

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 Message ICS Form 213RR-EPA		
2. Date/Time Prepared		A. Logistics Resource Request Number (assigned by Logistics Section):				(Pre-printed # here)		
3. ORDER Note: One 213RR per funding source 3a. Funding Source (if known): <input type="checkbox"/> FEMA MA# _____ <input type="checkbox"/> CERCLA <input type="checkbox"/> OPA <input type="checkbox"/> Other _____ 3b. TO # or TDD _____								
Requester	3c. Qty	3d. Unit	3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information.(Ops indicate if request is TACTICAL)	3f. Requested Reporting Location:	Date/ Time:	3g. (RESL) Tactical? Y/N	3h. LSC/FSC	3i. PC PO
							Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
							Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
							Vendor or Agency:	
4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known : _____ CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS				5. Requester 5a. Requester Position and Signature: (Print Name) _____				
				5b. Contact Method/Number(s): _____				
				6. Section Chief/Command Staff Approval: _____ Date/Time: _____				
Logistics	7. LSC Notes:							
	8. Logistics Section Signature:						Date/Time:	
	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:						Date/Time:	
	Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) <input type="checkbox"/> Yes, reassign resources to incident. <input type="checkbox"/> No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing.							
10. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER _____ DATE ORDER WAS PLACED _____ DATE RECEIVED _____								
Finance	11. Reply/Comments from Finance:							
	12. Finance Section Signature:						Date/Time:	
Planning	13. RESL - Note availability of each resource request:							
	14. RESL Review/Signature:						Date/Time:	
Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)								

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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 six copies.

1. Incident Name
2. Date/Time Prepared (Military Time)
3. 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
 - ☐ 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
4. 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

1. 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.

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

Copy	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

