1. lr	ncident N	ame:		Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip	Resource Request ICS Form 213R						
	2. Date/	Time Prep	pared	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-p						
	3. ORDI Note:		R per funding source	rce (if known): □FEMA MA#			PA □Othe	er	3b. TO # or TDD		
	3c. Qty	3d. Unit	3e. Detailed description of resource requ personnel, services) and, if applicable, st purpose/use, diagrams, and other inform is TACTICAL)	aple attachments for	3f. Requested Re	porting Date/ Time:	3g. (RESL) Tactical? Y/N		3h. LSC/FSC	3i. PC PO	
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								PO# ETA Cost	x: t:		
			rce(s) of supply if known also Point-of- tes, if known :	Contact phone number and	<b>5. Requester</b> 5a. l	Requester	Position ar	nd Signatur	e: (Print Name)		
					5b. Contact Method  6. Section Chief/Co		•	oval:		Date/Time:	
	7. LSC		IS REQUEST WAS PLACED WITH STAR	T/ERRS							
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	10. Ord	er placed	,	PROC   OTHER	D	ATE ORDE	R WAS P	LACED	DATE RECEIVED		
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Fin			on Signature:			Date	e/Time:				
Planning			availability of each resource request:								
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Full	instructio	ns and rou	iting information on back page. Requester t	fills all white areas, as well as bl	ock 4 if suggested so	urce is kno	wn Reque	ester obtain	s appropriate Section Chief or	Command	

1. Incident Name:				Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip		Resource Request Message ICS Form 213RR-EPA				
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Full	inetructio	ne and rout	ting information on back page. Requester f	ille all white areas, as well as bl	ock 4 if suggested sou	urco ic know	un Poquo	ctor obtain	e appropriate Section Chief or Co	mman

1. Incident Name:				Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip		Resource Request Message ICS Form 213RR-EPA				
	2. Date/	Time Prep	ared	A. Logistics Resource Request Number (assigned by Logistics Section):  (Pre-printed # here)						
	3. ORDI Note:		R per funding source	ce (if known): □FEMA MA#	□CER	CLA □OP	'A □Othe	er	3b. TO # or TDD	
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1. Incident Name:				Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  Resource Request Messag ICS Form 213RR-EPA							
	2. Date/	Time Prep	pared	A. Logistics Resource Requ	L. Logistics Resource Request Number (assigned by Logistics Section): (Pre-prin						
	3. ORDI Note:		R per funding source	ce (if known): □FEMA MA#	□CERO	CLA □OP	'A □Othe	er	3b. TO # or TDD		
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	2. Date/	Time Prep	ared	A. Logistics Resource Requ	A. Logistics Resource Request Number (assigned by Logistics Section):  (Pre-printed # here)						
	3. ORDI Note: 0		R per funding source 3a. Funding Sour	rce (if known): □FEMA MA#	□CER	CLA □OP	'A □Othe	er	3b. TO # or TDD		
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#### INSTRUCTIONS FOR REQUESTER AND GENERAL ROUTING OF THE ICS FORM 213RR-EPA

# ICS FORM 213RR-EPA INSTRUCTIONS FOR REQUESTER -

Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through <u>six</u> copies.

- 1. Incident Name
- 2. Date/Time Prepared (Military Time)
- Order: (Note: Only one ICS Form 213RR-EPA per funding source)
  - a. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
    - ☐ FEMA also note Mission Assignment number (MA#), if applicable
    - 1 CERCLA
    - □ OPA
    - □ Other
  - b. Task Order (TO) # or Technical Direction Document (TDD) #; if known
  - c. Quantity
  - d. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
  - e. Detailed Description (be specific add attachments as necessary)
  - f. Requested Reporting Location for delivery including Date/Time
- Suggested Source Completed by Requester if known, if not. LSC/FSC/EOC will determine
- 5. Requester Validation
  - a. Position, Signature (please print legibly)
  - b. Contact Number(s) or instructions to update Requester

## **ICS FORM 213RR-EPA ROUTING INFORMATION**

- Requester submits ICS Form 213RR-EPA to Logistics Requester keeps GREEN copy
- 2. Logistics receives ICS Form 213RR-EPA from Requester LSC keeps PINK copy
- 3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

### TACTICAL

Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.

RESL determines if resource is on-site and available.

Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution No: RESL returns forms to LSC (SPUL) for ordering

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

# NON-TACTICAL

Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel Reassignments

LSC determines if resource is on-site and available.

Received

• Once the resource is received,

LSC keeps WHITE copy and

gives FSC BLUE copy.

Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as needed

No: LSC orders equipment; LSC/SPUL distributes copies as needed

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

Сору	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SPUL	LSC/SPUL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	If tactical order is placed
1 (Top)	White	LSC/ Documentation Unit	LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping

# ICS FORM 213RR-EPA ROUTING FLOWCHART

#### Initial Need Request Received Requester submits ICS ■ LSC reassigns resource to Non-tactical LSC receives request and Form 213RR-EPA to requester. LSC determines if resources verifies with RESL/OPS if resources LSC. are on-site or need to LSC keeps WHITE copy. needed are tactical or non-tactical be ordered. Requester keeps LSC keeps PINK copy. ■ Remaining copies of ICS Form GREEN copy. 213RR-EPA are filed as "complete". Tactical LSC submits ICS Form 213RR-EPA RESL determines if resources to FSC to initiate ordering process. are on-site or need to be ordered. Once the order is placed, FSC-PROC keeps YELLOW copy. If tactical, FSC-PROC gives the GOLDENROD copy to RESL. Remaining copies of ICS Form On-site 213RR-EPA are given to LSC to If the resource requested is further distribute as necessary. available, RESL reassigns resource and keeps GOLDENROD copy.

 Remaining copies of ICS Form 213RR are given to LSC to

further distribute as necessary

or file as "complete".