use Certificate Form Template](#)

[Emergency Rules Procedure and Appeals Process Form Template](#)

**** LICENSE PLATE SEQUENCING**

This program mandates that gasoline and/or diesel fuel be dispensed to vehicle owners whose license plates end in a particular number or letter on certain designated days of the month. Governors may implement this program by issuing and publicizing an executive order outlining the stipulations of the program. The program may be referred to as the “Odd/Even Program” in other states and in the NASEO guidance.

[Executive Order Template](#)

EPA FUEL SPECIFICATION WAIVERS

This program details the process to request temporary waiving of the US Environmental Protection Agency’s (EPA) regulations on diesel and fuel properties. In the event of a fuel supply emergency, the EPA and DOE may waive requirements for fuel and fuel additives to increase fuel supply. Enacting this waiver requires close coordination between the EPA and state agencies. If a state has its own fuel specification requirements, they may also need to be waived for the EPA waiver to be effective. Please note: The waiver may cover regulations related to Gasoline Reid Vapor Pressure (RVP), Conventional Blendstock for Oxygenate Blending (CBOB)/Reformulated Blendstock for Oxygenate Blending (RBOB), or sulfur.

[Executive Order Template](#)

REQUEST EMERGENCY FUEL FROM THE DEFENSE LOGISTICS AGENCY

Under this measure, the Defense Logistics Agency (DLA) can leverage existing fuel transportation resources to reposition fuel stored at other US Department of Defense (DOD) installations in support of any US Northern Command disaster response. The DLA uses existing bulk fuel contracts to deliver and store energy products at National Guard locations and other designated refueling locations. The DLA can use this measure for fuel deliveries to resupply DOD or National Guard locations supported by existing DLA contracts. States including this measure as part of their petroleum contingency plans need to assess the petroleum supply situation in a disaster and determine fuels and quantities needed, delivery locations, and available storage capacities. This measure is usually only available when a federal disaster has been declared.

[Additional information from the Collaborative SharePoint site](#)

REQUEST INTERNAL REVENUE SERVICE DYED DIESEL FUEL EXCISE TAX WAIVER

Under this measure, states can request that the Internal Revenue Service (IRS) temporarily waive the tax penalty for dyed diesel fuel sold for use on the highway, creating greater supply of useable fuel. Dyed diesel fuel is only for use in off-road vehicles or non-highway use, such as farm tractors, heavy construction equipment, home heating, and generators. The IRS imposes a highway excise tax of 24.4 cents per gallon on diesel fuel sold for on-road use; dyed diesel fuel is not ordinarily subject to this tax. States can implement this waiver by coordinating with the IRS in the case of a major shortage. Additional information on the IRS Dyed Diesel Fuel Excise Tax Waiver can be found on [CESER's Energy Waiver Library](#).

[Sample Waiver Announcements](#)

WAIVERS FOR STATE WEIGHT LIMITS FOR PETROLEUM TANKER TRUCKS

Under a governor-declared emergency declaration, weight limits for petroleum tanker trucks may be waived. Such measures only apply on a state-by-state basis and if trucks have to go out of state for fuel supplies, they are subject to weight limits in the states through which they pass. Additional information on waivers for state weight limits for petroleum tanker trucks can be found on the Collaborative SharePoint site.

[Additional information from the Collaborative SharePoint site](#)

ESTABLISH RETAIL GAS STATION PRIORITIES FOR ESSENTIAL SERVICES

This measure prioritizes gas station supplies for essential services. In recent years, some state and local governments have become more reliant, or entirely reliant, on retail gas stations to meet their needs. Prioritizing gas station supplies for essential services may help ensure that essential public service needs are met during a serious fuel shortage. In order to implement this measure, states must identify essential services to prioritize and coordinate messaging related to prioritization. Please reference page 70 of the NASEO Guidance for States on Petroleum Shortage Response Planning for additional information on designating and establishing priorities for retail gas stations.

[Guidance for States on Petroleum Shortage Response Planning](#)

REGIONAL COORDINATED RESPONSE

To coordinate their response to a petroleum shortage event, states need to coordinate decision-making protocols, priorities, and implementation. Coordinating state approaches creates consistency and streamlines the response process for suppliers operating in multiple states. The following section highlights state-level and regional decision-making processes necessary for a coordinated response across impacted and non-impacted states in the region.

TRIGGERS AND THRESHOLDS FOR REGIONAL COORDINATION

PURPOSE:

In conjunction with the severity of the petroleum shortage event, the triggers and thresholds put in place by stakeholder states determine the level of response and collaboration required. These thresholds also help determine the point after which stakeholder states may reach out to external partners for supplemental assistance.

The onset of an event that causes a disruption in fuel supply operations first triggers coordinated information sharing as described in the EEAC Agreement. Once a disruption that may impact multiple states has occurred, neighboring states are contacted for a situational assessment and information regarding the event is communicated with leadership and associated partners. States may utilize the NASEO Messaging Guidance to streamline the dissemination of public information during petroleum shortages. If a state is solely impacted, the state's energy security plan should be implemented as needed. However, if the event impacts or will impact multiple states, a collaborative conference call is held to determine the impacts and if joint action is necessary. Reference [Appendix B](#) for additional information on Public Information and Crisis Communications. If joint action is unnecessary, the state can implement its energy security plan without regional coordination. If joint action is necessary, approval from the states' governors may be required prior to implementing the programs and before measures are put in place for a coordinated response. Should these programs/measures prove successful, they shall be monitored and in effect until the petroleum shortage stabilizes. In the event they are not successful, additional programs/measures should be considered.

States' implementation of coordinated regional response actions is voluntary. States will only initiate coordinated actions when two or more states in the region face a petroleum shortage and those states agree that a coordinated regional approach is mutually beneficial. States should do this by using the

existing pre-established decision-making authorities and processes described in emergency response plans.

When there is a disruption to petroleum supply, states should consider the following questions when assessing the situation and determining the ideal coordinated response:

Does this event impact multiple states?	
<p>If the answer is yes, impacted states should convene the Collaborative member states in a conference call to identify the scope of impacts and consider aligning response actions. Additional support from NASEO will be available, if requested.</p>	<p>If the answer is no, impacted states should carry out their internal energy security plan and keep information flows active to share steps with collaborative member states.</p>

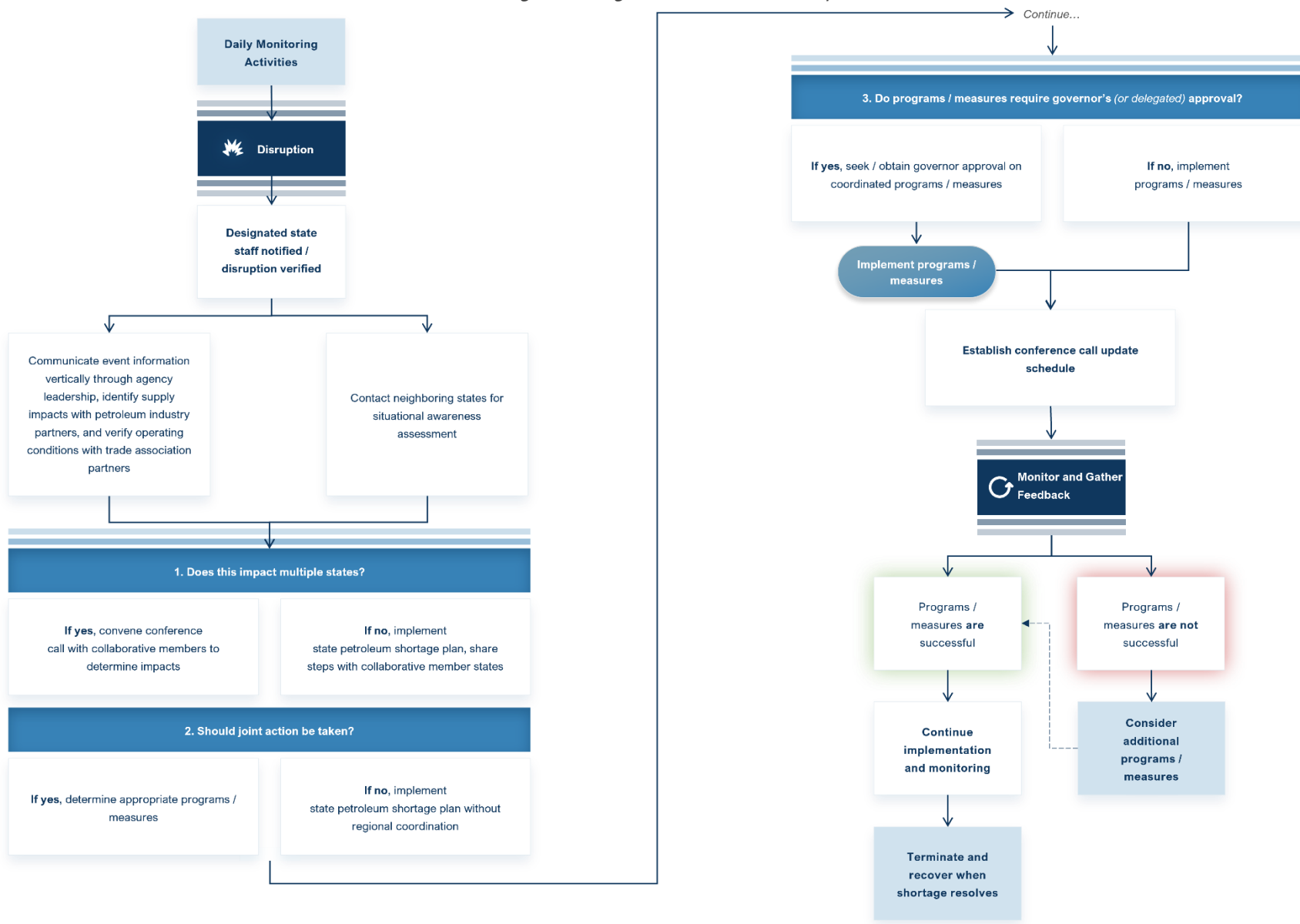
Should joint action be taken?	
<p>If the answer is yes, impacted states should align needs and capabilities to determine which programs/measures to enact and the processes required to do so.</p>	<p>If the answer is no, impacted states should implement their internal energy security plan without regional coordination but maintain communication with member states about the situation and actions taken.</p>

Do the identified programs and measures require the governor's (or delegated) approval for implementation?	
<p>If the answer is yes, impacted states should follow their respective procedures for obtaining gubernatorial (or other) approval on the selected programs and measures.</p>	<p>If the answer is no, impacted states should carry out implementation of the selected programs and measures to address the disruption.</p>

Error! Reference source not found. is a visual representation of the decision-making process for a coordinated regional response.

Please reference [Regional Communication and Information Sharing](#) for additional details.

Figure 1: Regional Coordinated Response



REGIONAL RESPONSE ROLES AND RESPONSIBILITIES

Identifying state roles and responsibilities in the event of a petroleum shortage event promotes better inter-state coordination and information sharing among state, local, and federal government departments and agencies. Additional descriptions of state roles and responsibilities can be found in the [EEAC Agreement](#) and [NASEO Guidance for States on Petroleum Shortage Response Planning](#). States should reference the shared regional contact list for the most up-to-date information for each point of contact within the respective agencies and departments.

Roles and responsibilities for all states during steady-state conditions include:

- Updating contact information annually
- Monitoring supply and market on an ongoing basis
- Monitoring events that might, or have cause, and petroleum supply disruption
- Establishing and maintaining information sharing channels and flows
- Determining and maintaining communication protocols and tools

State responsibilities throughout a petroleum shortage response include:

- Contacting neighboring states for situational assessments
- Communicating situational assessments through agency leadership
- Coordinating emergency declaration considerations
- Determining the appropriate programs and measures to mitigate impacts
- Coordinating stakeholders (e.g., federal government, other state governments, local governments, petroleum industry partners)

Impacted States

Impacted states may initiate coordination in the event of a petroleum shortage incident. If an impacted state concludes that petroleum shortage programs or measures are required, it may communicate its intended actions and reasoning with all states in the Collaborative, whether or not they are directly affected. Impacted states should employ a consistent and coordinated public messaging strategy both throughout their state and with neighboring states. While regionally coordinated messaging is encouraged, it may prove challenging to implement due to factors such as the political environment. Reference [Appendix B](#) for additional information on public information and crisis communications.

Secondary Impacted and Non-Impacted States

States indirectly impacted and non-impacted, along with private sector organizations and federal government entities, should be engaged in the decision-making process. All states in the region should maintain situational awareness of the programs, measures, and additional actions that impacted states are taking to recover from a disruption event. Some programs and measures may have transboundary implications.

PLEASE NOTE: Information sharing between impacted and non-impacted states provides common awareness of the situation, the severity of the incident, and the geographic scope of impacts and keeps non-impacted states abreast of the response and recovery actions that impacted states are pursuing. Non-impacted states may receive requests to provide resources during recovery, such as through an Emergency Management Assistance Compact (EMAC).

Non-impacted states may also be affected by the response actions of other states. For example, non-impacted states may experience heightened traffic due to an evacuation in another state. Reference [Appendix B](#) for additional information on public information and crisis communications.

REGIONAL COMMUNICATION AND INFORMATION SHARING *

The WPSRC has access to the resources below to support regional coordination and information sharing. In addition to these resources, the EEAC Program¹ will serve as the primary communication framework for regional coordination.²

¹ Member states can refer to the NASEO website for additional information on the Role of EEAC. <https://naseo.org/eeac>

² Member states can refer to the “Agreement for Enhanced Federal and State Energy Emergency Coordination, Communications, and Information Sharing” for more information. <https://www.naseo.org/Data/Sites/1/media/issues/energy-security/energy-emergency-assurance-coordinators-program-2020-06.pdf>

Contacts

A list of WPSRC contacts is stored on the Collaborative [SharePoint site](#). The contact list should be reviewed and updated at least annually by the states participating in the WPSRC. It is the responsibility of the state serving as the lead for the year to ensure that WPSRC states update the contact list on an as needed basis.

Email List

NASEO maintains an email list for WPSRC. This list enables all WPSRC members to be emailed by addressing an email message to WPSRC@naseo.org. If updates to the email list are needed, WPSRC members can email Campbell Delahoyde, NASEO (cdelahoyde@naseo.org).

SharePoint Site

A SharePoint site has been established for WPSRC members to use to share documents and collaborate. DOE CESER maintains the site. To modify folders or add members, WPSRC can email Ran Moore (Ryan.moore@netl.doe.gov) or Jason Pazirandeh (jason.pazirandeh@hq.doe.gov).

Quarterly Coordination Calls

Steady-state calls provide regular opportunities for member states to share energy market updates and analysis and build relationships among the region's state energy and emergency management offices. During these calls, planning developments, lessons learned, preparedness activities, training, state exercises, and points of coordination will be discussed, along with other topics of interest to the group. Representatives from the member state energy offices and emergency management agencies will be the primary attendees of these calls. Additional attendees such as industry members, partners from non-member states, and national/federal partners may also be invited by the member states.

Member state volunteers will host these quarterly calls for the collaborative members, state energy offices, and their emergency management counterparts. Member states have the option to invite industry partners to participate. [Appendix C](#) provides a template call agenda and proposed schedule.

Petroleum Shortage Coordination Call

During a petroleum shortage that necessitates coordination with regional partners, the impacted state(s) will convene a conference call with the regional partners to share information on the current situation, assess potential downstream impacts, and identify any support the non-impacted states may be able to provide. An agenda for this call can be found in [Appendix C](#).

Essential Elements of Information

Essential elements of information (EEl)s are critical pieces of information required to carry out response processes with optimal situational awareness. EEl)s relevant to petroleum shortage response include, but are not limited to:

- Knowledge of critical infrastructure impacted by the disruption
- Awareness of alternative supply sources that could re-supply the impacted region
- Base stock levels of fuels in the impacted region
- Planned future shutdowns of refineries supplying the impacted region
- Weekly or daily assessments and short-term energy market forecasts (i.e., Energy Information Administration [EIA] and other data sources)
- State and regional energy risk profiles
- Regional gasoline and diesel fuel prices—price increases prior to any disruption may indicate a tight supply market
- Refinery and pipeline operating conditions (via relationships, reports)
- Heating and cooling degree days
- Weather data, to the degree it impacts demands
- Heating fuel reports

A [list of sources \(Appendix C\)](#) and types of information relevant to petroleum shortage responses was compiled as a part of the Collaborative effort. This list provides a baseline of key data elements to monitor petroleum markets and gauge conditions. The baseline supply, trends, and pricing information, combined with information from trade journals and news reports, can validate a state's operating picture during a petroleum shortage event.

Public Information Programs

In a fuel shortage, it is important to encourage consumers to voluntarily reduce their fuel use to help mitigate the impacts of the shortage. This can be achieved through voluntary public information programs that provide the public with ideas and ways they can curtail their fuel use. This could include issuing press releases, making information available on websites, outreach through social media, and public service announcements. These programs can be implemented using existing communications channels and resources in coordination with energy partners.

ONGOING REGIONAL PETROLEUM SHORTAGE PREPAREDNESS

During steady state, the Collaborative should continually ensure state and local preparedness for a potential shortage. By testing and advancing capabilities over time, the Collaborative can enhance their overall preparedness for a shortage event, as well as lessen potential impacts from a shortage event. The following section provides guidance and best practices for ongoing preparedness and resilience against regional petroleum shortages. Among the tasks that the Collaborative shall undertake as part of regional preparedness are trainings, exercises, and the pre-development of mutual aid packages.

Maintaining Capabilities

States within the Collaborative should work together to maintain capabilities during steady state to better prepare for regional coordination during a shortage. To foster collaboration and facilitate collective maintenance of response capabilities, the Collaborative holds quarterly coordination calls and uses a Collaborative [SharePoint site](#). The quarterly coordination call provides a space for Collaborative members to discuss common issues, concerns, and goals for preparedness, as well as raise potential solutions to increase resilience in the region. The SharePoint site offers a platform for file sharing and discussion among the members to support proactive communication and information sharing.

Training and Exercising

A primary method for the Collaborative to maintain preparedness capabilities is through trainings and exercises. Trainings and exercises allow members of the Collaborative to test capabilities, procedures, and systems in a no-fault learning environment in advance of a shortage. This can help identify gaps, strengths, and areas for improvement and provide an opportunity for coordination among member states.

During quarterly coordination calls, Collaborative members should discuss relevant upcoming trainings and exercises that other member states may support or participate in. This should include integrating regional coordination elements into each state's petroleum exercise. To further support coordination, a calendar of events shall be maintained on the Collaborative's SharePoint site.

Mutual Aid

Member states should also consider how they will coordinate with members of the Collaborative to receive or provide mutual aid. Mutual aid is an essential resource for receiving assistance through pre-arranged agreements with another entity, such as another state, to provide support under specified terms and conditions.

Mutual aid agreements should be established during steady state and should define explicit terms, including considerations for how the agreement is activated, how the requesting and supporting entity communicate and coordinate with one another, and funds available to support the terms of the agreement. These mutual aid agreements may be through EMAC or other mutual aid mechanisms.

Pre-Scripted Mission Assignments

The development of pre-scripted mission assignments during steady state supports efficient and effective facilitation of mutual aid during a shortage. By developing mission assignments ahead of time, the impacted state can choose the mission assignment based on incident needs without drafting and approving the assignment language during a crisis. Establishing these mission assignments in coordination with other member states provides an opportunity to address gaps or conflicts prior to a shortage.

Mission-Ready Packages

Mission-ready packages (MRPs) are another method for preparing to engage mutual aid during steady state. MRPs provide a menu of options for mutual aid that a state can offer or request. MRPs include detailed information about the type of resource that can be offered, the amount of the resource, timing considerations, and any associated costs. By establishing these details in advance, states identify their needs, as well as key resources they can offer. Like pre-scripted mission assignments, MRPs speed up the mutual aid process and provide an opportunity for continued coordination with regional partners as part of preparedness.

APPENDIX A: PROGRAM TEMPLATES

The following templates are provided by the NASEO Guidance for States on Petroleum Shortage Response Planning. States must customize these templates before using them in the implementation of the associate measures.

WAIVER OF FEDERAL MOTOR CARRIER ADMINISTRATION SAFETY REGULATIONS

Template: Waiver

Executive Order [insert number and year]

State of [Energy] Emergency [or Disaster]

Waiver of Select Regulations Covering Motor Carriers and Driver

Transporting [insert fuels covered by the order, e.g., gasoline, diesel fuel, propane, Number 2 home heating oil, etc.]

WHEREAS, [insert citation to legal authorities that give the governor the authority to take the actions contained in the order];

WHEREAS, [insert a brief description of the event(s) that have required this action]; and

WHEREAS, [insert a brief description of the consequences and impacts of the event(s)]; and

WHEREAS, it is in the best interests of the State of [insert name] to provide for the safe transportation of petroleum products within this State, and to assure that petroleum product supplies will remain sufficient to protect the health, safety, and economic well-being of the State's residents and visitors; and

WHEREAS, this declaration of emergency [disaster] is recognized by the Federal Motor Carrier Safety Administration (FMCSA) to cause and to place into immediate effect relief from Federal Motor Carrier Safety Regulations contained in 49 CFR Parts 390-399; and [if applicable, insert any corresponding or equivalent reference in state law].

WHEREAS, all of the safety regulations contained in 49 CFR Parts 390-399 are waived, including Driver Hours of Service; however, motor carriers are encouraged to comply with the safety regulations that do not otherwise restrict or impede their ability to assist in the recovery effort in the area for which an emergency has been declared.

NOW, THEREFORE, I, [insert governor's name], Governor of the State of [insert state name], by virtue of the power and authority vested in the Governor by [insert legal reference to authorities], order the following:

- 1) A State of [Energy] Emergency [Disaster] is declared in the State of [insert state name] for [insert the names of the counties in which this declaration applies or specify that it is a statewide declaration].

- 2) Relief from Federal Motor Carrier Safety Regulations contained in 49 CFR Parts 390-399; and [if applicable, insert any corresponding or equivalent reference in state law as may be needed].
- 3) This order applies only to [insert fuels to be covered by this order, e.g., gasoline, diesel fuel, Number 2 home heating oil, propane, biofuels, etc.]. No other petroleum products or other fuels are covered by the exemption and suspension under this Order.
- 4) The relief from these regulations shall remain in effect for the duration of the emergency or thirty (30) days, whichever is less. Only the FMCSA Field Administrator can extend the thirty (30) day limit for an extension of relief from the federal safety regulations.
- 5) Nothing in this Order shall be construed as an exemption from applicable controlled substances and alcohol use and testing requirements (49 CFR Part 382 and [insert applicable state statute, order, and/or rule]), the commercial driver's license requirements (49 CFR Part 383 and [insert applicable state statute, order, and/or rule]), the financial responsibility requirements (49 CFR Part 387 and [insert applicable state statute, order, and/or rule]), applicable size and weight requirements, or any portion of federal and State regulations not specifically identified.
- 6) Motor carriers or drivers currently subject to an out-of-service order are not eligible for the exemption and suspension until the out-of-service order expires or the conditions for rescission have been satisfied.

Governor: _____

Dated: _____ [Insert location]

File with [insert name of the state office, department, or legislative body with which the order may need to be filed].

PETROLEUM PRIORITIES FOR ESSENTIAL SERVICES

Template: Executive Order

Executive Order [insert number and year]

State of [Energy] Emergency [or Disaster]

Implementation of Priorities for Essential Services

WHEREAS, [insert citation to legal authorities that give the governor the authority to take the actions contained in the order];

WHEREAS, [insert a brief description of the event(s) that have required this action]; and

WHEREAS, [insert a brief description of the consequences and impacts of the event(s)]; and

WHEREAS, it is in the best interests of the State of [insert name] to provide priority to emergency responders for petroleum product supplies needed to protect the health, safety, and economic well-being of the state's residents and visitors.

NOW, THEREFORE, I [insert governor's name] Governor of the State of [insert state name], by virtue of the power and authority vested in the Governor by [cite statute] upon declaration of a state of emergency in the Executive Proclamation [insert number] under this act, I, [insert governor's name], Governor, hereby implement a Priority End-User Program, [statewide, in the state of, or to become effective in the counties of] as set forth below on [insert time, month, day, year].

Priority End Users

Petroleum suppliers shall supply 100 percent of the current fuel requirements to emergency responders (law enforcement, firefighting units, and emergency medical services) upon certification. This certification, to be submitted from a priority end-user to their supplier, shall contain:

- 1) Statement of the most recent 12 months of purchases in gallons.
- 2) Anticipated requirements for each of the next 12 months.
- 3) Written justification explaining the need for any volumes in excess of historical or contractual purchases.
- 4) A sworn statement by the responsible party that the information contained in the certification is true and accurate and that the petroleum product to be provided will only be used for priority use as indicated by the emergency responders.

Suppliers will have ten (10) workdays to begin supplying a priority account with the current requirements upon submission of the certificate of need.

I hereby designate the [insert state agency name], as the state office responsible for the administration of this program. As such, the [insert state agency name] shall provide for a mechanism that will allow for the resolution of any dispute arising out of the imposition of the Priority End-User Program.

Violation of Order

Any person who knowingly violates this directive is guilty of a [Insert any penalties that may be provided by state law. For example, this might be "a misdemeanor punishable by a fine of not more than [insert number of dollars]. Each day a violation continues is a separate offense. The Attorney General or a Prosecuting Attorney of a county may bring an action in a court of competent jurisdiction to prevent a violation of this order or to compel a person to perform a duty imposed on the person under this Executive Order.

Duration of Order

This order shall remain in effect for [insert number of] days from its effective date unless amended, superseded, or rescinded by further Executive Order [or Proclamation]. It shall expire in [insert number of] days after the proclamation of a state of emergency unless extended as provided for in [insert reference to the statute under which this action is based. Alternatively, it could say until such time as supply conditions improve and the plan is no longer needed and the governor issues an order rescinding the plan.].

Governor: _____

Dated: _____ [Insert location]

File with [insert name of the state office, department, or legislative body with which the order may need to be filed].

•

Template: Priority End-Use Certificate Form

DEPARTMENT OF: [INSERT NAME]
[Insert Agency Name]
[Insert Agency Address]
CERTIFICATE OF PRIORITY END-USE
Please Print or Type – Application Must Be Legible and Signed. Return To Above Address.

PART 1: IDENTIFICATION

1. Date of Request:						
	Month	Day	Year			
2. Employer Identification Number (EIN):						

3. Name of Company / Applicant Submitting Request: <i>(Last name first if individual)</i>	
4. Mailing Address of Company / Applicant: <i>(Street, city, state, zip code, county)</i>	
5. Name and Phone of Contact Person <i>(Including area code)</i>	
6. Name of Delivery Location <i>(If different from 4)</i>	

7. Applicant's Classification:		
<input type="checkbox"/> a) Police Agency	<input type="checkbox"/> b) Fire Fighting Units	<input type="checkbox"/> c) Emergency Medical Services
<input type="checkbox"/> d) Other / Explain:		

PART II: SUPPLIER / SUPPLY DATA

Supply Volumes for Requested Product <i>(in gallons)</i> :	
--	--

Month:	Current Requirements:		Actual Purchases for the Last Twelve Months:	
	Year:	Purchases:	Year:	Volume:
1) JAN				
2) FEB				
3) MAR				
4) APR				
5) MAY				
6) JUN				
7) JUL				
8) AUG				
9) SEP				
10) OCT				
11) NOV				
12) DEC				
13) TOTAL	-		-	

PART III: SUPPLY / SUPPLY DATA STORAGE CAPACITY

8. Supplier Information

(Enter the information requested below for each current supplier for motor gasoline. List on the first line the principal immediate supplier. If more than three, use an additional sheet.)

a) Name and Mailing (street) Address	b) City, State and Zip Code	c) Supplier's Name	d) % of Volume	e) Name and Phone Number of Contact Person (including area code)

9. Justification of Volumes Requested

(Describe in detail the reasons justifying the requested volumes as normal and reasonable for intended use, and provide reasons why the product is needed. Use additional sheets as needed.)

PART IV: CERTIFICATION (TO BE COMPLETED BY ALL APPLICANTS)

I hereby certify that all information submitted as part of this application is true, accurate and complete to the best of my knowledge, that any quantity requested for priority use will be used only for that requested use, and that an amended application for a downward base period adjustment will be filed if the need for the volume assigned pursuant to this application declines.

Name of Applicant or Company (official)	Title of Applicant or Company (official)	Signature	Date (Month/Day/Year)	Signed

Template: Emergency Rule Procedure and Appeals Process

These rules take effect upon filing with the [insert name of the appropriate state agency should your state have a requirement for the filing of administrative rules].

By authority conferred on [insert state agency name], by the Governor upon the proclamation of an emergency and by Executive Order [insert number] on [insert month, day, year] under [insert full legal citation to the act and section of the act upon which this authority is based].

Finding of Emergency

By executive order, the Governor has declared that a state of [energy] emergency exists. Under powers granted to the Governor during a declared state of energy emergency, Executive Order [insert number and year] was issued establishing a Priority End-User Program. In this order, the Governor designated [insert state agency name], as the agency responsible for the administration of this program. Further, it required a mechanism to resolve any disputes arising out of the use of this plan. The following rules are intended to outline an appeals procedure to provide this mechanism.

Delay in establishing rules of procedure to effectively carry out the duties delegated to the [insert state agency name] regarding the administration of the Priority End-User Program might well constitute a threat to the citizens of the state due to the lack of petroleum products. To avoid this threat and to assure that essential public needs are met [insert state agency name] finds the following rules are needed for the preservation of public health, safety, and welfare and that an emergency exists within the meaning of [insert the legal reference to the state law and executive order under which it is to be implemented].

Rule 1: Definitions

- 1) As used in these rules:
 - a) “Current requirements” means the supply of motor gasoline, distillate fuel oil and propane needed by an end-user or wholesale purchaser to meet its present priority end-use needs.
 - b) “Department” means the [insert state department name].
 - c) “Designated Supplier” (See Supplier below).
 - d) “Director” means the director of the [insert state agency name], or the designee thereof.
 - e) “Distillate Fuel Oil” means a general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils. Products known as Number 1, Number 2, and Number 4 diesel fuel are used in on-highway diesel engines, such as those in trucks and automobiles, as well as off-highway engines, such as those in railroad locomotives and agricultural machinery. Products known as Number 1, Number 2, and Number 4 fuel oils are used primarily for space heating and electric power generation.
 - f) “End-User” means any person who is an ultimate consumer of a petroleum product other than a wholesale purchaser-consumer.
 - g) “Motor Gasoline” means a complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in spark-ignition engines. Motor gasoline, as defined in ASTM Specification D 4814 or Federal Specification VV-G1690C, is characterized as having a boiling range of 122 to 158 degrees Fahrenheit at the 10-percent recovery point to 365 to 374 degrees

Fahrenheit at the 90% recovery point. “Motor gasoline” includes conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline; but excludes aviation gasoline.

- h) “Person” means an individual, corporation, firm, government unit, organization, or any other establishment whatsoever.
- i) “Propane, Consumer Grade” means a normally gaseous paraffinic compound (C₃H₈) that includes all products covered by Natural Gas Policy Act specifications for commercial use and HD-5 propane and ASTM Specification D 1835. It is a colorless paraffinic gas that boils at a temperature of -43.67 degrees Fahrenheit. It does not include the propane portion of any natural gas liquid mixes, e.g., butane-propane mix.
- j) “Supplier” means a firm, or a part or subsidiary of a firm (not including the U.S. Department of Defense) that presently or during the last 12 months supplies, sells, transfers, or otherwise furnishes, such as by consignment, motor gasoline, distillate oil and propane to wholesale purchasers or end-users, including but not limited to refiners, importers, resellers, jobbers, or retailers.

Rule 2: Appeals – Petition; Stay Order; Response; Decision

- 1) person aggrieved by a certification of priority end-use may file a written petition of appeal to the [insert state name]. The petition shall include:
 - a) Name and address of the petitioner.
 - b) A concise statement of facts surrounding the case, including the reason for the appeal and relief sought.
 - c) Names and addresses of persons known to petitioner who may be affected adversely by the outcome of the appeal. The petitioner shall attach a sworn statement to the petition that states that the information provided in the petition is true to the best of the petitioner’s knowledge.
- 2) [Insert state agency name] shall, within three workdays after the filing of a petition, serve a copy of the petition on known persons who might be affected adversely by the outcome of the appeal. Persons served with a petition may, not later than five workdays from service of the petition, file a written reply, supported by a sworn statement to the effect that the information in the reply is true to the best of the respondent’s knowledge. A copy of the response shall be made available to the petitioner.
- 3) Within 20 workdays after the petition of appeal is filed, the [insert state agency name] shall render a decision on the appeal and serve it upon all persons who participated in the appellate proceeding and any other person who is aggrieved by the decision and order. A person is deemed to have exhausted their administrative remedies once a decision has been rendered on the appeal.

LICENSE PLATE SEQUENCING

Template: Executive Order

Executive Order [insert number and year]

State of [Energy] Emergency [or Disaster]

Implementation of Odd-Even Purchase Plan

WHEREAS, [insert citation to legal authorities that give the governor the authority to take the actions contained in the order];

WHEREAS, [insert a brief description of the event(s) that have required this action]; and

WHEREAS, [insert a brief description of the consequences and impacts of the event(s)]; and

WHEREAS, it is in the best interests of the State of [insert name] to provide priority to emergency responders for petroleum product supplies needed to protect the health, safety, and economic well-being of the state's residents and visitors.

NOW, THEREFORE, I [insert governor's name] Governor of the State of [insert state name], by virtue of the power and authority vested in the Governor by [cite statute] upon declaration of a state of emergency in the Executive Proclamation [insert number] under this act, I, [insert governor's name], Governor, hereby implement a Priority End-User Program, [statewide, in the state of, or to become effective in the counties of] as set forth below on [insert time, month, day, year].

Odd-Even Gasoline Purchase Requirements

If a state has other unique means used in license plate identification, the following should be adapted to be consistent with the plate numbering and lettering used in the state.

At the retail level, gasoline (and/or) diesel fuel³ shall be dispensed into vehicles with a license plate ending in an odd number (1, 3, 5, 7 and 9) only on odd numbered days of the month (first, third, fifth, seventh, and ninth). Personalized license plates and any other license plates without numbers shall be defined as odd. Examples of odd day license plates are: BBB 1333, KBC 475, and BERTHA.

- 1) At the retail level, gasoline (and/or) diesel fuel shall be dispensed into vehicles with a license plate ending in zero or an even number (0, 2, 4, 6 and 8) only on even numbered days of the month (second, fourth, sixth, eighth, and tenth (zero)). Examples of even day license plates are: BBB 020, RMP 768, and KBC 776.

³ Gasoline is defined for the purpose of this order as any of the various grades of motor gasoline (premium, regular, or unleaded including gasoline/alcohol mixtures –gasohol), suitable for the operation of an internal combustion engine (defined under ASTM Standard D 439-70). Diesel is defined as the various forms of diesel fuel (Number 1 and 2) used in high-speed diesel engines that are generally operated under uniform speed and load conditions, such as those in railroad locomotives, trucks, and automobiles as defined in ASTM Specification D 975.

- 2) If a vehicle license plate contains both letters and numbers and the last digit is a letter, the last or only number digit will determine whether sale of gasoline is eligible on an odd or even day. Examples of license plates containing letters as last digits are 123 FT (odd day), 764 NT (even day), and 468 GN (even day).
- 3) For any calendar month in which there are 31 days, and in February of a leap year, sales shall be made on the last day of the month without regard to the digits of the license plates.

Exemptions

Retailers must exempt the following types of motor vehicles from these regulations:

- 1) Police, fire, ambulance, or other emergency vehicles.
- 2) Buses, taxis, vanpools, or other commercial passenger carriers.
- 3) U.S. Postal Service vehicles.
- 4) Motorcycles or mopeds, and similar two-wheel vehicles.
- 5) Vehicles bearing out-of-state license plates.
- 6) Vehicles registered or operated by a person with a current valid driver's license from outside the area under the odd-even purchase plan.
- 7) Local, county, state, and federal government vehicles that provide essential services for the health, safety, and well-being of citizens.
- 8) Vehicles operating in an unusual emergency situation in the judgment of retailers.
- 9) Vehicles with license plates with handicap designation.

Violation of Order

Any person who knowingly violates this directive is guilty of [insert any penalties that may be provided by state law]. For example, this might be something like a misdemeanor punishable by a fine of not more than [insert number of dollars]. Each day a violation continues is a separate offense. The Attorney General or a Prosecuting Attorney of a county may bring an action in a court of competent jurisdiction to prevent a violation of this order or to compel a person to perform a duty imposed on the person under this Executive Order.

Duration of Order

This order shall remain in effect for [insert number of] days from its effective date unless amended, superseded, or rescinded by further Executive Order. It shall expire [insert number of] days after the proclamation of a state of energy emergency unless extended as provided for in [insert reference to the statute under which this action is based. Alternatively, it could say until such time as supply conditions improve and the plan is no longer needed and the governor issues an order rescinding the plan.].

Governor: _____

Dated: _____ [Insert location]

File with [insert name of the state office, department, or legislative body with which the order may need to be filed].

EPA FUEL SPECIFIC WAIVER

Executive Order [insert number and year]

State⁴ of [Energy] Emergency [or Disaster]

Implementation of Priorities for Essential Services

WHEREAS, [insert citation to legal authorities that give the governor the authority to take the actions contained in the order];

WHEREAS, [insert a brief description of the event(s) that have required this action]; and

WHEREAS, [insert a brief description of the consequences and impacts of the event(s)]; and

WHEREAS, it is in the best interests of the State of [insert name] to provide priority to emergency responders for petroleum product supplies needed to protect the health, safety, and economic well-being of the state's residents and visitors.

NOW, THEREFORE, I [insert governor's name] Governor of the State of [insert state name], by virtue of the power and authority vested in the Governor by [insert legal reference to authorities], order the following:

[Insert the information on the specific waivers granted by the Environmental Protection Agency. If the fuel specifications that have been waived have been adopted as part of the state implementation program and adopted under rule or law, the governor will need to at this point include references to those specific rules or laws and also waive those provisions for the same duration as approved by Environmental Protection Agency.]

Duration of Order

This order shall remain in effect for [insert number of] days from its effective date unless amended, superseded, or rescinded by further Executive Order [or Proclamation]. It shall expire in [insert number of] days after the proclamation of a state of emergency unless extended as provided for in [insert reference to the statute under which this action is based. Alternatively, it could say until such time as supply conditions improve and the plan is no longer needed and the governor issues an order rescinding the plan.].

Governor: _____

Dated: _____ [Insert location]

File with [insert name of the state office, department, or legislative body with which the order may need to be filed].

⁴ Please note: EPA Fuel Specification Waivers may also be issued on behalf of a region experiencing a shortage.

APPENDIX B: MESSAGING GUIDANCE

The following guidance contains links and best practices for public information programs and crisis communications that can be implemented during a petroleum shortage. This guidance should be used in accordance with any coordinated messaging strategies in place for the event.

PUBLIC INFORMATION & CRISIS COMMUNICATIONS

Lessons and Best Practices

A strong public information program is a key crisis management tool. This includes strong relationships with appropriate contacts and developing a clear understanding of how to share relevant data for public messaging. Timely and accurate information helps prevent confusion and uncertainty and enlists public support and cooperation. Participants in an effective public information program include the Governor's Office, state agencies, local governments, energy providers, local businesses, state legislature, and the federal government. It is essential to provide stakeholders and the public with information about the nature, severity, and duration of an emergency to minimize or prevent further impacts, price gouging, panic buying, etc. Before a state government can provide information to the public, it must gather information, describe the emergency accurately, and develop recommendations to manage the situation. It is important to remember to tell the public only what you know and are doing rather than speculating.

Two webinars that provide key background: [NASEO || NASEO-NARUC Energy Security and Data Analysis Webinar: Energy Emergency and Crisis Communications](#) and [2021 NASEO Severe Summer Weather Outlook Webinar](#) (relevant information begins at approximately 2:30).

PUBLIC INFORMATION PROGRAMS HAVE TWO PRIMARY FUNCTIONS IN AN ENERGY EMERGENCY:

1. Help the public understand the nature of the problem and prevent panic.
2. Encourage appropriate public, business, and individual responses, including fuel conservation, energy use reduction programs, and public safety messages.

Frequently Asked Questions

The following frequently asked questions may serve as general practice guidelines before and during any state public messaging response. You should always consult your office, agency, or state public information officer (PIO) during messaging operations.

What are the main considerations when developing or executing a public information program?

- **Officials should first examine where they fit into existing public information programs. Some questions to ask are as follows:**
 - Does the office have a responsibility to directly engage with the public? Is the office responsible for providing information to other state agencies?
 - Who are the key people needed to develop and approve answers to the public's questions (i.e., who needs to be in the room when messages are crafted and distributed)?
 - What does the flow of information look like (e.g., incoming information, draft responses, approval, distribution)?
- **Designate Contacts:** Maintain an up-to-date **24-hour** telephone and address directory of key staff and other stakeholders, such as state agencies with Emergency Support Function (ESF)-12 responsibilities, local governments, federal government agencies, and energy industry representatives.
- **Include Local Officials:** Make certain that local officials receive at least as much information as the media. The National Association of Counties (NACo) has a consolidated list of county officials, which can be used to find county government representatives. The National League of Cities has a map of State Municipal Leagues, which can also be used to find local government representatives.
- **Use National and State Information:** Use data from trusted sources, like EIA or CESER, plus other sources, to describe the external forces (e.g., international markets, shipping issues, transportation, refinery outages, and weather) that might affect a state's energy situation. Use industry experts in the interpretation of events.
- **Ensure Accuracy:** Information must be verified before release.
- **Prepare Press Kits:** Handouts for press conferences and written statements for broadcast appearances are excellent tools for disseminating information, such as fuel supply and use issues, data, responder actions, and comparisons with previous emergencies. Written statements provide a record of what was said.
- **Access Key Policy Makers:** Use access to key policy makers and experts from various state agencies as needed. Ask these persons, when possible, to answer substantive questions from the media.

- **Don't Rush to Conclusions:** Use extreme caution when drawing conclusions with media present. Energy emergencies usually involve complex factors, and members of the press may be under pressure to simplify information and meet deadlines even with incomplete information. Public opinion can be swayed by fragmented data and unsupported opinions. Information and conclusions should be balanced and accurate.
- **Regularly Engage Press:** Regularly scheduled meetings with the press help relieve any pressure to answer questions prematurely without adequate verification.
- **Use Contacts in Private Organizations and Industry Associations:** Enlist private organizations to distribute information. For example, the Automobile Association of America distributes information about gasoline and diesel fuel prices. Fuel, oil, and propane dealer associations are invaluable for providing information and speaking on behalf of the petroleum industry.

What type of energy-related information should officials share during energy emergencies through a public information program?

- Information that quantifies the size, scope, and potential duration of the problem
- Geographic area affected
- Effects upstream and downstream in the energy supply/distribution system
- Public statements by state officials
- Specific actions taken by state or local governments to mitigate impacts
- Requests from industry for assistance and response
- In-state media reports that accurately describe the problem

What are some communications pitfalls of which states should be aware?

- **Multiple authorities** may inadvertently release information that appears to be contradictory because they use different technical terms.
- Some groups will take advantage of an emergency by **mischaracterizing, dramatizing, or exaggerating** details in ways that further their self-interest.
- Exercise caution when responding to direct requests from the media to comply with state **information protocols**.
- **Antitrust laws** prohibit oil companies from sharing information among themselves so companies are unlikely to inform the public during shortages. As a result, the lead agency concerned with petroleum may be asked to explain the adequacy and availability of oil product supplies.

How do you effectively communicate to all generations and audiences during crises and emergencies?

- **Meet your audience where they are:** If the power is out, people can't watch TV. Alternative methods of reaching your community include radio or cell alerts. Reaching out to neighborhood activists and local officials is a good way to amplify your message. If you use social media platforms to simply repost original platforms, you're not maximizing the use of each of those platforms. Each has unique features and content controls. You have to be strategic when it comes to posting content. Older audiences are still looking for traditional media. You may need to bring in trusted associations and groups into your network of trusted agents to provide confidence to messages.
- **Think visually:** People process images first. You are giving away 90% of your audience if you don't have a visual component to your message.
- **Think like an advocate:** Equitable access to services is a looming crisis if you are unprepared. You should develop plans to communicate **with people with access and functional needs and people who do not speak English.**

What communications lessons can be shared about dealing with multiple events?

- **Think about depth:** When you don't have sufficient internal resources, who can you bring in from external sources who—with minimal training—could support you (e.g., county-level emergency managers)? Who can you leverage in existing networks to help? This is extremely important for smaller offices in particular. Time off and shift transitions are most important during long-term emergency response.

How can officials handle social media (i.e., Twitter and Facebook)?

- **Speak as a person who represents an organization, not the organization itself:** Virtual messages tend to be better received when coming from a person as opposed to an official account.
- **Keep messaging consistent, but be prepared to pivot:** Prepare a flash report that consists of bullet point highlights, situation updates, state response actions, and current impacts at both the state and county levels. Updates should be sent to your state's governor, legislature, emergency coordinators, PIOs, industry partners, and news outlets at the same time (ensure that you follow your state's emergency communications process in case it deviates from these recommendations).

Resources

The following provides available trainings as well as example and resources for use by the Collaborative.

Available Training

- Federal Emergency Management Agency ([FEMA](#)) [IS-29: Public Information Officer Awareness](#)

State Examples of Emergency orders and Declarations

- [Montana EO 9-2021 Drivers Hours Emergency | FMCSA \(dot.gov\)](#)
- [Oregon Emergency Order Granting Suspension of Certain Motor Carrier Regulations in Response to Wildfire Activity | FMCSA \(dot.gov\)](#)
- [EO213 - SOE Transportation Waivers Pipeline61.pdf](#)

Additional Resources

- [National Incident Management System Basic Guidance for Public Information Officers](#)
- [NASEO State Energy Security Guidelines](#)
 - [Guidance for States on Petroleum Shortage Response Planning \(naseo.org\)](#)

APPENDIX C: TOOLS FOR WPSRC

The following section contains templates, generic waiver templates, and other response tools as requested by state participants.

STEADY-STATE COORDINATION CALL AGENDA AND SCHEDULE

Table D.1 provides a template agenda for regional coordination steady-state calls. Table D.2 contains a proposed schedule of host states and call time frames.

Table D.1: Steady-State Call Agenda

Date:	Time:	Dial-In Information:	
1. Introductions and Contact Information			
Lead / Facilitator:			
Member States: Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming			
Attendees: [WPSRC Partners, Other Attendees]			
2. Topic #1: [enter topic here]			
Lead / Facilitator:			
<ul style="list-style-type: none"> [Report Out Items] 			
3. Topic #2: [enter topic here]			
Lead / Facilitator:			
<ul style="list-style-type: none"> [Report Out Items] 			
4. Other Discussion			
Lead / Facilitator:			
<ul style="list-style-type: none"> [Report Out Items] 			
5. Action Items			
Lead / Facilitator:			
Action Item:	Responsible Party:	Status:	
6. Next WPSRC Steady-State Call			
Lead / Facilitator:	Date:	Time:	

Table D.2: Proposed Schedule of Regional Steady State Calls

Time Period	Call Date	Host	Alternate
Q2 – 2021	June 2021	NASEO	
Q3 – 2021	September 2021	Oregon	Washington
Q4 – 2021	December 2021	Oregon	Washington
Q1 – 2022	March 2022	Washington	California
Q2 – 2022	June 2022	Washington	California
Q3 – 2022	September 2022	Washington	California
Q4 – 2022	December 2022	Washington	California
Q1 – 2023	March 2023	California	Colorado
Q2 – 2023	June 2023	California	Colorado
Q3 – 2023	September 2023	California	Colorado
Q4 – 2023	December 2023	California	Colorado
Q1 – 2024	March 2024	Colorado	Idaho
Q2 – 2024	June 2024	Colorado	Idaho
Q3 – 2024	September 2024	Colorado	Idaho
Q4 – 2024	December 2024	Colorado	Idaho

PETROLEUM SHORTAGE COORDINATION CALL AGENDA

Table D.3 provides a template agenda for regional coordination response calls.

Table D.3: WPSRC Response Call Agenda

Date:	Time:	Dial-In Information:
1. Introductions and Contact Information		
Lead / Facilitator:		
Member States: Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming		
WPSRC Response Partners:	Other Stakeholders:	
<ul style="list-style-type: none"> (e.g., National Association of State Energy Officials representative) 	<ul style="list-style-type: none"> (e.g., Western States Petroleum Association representative) 	
2. Event Details		
Lead / Facilitator:	Impacted State(s):	
<ul style="list-style-type: none"> Hazard / Event Anticipated / Actual Incident Location Onset and Timing of Incident 	<ul style="list-style-type: none"> Current and Expected Impacts Response Operations Points of Contact 	
3. Situational Awareness		
Lead / Facilitator:	Impacted State(s) [Round Robin]:	
State of Current Activities:		
<ul style="list-style-type: none"> Areas Affected Estimated Impacts Supply Chain Considerations 	<ul style="list-style-type: none"> Energy Market Status Anticipated Duration of Response Operations Other: 	
4. Regional Coordination		
Lead / Facilitator:	Impacted State(s):	
Program and Measures Considerations:		
[Program Measure 1]	<ul style="list-style-type: none"> Program/Measure Description Implementation Considerations Approval Needs/Strategy Public Messaging Considerations Next Steps Other: 	
5. Other Discussion		
Lead / Facilitator:	Impacted State(s) [Round Robin]:	
Discussion Items:		
6. Action Items		
Lead / Facilitator:	Impacted State(s) [Round Robin]:	
Action Item:	Responsible Party:	Status:
7. Next Regional Conference Call		
Lead / Facilitator:	Impacted State(s):	Date / Time:

WESTERN STATES ENERGY DATA SOURCES AND EEIS

Assessments and Short-Term Forecasts

Item	Description	Link	How is this data used?
State Profiles and Energy Estimates (EIA)	Energy use and infrastructures maps by state	eia.gov/state	Baseline state energy data for situational awareness supply chain, support program, and policy development.
Short Term Energy Outlook (EIA)	US Energy Supply and Demand Assessment	https://www.eia.gov/outlooks/steo/	State and regional trends are affected by the US outlook. This report may help identify factors that influence regional supply and demand.
State and Regional Risk Profiles (Temporarily unavailable) (DOE)	Energy Sector Risks by state and region	energy.gov/oe/mission/energy-infrastructure-modeling-analysis/state-and-regional-energy-risk-assessment-initiative	Quantifies energy sector risks at the state and regional level. Helps understand the nature of the threats that may require a response.
Energy Infrastructure with Real-Time Storm Information (EIA)	Maps of infrastructure and storms and warning	https://www.eia.gov/special/disruptions/	Shows areas affected by hurricanes and storms and the critical energy infrastructure in the impacted area.

Item	Description	Link	How is this data used?
Short and Medium Range Weather Forecasts (National Weather Service)	National Forecast Maps	https://www.weather.gov/forecastmaps	Provides for short- and ,medium-term forecast and assists in evaluating the impacts of weather-related events on heating and cooling energy demands.
Heating and Cooling Degree Days (National Weather Service)	Cumulative mean difference from the base temperature	https://www.cpc.ncep.noaa.gov/products/analysis_monitoring/cdus/degree_days/	Allows a comparison to normal and recent history of the level of energy demand for heating and cooling.

Petroleum Data

Item	Description	Link	How is this data used?
Monthly State Petroleum Product Use (EIA)	Prime supplier sales volumes by state	eia.gov/dnav/pet/pet_cons_prim_dcunus.htm	A measure of petroleum product use. Shows the deliveries of refined petroleum produce by month for end use consumption by state.
State and regional level inventories (EIA)	Refinery, bulk terminal, stocks by state	https://www.eia.gov/petroleum/data.php#consumption	Shows monthly historical primary stocks by state and regions. Can be compared to weekly regional stock data from the EIA Weekly Petroleum Status Report.

Item	Description	Link	How is this data used?
Working and net available shell storage capacity (EIA)	Petroleum Administration for Defense Districts (PADD) level storage capacity	https://www.eia.gov/petroleum/storagecapacity/	Allows user to access stock data and determine at a PADD level how full or low stock levels may be relative to total storage capacity. Allows user to say how full the storage is in the region.
Retail prices gasoline and diesel fuel (AAA)	By state—current daily, historical	https://gasprices.aaa.com/todays-gas-prices	Has current gasoline prices date by states and major cities; spiking prices may be due to supply disruptions.
Gas Buddy	US gasoline price heat map	US and Local National Gas Station Price Heat Map - GasBuddy.com	Provides comparative gasoline prices analysis. Higher prices may indicate supply constraints.
Daily wholesale and retail petroleum product prices (EIA)	National and regional petroleum prices	eia.gov/todayinenergy/prices.cfm	Shows daily wholesale and retail prices for various energy products , including spot prices and select futures prices at national or regional levels.
Residential Heating Oil and Propane Prices (EIA)	Weekly by states during the heating season	Residential Propane Weekly Heating Oil and Propane Prices (October - March) (eia.gov)	Weekly residential prices by state (October through March). Price spikes are indicative of supply problems.
Capacity of Operable Petroleum Refineries by State (EIA)	Barrels per day	eia.gov/petroleum/refinerycapacity/table3.pdf	Operational refinery capacity is important. When one or more refineries shut down, this tool can estimate the total supply disruption and compare it to state demand.

Item	Description	Link	How is this data used?
Pipeline, Marine, and Rail Deliveries (EIA)	Pipeline, Tanker, Barge and Rail by PADD	eia.gov/dnav/pet/PET_MOVE_NETR_A_E_PC0_VNR_MBBL_M.htm	Shows the volume of the flow for a full range of petroleum products between PADD, including net imports and exports.

Energy Supply State Report Examples

Report	Type	Organization	Link
Weekly Heating Fuels Report	Historic prices and inventories and analysis	NYSERDA	nyserdera.ny.gov/Cleantech-and-Innovation/EA-Reports-and-Studies/Weekly-Heating-Fuels-Report.aspx
Weekly Transportation Fuels Report	Historic prices and inventories and analysis	NYSERDA	nyserdera.ny.gov/Cleantech-and-Innovation/EA-Reports-and-Studies/Weekly-Transportation-Fuels-Report
Energy Prices and Weather Data	Historic prices and inventories and analysis	NYSERDA	nyserdera.ny.gov/Cleantech-and-Innovation/Energy-Prices
Petroleum Infrastructure Studies	Multiple Studies including terminal, gas stations, etc.	NYSERDA	nyserdera.ny.gov/About/Publications/EA-Reports-and-Studies/Petroleum-Infrastructure-Studies
Michigan Energy Appraisal (Spring and Fall)	Short-term projections for the state and region	Michigan Agency for Energy	Michigan Energy Assessment Winter 2019
California	Energy Maps of California	California Energy Commission	energy.ca.gov/maps

Report	Type	Organization	Link
Kentucky Situational Awareness Report	Consolidated dashboard of relevant EIA information	Kentucky Office of Energy Policy	energy-situation-report-kygis.hub.arcgis.com

SITUATIONAL AWARENESS AND REAL-TIME ASSESSMENT RESOURCES

Emergency Situation Reports (SitReps) and Infrastructure Mapping

Resource	Site Provider	Link	Social Media	Description
EIA Storm Threat Mapping Tool	DOE	https://www.eia.gov/special/disruptions/	Twitter: @EIAgov Facebook: EIA.gov	EIA tracks and reports on selected significant storms that impact or could potentially impact energy infrastructure.
Petroleum Energy infrastructure and Resources	DOE	eia.gov/app/e1c92d7601b9490697d22dfe2da1b4ac		
Energy Disruptions Maps (Hurricanes, Cyclones, Typhoons, Wildfires, Flooding)	DOE	atlas.eia.gov/pages/energy-disruptions		

Resource	Site Provider	Link	Social Media	Description
Public Emergency Energy Situation Reports	DOE	Emergency Response Hub Department of Energy		Highlights energy emergencies; summarizes DOE actions, energy infrastructure operation status, etc.
State-Specific Alerts and Awareness Statements	State Emergency Management Agencies			

Weather

Resource	Site Provider	Link	Social Media	Description
National Hurricane Center	National Oceanic and Atmospheric Administration (NOAA)	https://www.nhc.noaa.gov/	Twitter: @NHC_Atlantic Facebook: NWSNHC	Provides hurricane and marine forecasts.
Active Weather Alerts by Hazard	NOAA	weather.gov/alerts		
Snow and Ice Accumulation	NOAA	weather.gov/box/winter		
National Forecast Maps	NOAA	weather.gov/forecastmaps		

Resource	Site Provider	Link	Social Media	Description
Heating Degree Days	NOAA	https://www.cpc.ncep.noaa.gov/products/analysis_monitoring/cdus/degree_days/		Weekly and monthly statistics by state.
Cooling Degree Days	NOAA	https://www.cpc.ncep.noaa.gov/products/analysis_monitoring/cdus/degree_days/		
Climate Outlooks	NOAA	https://www.cpc.ncep.noaa.gov/products/forecasts/		Watches/Warnings; Hazards; Weather Outlooks for three to seven and eight to ten days; monthly; seasonal.

Pipeline Bulletin Boards

Resource	Site Provider	Link	Social Media	Description

Marine Traffic

Resource	Site Provider	Link	Social Media	Description
Tanker Traffic		marinetraffic.com https://www.vesselfinder.com/		Displays near real-time positions of ships worldwide. Can zoom in on ports.

Port Conditions

Resource	Site Provider	Link	Social Media	Description
Seattle				
Portland				
Los Angeles				
Others				

Energy Emergency Assurance Coordinators

Resource	State Provider	Link	Social Media	Description
ISERnet	Log into the ISERnet for the current listing by state	ISERnet Login		

State Energy Offices

Resource	State Provider	Link	Social Media	Description
Alaska	Alaska Energy Authority	akenergyauthority.org		
Washington	Washington State Energy Office	https://www.commerce.wa.gov/growing-the-economy/energy/washington-state-energy-office/		
Oregon	Oregon Department of Energy	oregon.gov/energy		
California	California Energy Commission	energy.ca.gov		
Nevada	Nevada Governor's Office of Energy	energy.nv.gov		
Idaho	Idaho Governor's Office of Energy and Mineral Resources	https://oemr.idaho.gov/		
Montana	Montana Energy Office	deq.mt.gov		
Colorado	Colorado Energy Office	colorado.gov/energy		

Resource	State Provider	Link	Social Media	Description
Utah	Utah Office of Energy Development	energy.utah.gov		
Arizona	Arizona Department of Administration	doa.az.gov/divisions		

State Emergency Management Agencies

Resource	Site Provider	Link	Social Media	Description
Alaska				
Washington				
Oregon				
California				
Nevada				
Idaho				
Montana				
Colorado				

Resource	Site Provider	Link	Social Media	Description
Utah				
Arizona				

Trade Associations

Resource	Site Provider	Link	Social Media	Description
American Petroleum Institute		https://www.api.org/		
American Fuel and Petrochemical Manufacturers		https://www.afpm.org/		
American Gas Association		aga.org		
National Propane Gas Association		https://www.npga.org/		
Western Petroleum Marketers Association		wpma.com		
Gasoline and Diesel Fuel Stations		Gas Station Convenience Store Associations (petromac.com)		

Quick Energy Analysis

Resource	Site Provider	Link	Social Media	Description
Oil Price Information Service (OPIS) Alerts	OPIS	OPIS Products Energy Pricing, News, Analytics & Software (opisnet.com)		Real time petroleum market information. Subscription fee.
Energy topics from Google	Google	support.google.com/alerts/answer/4815696?hl=en		By creating a Google Alert, you can get email notifications any time Google finds new results on a topic that interests you. Enter key words like energy emergency or liquified natural gas.
"Peak Oil Review" and Peak Oil News"	Association of the Study of Peak Oil-USA	https://energybulletin.org/		Subscribe to the weekly review of world oil market events and subscribe to daily articles.
"Today in Energy"	EIA	https://www.eia.gov/todayinenergy/		Covers key energy issues and topics in a short-article, one-page format. Functionalities include browse by tag, archive files, and searches.

Resource	Site Provider	Link	Social Media	Description
State Energy Risk Profiles Temporarily Unavailable	EIA	energy.gov/oe/mission/energy-infrastructure-modeling-analysis/state-and-regional-energy-risk-assessment-initiative#STATE		Examines the relative magnitude of risks at a regional and state level, highlighting energy infrastructure trends and impacts. The profiles present both natural and man-made hazards with the potential to cause disruption of the electric, petroleum, and natural gas infrastructures.
State Energy Profiles	EIA	https://www.eia.gov/state/		Key data on energy indicators; prices compared to US averages; energy production, supply, electric generation; distribution and marketing; fueling stations; energy consumption and expenditures and state rankings; emissions.

Petroleum Waivers

Resource	Site Provider	Link	Social Media	Description
Transportation Waivers and Emergencies	US Department of Transportation(DOT)	transportation.gov/emergency		DOT will post information related to transportation waivers and other actions.

Resource	Site Provider	Link	Social Media	Description
FMCSA Hours of Service Exemptions	National Propane Gas Association (NPGA)	npga.org		On homepage, under Hours of Service Exemptions.
Petroleum Shortage Response Planning	NASEO	https://naseo.org/petroleum-shortage-response-planning		
Emergency Declarations, Waivers, Exemptions and Permits	Federal Motor Carrier Safety Administration (FMCSA)	fmcsa.dot.gov/emergency-declarations		
Energy Waiver Library	DOE	Energy Waiver Library Department of Energy		