

# **Standard Operating Guide for AIMS Negotiated I-BPA Resources**

## **Toilet/Handwash and UTV** 2025 Revision

A Guide for Dispatchers & Incident Support Personnel

Note: This guide is for AIMS generated I-BPA agreements/resources only. VIPR IBPA guidance can be found in the National Dispatch Standard Operating Guide for I-BPA Resources. National contracts (Caterers, Showers, Firefighting Crews) have their own ordering procedures and information about those can be found in the respective contracts.  
<https://www.fs.usda.gov/managing-land/fire>

## **Introduction**

In 2022 the need was recognized to solicit preseason agreements for Toilet/Handwash and UTVs. These agreements are not solicited through the VIPR program and will not be pushed or loaded into IROC. These agreements are intended to be utilized before implementing EERA's.

The intent of this guide is to provide standard operating guidelines to dispatchers and incident support personnel in the mobilization and demobilization of contracted resources under the Incident Blanket Purchase Agreement (I-BPA) program. This guide is intended to supplement the National Interagency Standards for Resource Mobilization, as well as geographic area & local mobilization guides.

The standard operating guidelines developed within this guide utilizes both United States Department of Agriculture and Department of Interior guidelines in incident procurement of contracted resources. State cooperators may have their own established agreements and guidelines for incident support and may or may not follow these guidelines depending on agency jurisdiction of the incident.

This guide will be reviewed annually and updated as necessary. Annual review will be facilitated by FAM Contract Operations. Draft review will be routed through FAM Contract operations and AIMS. For questions related to this document please email the AIMS team at [sm.fs.woaims@usda.gov](mailto:sm.fs.woaims@usda.gov).

## **General Dispatching Procedures**

The Dispatch Priority List (DPL) will be used to initiate the request. Except for UTV, if the vendor can accommodate the needs of the incident, that vendor can be used to add additional resources for that incident. Consideration should be made for large incidents to utilize the next DPL vendor or a neighboring dispatch center's DPL taking into consideration the location of the delivery point in proximity to the vendor's base. UTV DPL's will be used for each order regardless of the requesting incident.

It is not the intent to 'shop' the Toilet/Handwash DPLs with neighbors or throughout the GACC. Boundary fires between neighboring dispatch centers and/or regions should be reviewed to place orders. Utilize proper channels when placing orders out of GACC. Within GACC, the Planning Lever (PL) procedures of placing orders through the GACC to neighbors may be bypassed. It is critical to document any deviation to standard DPL procedures in CAD or in a local documentation system of record. Reference the local geographic area Mobilization Guide. The vendors are allowed to select a dispatch center within 250 miles of the vendors base. If the placement of the orders exceeds a 250-air mile circle, consider requesting an EERA.

The vendors for UTVs are allowed to select a dispatch center within 450 miles of the vendor's base. If the placement of the orders exceeds a 450-air mile circle, consider requesting an EERA. DPLs and Agreements are located at: [Here](#)

Toilet/Handwash require performance evaluations.

#### D.20 -- PERFORMANCE EVALUATIONS

Performance evaluations will be performed at the incident using the form in Exhibit E. The evaluation will be completed at the incident by the government representative supervising the work. This form is the preferred performance evaluation to be accepted by the Contracting Officer. The evaluator's signature shall be legible and printed on the form. If the supervising Government representative is released from the incident prior to the release of the resource, the government representative will complete a performance evaluation prior to demobilization, for work the resource performed under their supervision. The Government representative will review the performance evaluation with the Contractor, record Contractor comments and obtain the Contractor's signature acknowledging completion of the evaluation. The Government evaluator will then give a copy of the evaluation form(s) to the Contractor at the incident and email a copy to [Perform.ct5w8ujitbvot9yi@u.box.com](mailto:Perform.ct5w8ujitbvot9yi@u.box.com), deposit the evaluation into the Box Folder (USFS access only) <https://usfs.app.box.com/f/790566e346b34477be10db875e5852bd>, or submit a copy to the incident Finance Section (for distribution to the Contracting Office and the Host unit incident file).

\*NOTE: Reference solicitation for Exhibit E Performance Evaluation form.

Noncompliance protocol is outlined in the agreements. Though the agreement doesn't include dispatch as one of the contacts, notification to dispatch should be made to add documentation to the resource order.

List of COs agreement and contact info:

Toilet/Handwash CO: Ken Miller [kenneth.c.miller@usda.gov](mailto:kenneth.c.miller@usda.gov)

UTV CO: Michael Lucas [michael.j.lucas@usda.gov](mailto:michael.j.lucas@usda.gov)

When receiving a call from their Host Dispatch Center, the Contractor shall confirm ability to meet the date/time needed as identified on the resource order and confirm the actual location of resource requested. If the Contractor cannot be reached, not at identified location per agreement, not able to meet the date and time needed, or unable to provide the requested resource(s), the dispatcher may proceed with contacting the next available contractor identified on the DPL. If unable to contact the Contractor utilizing the published phone numbers on the DPL, the dispatcher may proceed to contact the next available Contractor on the DPL.

**Note:** There is no specific waiting time identified between phone calls when attempting to contact available Contractors on the DPL. The dispatcher should determine a reasonable call back time based on date and time needed to use for the current call down, document it, and use it consistently until the call down is complete.

Contracting Officers advise that the documentation in IROC on resource orders should be rudimentary and basic. The audience that has access to IROC and resource orders, especially other contracted vendors, is not entitled to the detailed information relayed to the dispatcher

such as full names, phone numbers or the detailed reasoning for declining an assignment. This causes more workload to the Contracting Officers. Examples of basic documentation are: Accept, travel, decline, operator, etc. Complete detailed documentation from the call-down should be available to the CO upon request and should be maintained in CAD or in a local documentation system of record.

Dispatchers will document all detailed actions and contacts in the appropriate system of record (CAD) or local documentation process, including those Contractors who are contacted and the specific response or result of that interaction. Examples:

- S-23 Contractor A, contact name, phone, called MM/DD/YYYY, actual time, left message with # minutes response time. Did not return call.
- S-23 Contractor B, contact name, phone, called MM/DD/YYYY, actual time, decline/not available.
- S-23 Contractor C, contact name, phone, called MM/DD/YYYY, actual time, accepted, mobilization info, operator name/manifest, filled and emailed to email address.

Requests will be placed according to established ordering procedures as outlined in the appropriate Resource Mobilization Guide (National, Geographic and/or Local). Contracted resources will be utilized according to their respective DPL, however, see \*NOTE below.

\*NOTE: The Government will normally dispatch contracted resources in accordance with this protocol; however, the number of resource requests in process and actual fire conditions at the time of dispatch may require a deviation from normal procedures to respond effectively to such conditions. Any such deviation will be within the discretion of the Government and will not be deemed a violation of any term or condition of the agreement with the USFS or BLM. This deviation is applicable to all dispatch tiers, local, geographic, and national, when fire activity, conditions and/or preparedness levels reflect the need for this deviation.

## UTV Specific Procedures

### Equipment Typing:

1. Minimum Vehicle Requirement– UTV: All-Purpose Side-by-Side for Personnel and Cargo Transport
2. Minimum Vehicle Requirement– UTV: Advanced Scout Vehicles

UTV(s) will come with a dedicated trailer, tie-down straps, a hitch/stinger with 2" ball, and one helmet per seat.

**Note:** Please reference your local and/or geographic Resource Mobilization Guide for any additional procedures or forms if applicable.

Upon receiving a request for UTV(s), create the request(s) as a E#. If you need 5 UTV's, enter 5 into the "Number of Request" field. Once the order is created and one clicks "Save", 5 E#'s will be generated. Each one will need to be filled individually. It's important that your special needs are correct since any edits will need to be made individually across all orders.

The vendors for UTVs are allowed to select a dispatch center within 450 miles of the vendor's base. If the placement of the orders exceeds a 450-air mile circle, consider requesting an EERA.

Reminder: UTV DPL's will be used for each order regardless of the requesting incident.

In IROC:

- UTV – Equipment \* Transportation \* VUTV – Transportation, Vehicle, Utility Terrain (UTV)

Catalog

Equipment	x	v
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Catalog Category

Transportation	x	v
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\* Catalog Item

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tv	🔍
VATV - Transportation, Vehicle, All Terrain (ATV)	
VUTV - Transportation, Vehicle, Utility Terrain (UTV)	

## Special Needs

- Special Needs is where the dispatcher will include a type of UTV, any variation to the delivery location reflected in the reporting instructions (two delivery locations), ground resource contact information, etc.

## Fill With Agreement

Navigate from the pending request screen to the Manage Request Screen and choose the “Fill With” tab and then select the “Fill with Agreement button.”

- Naming convention: **Vendor Name – Agreement Number - (Last 6 of Vin)**
  - Mannie’s Outdoor Emporium LLC - AG# 1202RZ22\_\_\_\_\_ - 123456
- The DPL lists the vendor and the number of vehicles available. The dispatcher will need to get the VIN for the filling vehicle from the vendor.
- There are only 3 required fields in the Fill with Agreement screen.
  - Resource Name, Fill Catalog Item and Provider
- Follow your dispatch center’s procedures for what information the center expects to be included.

IROC is not the system of record for finance and all fields in this screen are not required. Reference your dispatch centers procedures.

## Add/Subtract protocol/relocation. - Not applicable for UTVs

Note: For any additional requests for UTVs, the dispatcher will not add/subtract from the assigned vendor for the incident. The dispatcher will need a general message from the incident, any additional procedures, or forms if applicable and will create a new resource order(s) and utilize the DPL. This may be the same vendor, but the DPL must be utilized for each additional request.

Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, Contracting Officers, and Purchasing Agents are authorized to place orders against this agreement. Field resources should communicate the need for relocation, additions, or demobilizations to the appropriate above-mentioned parties. Whoever contacts the vendor should communicate with dispatch any changes requested for documentation purposes.

### Toilet/Handwash Specific Procedures

The vendors for Toilet/Handwash are allowed to select a dispatch center within 250 miles of the vendor's base. If the placement of the orders exceeds a 250-mile circle, consider requesting an EERA.

Upon receiving a request for toilets and handwash, create the requests as a S# respectively for the number of ADA toilets, standard toilets and handwash stations. If you need 100 toilets, enter 100 into the "Quantity Requested" field. Once the order is created and one clicks "Save", (1) S# will be generated. ADA toilets don't have a resource item. Specify in Special Needs, F"ADA Toilet."

Rule of thumb for Toilet/Handwash

- 10 toilets and 3 handwash per every 100 people.

In IROC:

- Toilets - Supply \* Service, Sanitation \* SPPT – Service – Porta Potties
- Handwash stations - Supply \* Service, Sanitation \* SHWS – Service – Handwashing Station (Portable)

Catalog

Supply

Catalog Category

Service, Sanitation

\* Catalog Item

SCLN - Service - Cleaning

Service, Sanitation, Other

SGRB - Service - Garbage Dumpster/Container

SGRY - Service - Grey Water Disposal

SHWS - Service - Handwashing Station (Portable)

**SPPT - Service - Porta Potties**

SREY - Service - Recycling

## Special Needs

Special Needs is where the dispatcher will include any variation to the delivery location reflected in the reporting instructions (two delivery locations), ground resource contact information, requested servicing schedule (ex. Daily, weekly, on call, etc.)

## Fill With Agreement

Navigate from the pending request screen to the Manage Request Screen and choose the “Fill With” tab and then select the “Fill with Agreement button.”

- Naming convention: **Vendor Name – Agreement Number**
  - Mannie’s Potties LLC - AG# 1202RZ22\_\_\_\_\_
- There are only 3 required fields in the Fill with Agreement screen.
  - Resource Name, Fill Catalog Item and Provider
- Follow your dispatch center’s procedures for what information the center expects to be included.

IROC is not the system of record for finance and all fields in this screen are not required. Reference your dispatch centers procedures.

## Add/Subtract protocol/relocation.

After the order is filled, the dispatcher will not be able to adjust special needs and will include any documentation regarding additional numbers, adjusted servicing, etc., in the documentation of the resource order. Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, Contracting Officers, and Purchasing Agents are authorized to place orders against this agreement. Field resources should communicate the need for relocation, additions or demobilizations to the appropriate above-mentioned parties. Whomever contacts the vendor should communicate with dispatch any changes requested for documentation purposes.