

Memorandum of Understanding
Between the University of Rhode Island Coastal Institute
and
The Rhode Island Department of Environmental Management
for Scientific Support of Environmental Emergency Response

Purpose:

This memorandum of understanding is intended to improve emergency preparedness in Rhode Island. In particular, this memorandum aims to enhance and sustain an administrative process for Scientific Support of Environmental Emergency Response (SSEER). The process enables state agencies to deploy university resources to assess, reduce, or remediate threats to public health and safety and the environment of Rhode Island. When implemented, the agreement will help the state ready to engage rapid, incident-specific support from university staff and facilities.

Background:

The University of Rhode Island (URI) has long supported the environmental management capabilities of the state. This support has come by way of training and credentialing employees, sponsoring cooperative research ventures and conferences, maintaining shared equipment and facilities, providing contract consultants, and fostering relevant research. Under normal circumstances, such benefits come only after several months of procedures that are required to establish academic goals, vet proposals, and secure funding. In this way, administrative norms favor long-term engagement with broad classes of environmental challenges. This memorandum is intended to increase capability to cooperate in rapid response to specific events.

In prior incidents (e.g., major oil spills), URI provided staff and equipment that helped the state protect its public and natural resources. Since the Summer of 2000, in partnership with the Rhode Island Department of Environmental Management (DEM), URI's Coastal Institute (CI) has enhanced those efforts, aiming to shorten the academic response time and assure its relevance to future spills. For example, working together through MOUs (2002-2009 and extended to 2010), CI and DEM established a registry of experts ready to support state response to a major spill. This "RI/DEM Roster of Support Scientists" has proven the ability of CI and DEM to identify diverse scientific resources and to organize them into a ready resource: Scientific Support of Environmental Emergency Response (SSEER) in Rhode Island.

This memorandum is designed to maintain and improve a streamlined process for identifying, funding, and deploying academic resources. SSEER resources include faculty, students, staff, facilities, and equipment to provide professional expertise to DEM.

Responsibilities of RI DEM:

- Provide oversight, direction, review, and approval of the implementation of this agreement.
- Help identify university resources (support scientists, facilities, and equipment) that could assist DEM in responding to an environmental emergency.
- Approve projects and secure funding for URI activities in support of environmental response actions.

Responsibilities of URI Coastal Institute:

- Provide oversight, direction, review, and implementation of this agreement.
- Establish and maintain a roster of university resources (support scientists, facilities, and equipment) that could assist DEM in responding to an environmental emergency.
- Serve as point of contact between URI and DEM during emergencies.
- Provide various scientific, research, and management services and related facilities as may be requested by DEM and mutually agreed to by URI.

Points of Contact for this Agreement:

- The Director of the URI Coastal Institute will serve as the programmatic point of contact at URI.
- The Business Manager of the URI College of the Environment and Life Sciences will serve as the administrative point of contact.
- The DEM Emergency Response Administrator will serve as the point of contact for the Department of Environmental Management.

Activation Procedures, Services Rendered, and Costs Reimbursed:

Rates of compensation and activation procedures will be reviewed by URI and DEM on an annual basis. With the consent of URI and DEM, modifications to the procedures described here will be amended to this MOU.

The DEM Emergency Response Administrator, or designee, initiates the activation of a SSEER resource by submitting a *request of services* to the URI Coastal Institute. In consultation with the DEM Emergency Response Coordinator, the Coastal Institute then contacts an appropriate support scientist to serve as a *principal investigator*. The principal investigator must submit a *work order and budget* to the DEM Emergency Response coordinator. The budget must include time, equipment, and materials necessary for the requested service. (A template for the Work Order request is provided in Attachment 1.) The DEM Emergency Response Coordinator will determine if the Work Order and budget are acceptable and, if so, provide the URI Coastal Institute written notification of acceptance of the work order. This *notification of acceptance* will

serve as *authorization* for the principal investigator and Coastal Institute to proceed. The Coastal Institute will file a copy of the approved work order with the College of the Environment and Life Sciences Business Office. Any *adjustments to the budget* (e.g., to cover unanticipated expenses) must be approved by the DEM Emergency Response Administrator before the funds are encumbered.

Personnel costs will be computed according to the following rate schedule which will be reviewed annually in the month of January and adjusted as required. *Hourly rates* include salary, benefits, and indirect costs. All expenses in this MOA shall include the standard 25% modified *indirect cost rate* applied in DEM and URI grants and contracts. *Equipment expenses* do not incur overhead charges.

FY 2010

Rank/Position	Hourly Cost
Full Professor	\$130
Associate Professor	\$103
Assistant Professor	\$89
Technician, Research Associate	\$76
Technician, Research Assistant	\$52
Graduate Student	\$26
Undergraduate Student	\$15

FY 2011 (includes 3% adjustment for COLAs)

Rank/Position	Hourly Cost
Full Professor	\$134
Associate Professor	\$106
Assistant Professor	\$92
Technician, Research Associate	\$78
Technician, Research Assistant	\$54
Graduate Student	\$27
Undergraduate Student	\$15

FY 2012 (includes 3% adjustment for COLAs)

Rank/Position	Hourly Cost
Full Professor	\$138
Associate Professor	\$109
Assistant Professor	\$94
Technician, Research Associate	\$81
Technician, Research Assistant	\$55
Graduate Student	\$28
Undergraduate Student	\$16

FY 2013 (includes 3% adjustment for COLAs)

Rank/Position	Hourly Cost
Full Professor	\$142
Associate Professor	\$113
Assistant Professor	\$97

Technician, Research Associate	\$83
Technician, Research Assistant	\$57
Graduate Student	\$28
Undergraduate Student	\$16

FY 2014 (includes 3% adjustment for COLAs)

Rank/Position	Hourly Cost
Full Professor	\$146
Associate Professor	\$116
Assistant Professor	\$100
Technician, Research Associate	\$86
Technician, Research Assistant	\$59
Graduate Student	\$30
Undergraduate Student	\$17

FY 2015 (includes 3% adjustment for COLAs)

Rank/Position	Hourly Cost
Full Professor	\$150
Associate Professor	\$119
Assistant Professor	\$103
Technician, Research Associate	\$88
Technician, Research Assistant	\$60
Graduate Student	\$26
Undergraduate Student	\$17

Approved *equipment and expendable materials* will be reimbursed at cost.

URI *vessel rates* include ship expenses, fuel (variable), insurance, and captain's salary. Cost is \$120/hr after 7 hrs, up to 12 hrs, after which a new captain has to come on per USCG regulations. There may be additional cost to provide a certified crew member in the event of a) fishing activity (deploying and retrieving gear while captain steers), b) more than 10 people on board, or c) operating outside Narragansett Bay.

(Vessel expenses are based on a 7-hour workday. Longer workdays would incur additional charges. Vessel costs shown here do not include URI indirect costs).

Vessel	Daily Cost
R/V Captain Bert	\$800 + fuel
R/V Hope Hudner	\$600 + fuel


URI agrees to submit monthly *expense vouchers* to DEM's Office of Management Services. Expense vouchers shall be submitted within forty five (45) days of the end of the month within which the expenses occurred. DEM agrees to reimburse URI in accordance with monthly expense vouchers submitted by URI to the DEM Office of Management Services.

Information collected by URI staff under this MOU will be the property of the RI DEM. Other uses of the information (e.g., for research, teaching, or publication by the scientist or URI) shall require written permission from the DEM Emergency Response Administrator

Term:

This Memorandum of Understanding is effective June 30, 2010 through June 30, 2015, and may be extended at the request of either party.


The parties will cause this Memorandum of Understanding to be executed authorized representatives in triplicate original on this _____ day of _____, 2010



RI Department of Environmental Management Date

7.1.10

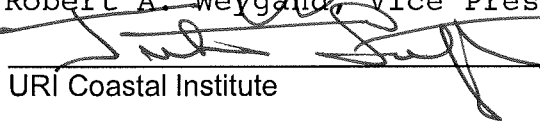
Date



University of Rhode Island
Robert A. Weygand, Vice President

6.15.10

Date



URI Coastal Institute

7/14/10

Date

Attachment 1: Work Order Template
 (Reference: PO # 74A00308306, 4/1/2004 – 6/30/2010)

Scope of Work. Provide a brief statement of the work to be conducted.

Deliverable(s). Provide a clear statement of the data, information, maps, samples, services, etc. to be obtained and delivered to the DEM Emergency Response Administrator or designee.

Deliverable(s) and Due Date:

Principal Investigator (PI):
 Name:
 Address:
 Contact phone and e-mail:
 Title:

Total Cost:

Personnel:

Name	Academic Rank and Rate ¹	Total Hours	Cost
Total personnel cost:			

Transportation and Supplies:

	Description	Unit Rate	Cost
Vessels			
Travel ²			
Equipment			
Supplies			
Total Direct Costs			
Indirect Costs (25%) ³			
Total Cost:			

¹ Use personnel and ship rates established in DEM/URI Memorandum of Understanding for Scientific Support of Environmental Emergency Response.

² Vehicle travel to be based on current state-approved mileage rate

³ Do not include equipment costs when calculating overhead expenses.

Approvals:

Principal Investigator

Date

RI DEM Emergency Response Administrator

Date

URI Coastal Institute

Date