**Aviation Base – Large Airtanker and SEAT (2024)**

**Checklist #11**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 11, 12 | Documents, reference materials and operational guides and policy documents |
| 19 | Airtanker Base Operations Plan (ABOP) for appropriate base type (SEAT, LATB, Temporary Base) |
| 20, 36, 43 | *Storm Water Management Plan* or *Storm Water Pollution Prevention Plan* (SWMP/SWPPP) for base, Fire Leadership Team Best Management Practices (BMPs) checklists |
| 45 | Hot loading, and simultaneous fueling and loading supplements (if required) |
| 48 | BLM Assessment and Security Plan |
| 50 | Facility safety inspection documentation |
| 52 | Risk assessments and risk management workbooks |
| 57 | Retardant reordering procedures |

**ADMINISTRATIVE**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Assigned personnel are qualified per the *NWCG Standards for Wildland Fire Position Qualifications* (*PMS 310-1*) to perform the positions they fulfill at the airbase.  *[NWCG Standards for Airtanker Base Operations (SABO) Ch 2; PMS 310-1]* |  |  |
| 2 | Adequate personnel are available to meet the requirements of base staffing, including 7-day coverage when required.  *[SABO Ch 2, Appendix. I; ABOP]* |  |  |
| 3 | Administrative forms such as Aircraft/Airtanker Daily Operations Log, Retardant Use Record, Pilot Flight Time/Duty Day Cumulative Log, and payment documents are completed and kept on file per policy, local plan, or contract. Flight data is entered into Flight database, retardant has been reconciled in the TEAMs retardant folder per BLM process for Full service and Bulk bases.  *[SABO Ch 7, 9, Appendix I; BLM Manual 9400]* |  |  |
| 4 | Information regarding the air base is accurately reflected in the *NWCG Airtanker Base Directory*.  *[SABO Ch 4]* |  |  |
| 5 | Formal written agreement or MOU identifies and grants permission for airtanker operations at the airport.  *[SABO Ch 1]* |  |  |
|  | 1. Identify person/position responsible for document and where it resides. |  |  |

**BASE FACILITIES AND COMMUNICATION**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 6 | The base operations facility is adequate for the number of personnel assigned and for intended operations.  *[SABO Ch 1]* |  |  |
| 7 | Backup power system available and operational for base/office and retardant plant operations.  *[SABO Ch 3, Appendix J, M]* |  |  |
|  | 1. Backup power for operations office |  |  |
|  | 1. Backup power for retardant plant operations |  |  |
| 8 | Communications plan shall be readily available at each airtanker base.  *[SABO Ch 4]* |  |  |
|  | 1. Include important phone numbers for the airtanker base and local agencies. |  |  |
|  | 1. Plan includes commonly used frequencies. |  |  |
| 9 | The base has VHF-AM and VHF-FM equipment. Frequencies being used are appropriately authorized and assigned.  *[SABO Ch 3, 4]* |  |  |
| 10 | Adequate standby facilities for aircrews and airtanker base personnel must be provided. Consider heating, cooling, potable water, restrooms, adequate furnishings, etc. **(Reference SABO for specific requirements.)**  *[SABO Ch 3, Appendix. A, C]* |  |  |

**PLANNING AND ADMINISTRATION**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 11 | The following reference materials are available at the base and easily accessible (offline) for review by incoming resources.  *[NAP; SABO Ch 9, Appendix N]* |  |  |
|  | 1. Airtanker Base Emergency Response Plan |  |  |
|  | 1. Local airtanker base operations plan (ABOP) |  |  |
|  | 1. Hot loading and/or simultaneous fueling and loading plan(s) |  |  |
|  | 1. All current and relevant airtanker, SEAT and long-term retardant contracts |  |  |
|  | 1. Daily risk assessment   *[Appendix L]* |  |  |
| 12 | All applicable agency and operational policy and procedural plans and guides are easily available for operational reference. **(See SABO Appendix N for comprehensive list).**  *[NAP; SABO Ch 9, Appendix N]* |  |  |
| 13 | Base and local procurement personnel are aware of national policy concerning provision of food and drink to contract crews by the government.  *[SABO Ch 5; Airtanker Contracts]* |  |  |
| 14 | Sunrise/sunset chart is posted, and times documented on appropriate forms.  *[SABO Ch 7]* |  |  |
| 15 | Personnel are following local policy concerning transportation of aircrews to and from lodging and eating facilities. Base provides adequately for transportation of aircrews to and from lodging/eating facilities where needed.  *[SABO Ch 5; ABOP]* |  |  |
| 16 | Aircraft timekeeping procedures are established and reviewed with base personnel and aircrews.  *[SEAT, LAT, VLAT contracts; SABO Ch 7; ABOP]* |  |  |
| 17 | Local response area map of known flight hazards is posted and accessible to dispatch, aircrews, and tanker base personnel. Map is updated annually.  *[SABO Ch 8; RB Ch 16]* |  |  |
| 18 | Briefings are held with all aircrews and includes local known hazards, dispatching procedures, etc.  *[SABO Ch 1, 6, 7; Appendix D, K; RB Ch 16]* |  |  |
|  | 1. Incoming resources, daily operations, mission briefing, debriefing/AARs |  |  |
| 19 | The local ABOP has been reviewed and has all the required information.  [*SABO Ch 1; Appendix A, C]*   * Plan should be reviewed for content per SABO appendices. Deficiencies, recommendations, or commendations should be identified here. * Please provide base plan to review team prior to arrival to expedite on-site review. |  |  |
| 20 | Wash-down, spill recovery and waste disposal procedures are documented and in place. A hazmat coordinator contact has been identified.  *[SWPPP, BMPs; SABO Ch 10; ABOP]* |  |  |
|  | 1. Training on local SWMP/SWPPP is conducted annually and documented. Incoming resources are briefed on procedures and requirements. |  |  |

**RAMP OPERATIONS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 21 | Ramp surface is in good condition.  *[9400.53 Facilities; NAP 9.4]* |  |  |
| 22 | Taxi lanes and ramp area is adequately marked and visible.  *[9400.53 Facilities; Interagency Retardant Base Planning Guide]* |  |  |
| 23 | Wind indicator(s) are properly placed.  *[Interagency Retardant Base Planning Guide; FAA AC150/5300-13B]* |  |  |
| 24 | Foreign object debris avoidance/dust control measures are in place.  *[SABO Ch 7; ABOP; Interagency Retardant Base Planning Guide]* |  |  |
| 25 | The following warning signs are posted appropriately.  *[SABO Ch 8; Interagency Retardant Base Planning Guide]* |  |  |
|  | 1. No smoking |  |  |
|  | 1. Hazardous areas |  |  |
|  | 1. Authorized parking signs |  |  |
|  | 1. Signing and marking for ramp security |  |  |
|  | 1. No Entry/Vehicle control signs identifying restricted areas |  |  |
| 26 | Identify security measures for ramp and operations areas.  *[352 DM 5; SABO Ch 11]* |  |  |
| 27 | Appropriately sized and number of aircraft-type fire extinguishers are located on the ramp and indicate inspection is current.  *[SABO Ch 8, OSHA 29 CFR 1910.157; NFPA 10, 407, 408 and 410]* |  |  |
|  | 1. Number |  |  |
|  | 1. Type |  |  |
|  | 1. Capacity |  |  |
|  | 1. Condition |  |  |
|  | 1. Dates of last inspection |  |  |
| 28 | Primary base personnel are trained and current in the use of fire extinguishers.  *[SABO Ch 8; OSHA 29 CFR 1910.157; DM 485 13.3C]* |  |  |
| 29 | Base emergency response plan/crash-rescue plan is posted, up-to-date and complete. Personnel at the base and the responsible dispatch center are knowledgeable of the emergency response plan/crash-rescue plan requirements.  *[SABO Ch 1, 8; Appendix A, C, D; ABOP; DM 485 13.3C]* |  |  |
| 30 | Sufficient tie-downs for SEATs and light aircraft are available, and a sufficient number of chock blocks are available for all types of aircraft hosted at the base.  *[SABO Ch 7; Appendix. M; ABOP]* |  |  |
| 31 | Ramp lighting or night lighting kit is sufficient for night-time ramp operations.  *[SABO Ch 3]* |  |  |
| 32 | Aircraft fueling procedures are being followed.  *[SABO Ch 7, Appendix F; 9400.48]* |  |  |
|  | 1. Procedures for hot fueling operations (if allowed) are identified and known by base personnel.   *[SABO Ch 7]* |  |  |
| 33 | Appropriate personal protective equipment is provided, and base personnel trained in its use.  *[SABO Ch 8]* |  |  |
| 34 | Base has parking tender-to-aircraft radio communications (VHF-AM handheld radios w/push-to-talk headsets or other).  *[SABO Ch 3]* |  |  |

**RETARDANT OPERATIONS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 35 | Ownership of the retardant mixing and storage equipment is accurately reflected in the current retardant contract.  *[Long-term retardant contract: C-5 Contractor-Furnished Equipment and Exhibit J-1]* |  |  |
| 36 | Retardant storage tanks must meet the following minimum specifications:  *[SWPPP BMPs]* |  |  |
|  | 1. Capability to recirculate entire contents of each retardant tank |  |  |
|  | 1. Minimum retardant storage capability (5,000 gal.) |  |  |
| 37 | Secondary containment is in place and able to hold, at a minimum, 110% of the largest tank within the containment system.  *[SWPPP; BMPs]* |  |  |
| 38 | Type of fire chemical(s) used at the base is posted, retardant testing equipment and charts are available, and personnel are knowledgeable in their use.  *[National Retardant Contracts; SABO Ch 7; WFCS LAQA Program]* |  |  |
| 39 | Retardant reordering procedures are documented, and personnel are aware of the reordering process.  *[Local/state guidance; ABOP; Retardant Contract]* |  |  |
| 40 | Mass flow meter is in use and is being used and maintained properly. Has been calibrated within the past 24 months, and calibration records are available.  *\*Not applicable for some SEAT or temporary bases. See SABO Ch 7 for requirements.*  *[SABO Ch 7]* |  |  |
| 41 | Base has an adequate water supply for the level of activity for base zone of influence.  *[SABO Appendix A]* |  |  |
|  | 1. ABOP provides detailed information on the water supply system including valves and flow control; source and supply; metering, recording, and ordering procedures where necessary. |  |  |
| 42 | Back flow prevention/air gap device installed on water systems if connected to potable water system.  *[OSHA 29 CFR 1910.141(b)(2)(ii)]* |  |  |
|  | 1. Backflow device is tested annually by a certified technician. |  |  |
|  | 1. Backflow device is removed or otherwise protected from freezing seasonally. |  |  |
| 43 | Retardant spills and washdown areas are properly drained and/or approved mitigation methods and procedures are in place.  *[SABO Ch 10; ABOP; SWPPP BMPs]* |  |  |
|  | 1. Container is available to capture spillage when retardant hose is disconnected from aircraft. |  |  |
| 44 | Pumping system (hoses, caps, lines, and pumps) are in good condition and meet delivery requirements (GPM) of tanker types being serviced.  [*SABO Ch 7, Appendix A, C; SEAT, LAT, VLAT Contracts]* |  |  |
|  | 1. Number of pumps |  |  |
|  | 1. Size and GPM of each pump |  |  |
| 45 | Loading procedures are established and documented. All personnel authorized for loading operations are fully qualified.  *[SABO Ch 7; ABOP]* |  |  |
|  | 1. Approved hot loading plan in place, with training and procedures identified. Training documented for all participating personnel.   *[SABO Ch 1, 7, Appendix E]* |  |  |
|  | 1. \*Approved simultaneous fueling & loading plan in place with training and procedures identified. Training documented for all participating personnel. *[SABO Ch 1, 7, Appendix F]*   *(\*Large Airtanker Base only)* |  |  |
| 46 | LAQA retardant samples (base opening/base closing/new shipments) are being sent to Missoula, MT, as required and on a timely basis. Fire chemical use reports sent in annually.  *[SABO Ch 7; LAQA Guide; Retardant Contract]* |  |  |
| 47 | Results of LAQA samples are being received from Missoula, MT, and corrective actions are taken in a timely manner. Results are recorded and retained by the agency.  *[SABO Ch 7; LAQA Guide]* |  |  |

**SAFETY AND SECURITY**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 48 | BLM security risk assessment, and if required, a security plan has been completed, updated annually and is on file.  *[SABO Ch 11; NAP 8.7]* |  |  |
| 49 | Regular safety/security briefings are being conducted and documented.  *[SABO Ch 7; ABOP]* |  |  |
|  | 1. Incoming resources, daily operations, mission specific, debriefing/AARs |  |  |
| 50 | Facilities safety inspections are being conducted and documented. Most recent document is available for review.  *[9400.53 (A) Facilities; SABO Ch 8]* |  |  |
|  | 1. OSHA, agency facility audits, CASHE audits |  |  |
|  | 1. First aid kit maintained and available near ramp.   *[SABO Appendix. J; OSHA 29 CFR 1910.151(b)]* |  |  |
|  | 1. Eyewash available, maintained and meets needs/requirements of operations area.   *[OSHA 29 CFR 1910.151(c); ANSI Z358.1;* *SABO p 36]* |  |  |
|  | 1. Flammable cabinet available and utilized.   *[SABO Appendix J; 29 CFR 1910.106]* |  |  |
|  | 1. Catwalks, pump shaft guards, electrical meets safety standards.   *[SABO Appendix J, M; OSHA 3170, OSHA 29 CFR 1910]* |  |  |
| 51 | Security-related reporting procedures (stolen aircraft, security breaches, etc.) and contact lists with phone numbers are prominently posted.  *[*[*DOI Field Reference Guide for AAF, Section 2*](https://www.nifc.gov/sites/default/files/blm/aviation/BLMsecurity/AAF.pdf)*]* |  |  |
| 52 | Risk assessments are up-to-date and on file. Base has *Interagency SMS Risk Management Workbooks* and BLM aviation system safety pilot read files up-to-date and available.  *[H-1112-1; RAs; NAP for read files; SABO Ch 1, 8]*  <https://www.nifc.gov/about-us/our-partners/blm/aviation/safety> |  |  |
| 53 | Training documentation for base personnel (e.g., first aid, fire extinguisher, forklift) is current.  *[SABO Ch 2, 8; Appendix C; H-1112-1]* |  |  |
| 54 | If the airtanker base stores over 10,000 lbs. of retardant (813 gal. of liquid concentrate or 1,115 gal. of mixed product) at any time during the year, *Community Right-to Know* reporting process is in place (Tier II reports) and being completed annually.  *[EPA 40 CFR 370]* |  |  |
|  | 1. Identify person/position responsible for reporting and where reports reside. |  |  |

**TEMPORARY or AS-NEEDED STAFFED BASES – RECOMMENDED OR REQUIRED ITEMS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 55 | Primary person designated as a contact for the base operation is identified and posted at the base and local dispatch center.  *[ABOP; Recommended practice]* |  |  |
| 56 | Established base startup, shutdown and equipment storage procedures are identified, posted at base and followed.  *[ABOP; Recommended practice]* |  |  |
| 57 | A description of how the SEMG/ATBM should document their request for supply/equipment orders are known and in place. This includes retardant and retardant payment process. Process for ordering, as well as retardant invoice payment identifies responsible individuals including authorized approvers.  *[ABOP; National Long-term Fire Retardant Contract, FOB Origin/MRB Prompt Payment]* |  |  |
| 58 | A jettison area, with description and a lat/long, is established and posted for the base. Permission from the landowner is reflected by an MOU or agreement if applicable.  *[SABO Ch 7]* |  |  |