

**CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION**

OPERATIONS COMMITTEE MEETING

**Friday, January 10, 2020
10:00 a.m. – 12:00 noon**

**North Richmond Center for Health
1501 Fred Jackson Way
Richmond CA 94801**

The Contra Costa County Hazardous Materials Commission will provide reasonable accommodations for persons with disabilities planning to attend the Hazardous Materials Commission meetings who contact Michael Kent, Hazardous Materials Commission Executive Assistant, at least 24 hours before the meetings, at (925) 313-6587

AGENDA

- 1. CALL TO ORDER, ANNOUNCEMENTS AND INTRODUCTIONS**
- 2. APPROVAL OF MINUTES: NOVEMBER 8, 2019**
- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS:**
 - a) None
- 5. NEW BUSINESS:**
 - a) Election of Committee Chair and Vice Chair
 - b) Review Committee priorities for the Year
 - c) Review recruitment process for vacant Environmental Seat and New Environmental Justice Seat
 - d) Review draft proposed changes to the Hazardous Materials Incident Notification Policy
- 6. REPORTS FROM COMMISSIONERS ON MATTERS OF COMMISSION INTEREST Members**
- 7. PLAN NEXT AGENDA**
- 8. ADJOURNMENT**

Attachments

Questions: Call Michael Kent (925) 313-6587

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Contra Costa Health Services to a majority of members of the Hazardous Materials Commission less than 72 hours prior to that meeting are available for public inspection at 597 Center Avenue in Martinez

**Contra Costa County Hazardous Materials Commission
597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721**

Hazardous Materials Commission

Draft Minutes Operations Committee

November 8, 2019

Members and Alternates

Present: Rick Alcaraz , Fred Glueck, Leslie Stewart, Steve Linsley, Gabe Quinto, Lisa Park (alternate), Tim Bancroft (alternate)

Absent: Ralph Sattler (represented by alternate)

Staff: Michael Kent

Members of the Public: Glen Goldbeck

- 1) **Call to order, announcements:** Commissioner Glueck called the meeting to order at 10:00 am.

Michael Kent announced:

- The annual meeting on November 7th with Supervisor Mitchoff went well.
- The annual meeting with Supervisor Burgis will be on December 11th at 11:00 in her Martinez office
- The next full Hazardous Materials Commission meeting will be on the special date of December 5th, combining the November and December meetings.
- Reappointments for Jim Payne/Tracy Scott, Mark Ross and a new Mayors Conference alternate and Ed Morales for the Environmental Seat alternate will go to the Internal Operations of the Board of Supervisors on December 9th.
- The Board's Sustainability Committee will be considering adding an Environmental Justice Seat to the Commission at their December 9th meeting.
- On December 10th the recommendations the Commission made to the Board about pipeline safety are scheduled to be on the Board's consent calendar.

Commissioner Glueck announced that the next AB 617 meeting will be on November 13th where they will be creating a Technical Advisory committee. Commissioner Stewart added that the communities the Air District is considering for the next round of plan developments are Pittsburg/Antioch/Bay Point, Vallejo, Bay View/Hunters Point and San Jose.

Commissioner Park announced that the Army Corp of Engineers will hold a meeting on November 13th at the Pinole Library about the maintenance dredging of the Bay.

Commissioner Linsley announced that the Richmond City Council will consider a coal ordinance at their December 3rd meeting.

2) Approval of Minutes:

The minutes for the October 11, 2019 meeting were moved by Commissioner Quinto, seconded by Commissioner Linsley and approved by a vote of 6 – 0.

3) Public Comments: None

4) Old Business:

a) Continue Interviews for the General Public Seat and develop recommendation for this seat to the full Commission

The committee conducted interviews for the general public seat with Tim Bancroft and Glenn Goldbeck. They then reviewed and discussed the merits of all seven candidates for the General Public Seat and alternate.

Commissioner Quinto made a motion, seconded by Commissioner Linsley to recommend that the full Commission recommend Audrey Comeaux for the General Public seat. The motion carried 6 – 0.

Commissioner Park then made a motion, Seconded by Commissioner Quinto to recommend that the full Commission recommend Tim Bancroft for the General Public Seat Alternate. The motion carried 6 – 0.

5) New Business - None

6) Plan Next Agenda: The committee will consider recommendations coming from the Board of Supervisors Sustainability committee concerning adding an Environmental Justice seat to the Commission.

7) Adjournment: The meeting was adjourned at 12:00.

Attachment

Item 1

Hazardous Materials Commission Retreat

October 27, 2016, 3:00-7:00
IBEW Local 302 Meeting Hall
1875 Arnold Drive
Martinez, CA 94553

Retreat Objectives:

1. Recap progress on activities identified at last retreat
2. Determine priority issues for coming 3 years (continuing and new)
3. Assign priorities or next steps to committees for action

Attendance: Fred Glueck, Aaron Winer, Matt Buell, Jack Bean, Don Bristol, Lara DeLaney, Rich Kinney, George Smith, Ron Chinn, Ralph Sattler, Ed Morales, Steve Linsley, Peter Dragovich, Frank Gordon, Tim Bancroft, Rick Alcaraz, Tracy Scott, Leslie Stewart, Audrey Albrecht

AGENDA

Facilitator: Mary Anne Morgan

1. Review of agenda, goals, and role of facilitator
Group (Name, position, how long) and MAM Introductions George
2. Public Comment - None
3. Reiterate Commission mission George
4. Review last three year activities/accomplishments
 - Pharmaceuticals- Ralph Sattler
 - ISO- George Smith
 - Pipeline Transport- Fred Glueck
 - Brownfields- Frank Gordon
 - Areas of limited activity
 - Community warning system
 - Environmental Justice Framework implementation
 - Rail transport-economy changed Leslie
 - Crude Oil Terminals- demand reduced
 - Refinery Modernization- no controversies to address
 - Air District Refinery Fenceline Monitoring- ARB working on rules, more role in future
 - Summarize and highlight those that should/could remain on HM working agenda as needed

5. Emerging Issues for consideration: Listing, Clarifying, Advocating pre-Vote Materials:

Michael

- Results of survey – Michael (post findings on flip)
- Recap of education done in some of these areas to date- (industrial cybersecurity; sea level rise; nanotechnology)
- Clarify which need education 1st, before action could be taken (write on flip chart next to issue)
- Ask if there are issues listed that they don't understand and explain them (or move to "education" needed)
- Ask people to describe and advocate for any issue they want to see prioritized
 - After dinner, we'll review the criteria for selecting among possible priorities, and then "vote by dot".

BREAK OR DINNER SPEAKER- Ignacio Dayrit, Director of Programs, Center for Creative Land Recycling

6. Review issues and confirm group understanding

MAM

Below is the list discussed prior to voting, indicating which were combined:

1. Pharmaceuticals disposal- continuing ACTION activity. Providing input into proposed ordinance, and considering education for community as needed. This was not voted on, as it is already ongoing.
2. Rail and Pipeline Transportation of crude oil/ petroleum products- EDUCATION ACTIVITY
group added an interest in looking at tank car issues, and replacement; Supervisor Piepho supported this activity.
3. Brownfields Policy- POTENTIAL EDUCATION AND ACTION
Waterfront Initiative was added to this topic, due to shared focus, site locations; the latter activity is supported by S. Glover
4. Concord Naval Weapons Station- EDUCATION ACTIVITY
need for update and discussion of status of disposal of hazardous waste on the base site since it is not in the purview of the HMC, but they would like a presentation update.
5. Oil and Gas wells in CCC- EDUCATION ACTIVITY
There are active, idle, capped and plugged wells, HMC would like a presentation on their locations and status. This might require several agencies to participate in presenting to HMC.
6. Air District and Refinery Issues- EDUCATION ACTIVITY
Group combined the following issues under this category- 1. Refinery fence line monitoring; 2. BAAQMD air monitoring emissions; 3. Carbon/methane emissions and relevant legislative updates (Jack indicated he knew good speakers, including someone who gave a good overview legislative update at a meeting he attended recently)

7. Modernization Plans for Refineries for next 5 years
This may not be a big topic in the next couple of years, but it could link to PSM at some point
8. Sea Level Rise
Impact on industrial sites and contaminated areas; group added the Northern Waterfront Initiative to this topic, since it is one place where sea level rise will be very significant concern; topic should also consider other locations such as Richmond.
9. Pesticides and natural landscape for residential and commercial sites
Pesticide issues are already handled by another agency
10. PSM Regulations Revisions
Movement on this issue is likely in the next year; potentially could link to modernization plans, but group decide to keep these issues separate.
11. Chlorine Release Risks Update
Leslie described an article she just read regarding this issue, that stated there may be changes in the information about the risk of exposure to chlorine releases at local stationary sites. It is likely the state and local agencies will release new recommendations, that could prompt review and education of the public (can share with the group). After group discussion, this issue was re-titled Toxic Release Risk Changes, to incorporate broader scope
12. EJ in CEQA
Group was unclear what this issue was, and whoever submitted it wasn't present at the meeting to explain. Group hypothesized it might be about the new state law just passed, SB1000, that requires that General Plans must include some recognition of community impact, and potentially, EJ.
13. Infill and CEQA
Consider how redevelopment for housing can also minimize impacts of commutes
14. Fracking- EMERGING ISSUE FOR HMC EDUCATION
Water disposal, earthquakes issues, if fracking were to be used in CCC in future (it isn't now). HMC could get educated to be ready to respond if issue comes up locally
15. Cybersecurity ACTION
Follow up on last year's presenter, who offered to help organize a workshop for businesses on cybersecurity; HMC could co-host.
16. Nanotechnology
17. Northern Waterfront Initiative- combined with Sea Level rise
18. Carbon/methane emissions- combined with Air District and Refinery Issues

7. Review selection criteria

MAM

8. Dot voting Activity - Everyone

9. Review and summarize results

TOPIC PRIORITIES FOR ACTION FIRST

- #1 *Sea Level Rise* (11 votes)
Decision/Action: Full Commission discussion at December meeting on a more active role for HMC
- #2 *Brownfields/ Northern Waterfront Initiative* (10 votes)
Action: Two committees will consider next steps: Planning and Policy Committee will look at policy issues, and Operations Committee will consider outreach strategy, which might include engaging in education through brownfield redevelopment program.
- #3 *Air and Refinery Issues* (11 votes)
Decision/Action: Full Commission will discuss speaker series option, identify topics and speakers (Jack a resource); depending on outcome of discussion, issue will be assigned to appropriate committee, and update will be given to BOS.
- #4 *Rail and Pipeline* (9 votes)
Decision/Action: Planning and Policy Committee will review and vet current pipeline safety trust recommendations and discuss tank car update as an educational session for Commission; Operations Committee will consider possible brochure for emergency preparedness around R&P incidents
- #5 *Cybersecurity* (9 votes)
Decision/Action: Operations Committee will explore co-sponsoring a workshop for businesses

ADDED FROM REPORT ON CURRENT ACTIVITIES FROM ISO WORK

ISO Oversight Committee Participation: A recommendation is going to the BOS soon, about establishing an oversight committee for annual reviews of ISO, in response to critique from Chemical Safety Board. HMC needs to decide if it is interested in serving on this Committee.

Decision/Action: HCM will discuss at December meeting whether it's interested in offering to serve on an Oversight Committee, if one is established.

2ND LEVEL PRIORITY: AS TIME PERMITS AND OPPORTUNITIES ARISE

Decision/Action: HMC and staff will look at possible educational sessions/presentations to Commission on these over the next year or two:

- #6 Oil and gas wells- monitor status (8 votes)
- #7 PSM Regulations (7 votes)
- #8 Concord Naval Weapons Station- disposal of hazardous wastes from site (7 votes)
- #9 Toxic Release Risk Hazards Update (5 votes)
- #10 Nanotechnology (5 votes)
- #11 Fracking- emerging/potential issue- need education on risks in case of future issue (4 votes)

#12 EJ in CEQA (4 votes)

Decision/Action: Operations Committee will consider the status of new legislation (SB1000) and update Commission

- #13 Infill and CEQA- infill development for housing/minimize commutes (1 vote)
Decision: No action now

NO votes:

- Modernization Plans for Refineries
- Pesticides and Natural Landscaping

12. Meeting evaluation

MEETING EVALUATION

Positives	Things to change
Great food!	Traffic to retreat site was bad- easier location
Everyone participated	Identify for each issue in advance- and summarize at the meeting- whether it is an education item, or an action item
Different presenters were good, more interesting	Could add question above to the survey, and ask Commissioners to indicate how they want the HMC to act on the topic
Facilitator kept it moving	Have small groups at the meeting determine the topics for discussion and voting

Attachment

Item 2

2017 ANNUAL REPORT

Advisory Body Name: Hazardous Materials Commission

Advisory Body Meeting Time/Location: Fourth Thursday of every month, 4-6 pm, 2477 Arnold Industrial Way, Concord

Chair: George Smith, Environmental Engineer Seat

Staff: Michael Kent, Contra Costa Health Services

Reporting Period: January-December, 2017

ACTIVITIES

- Reviewed the findings of BCDC's Adapting to Rising Tides Study
- Received a presentation of the Annual Industrial Safety Ordinance Performance review
- Reviewed the role of Brownfield redevelopment in the Northern Waterfront Economic Development Initiative
- Reviewed the Department of Education's School Citing Criteria
- Received a presentation on Asbestos regulations from the Air District
- Provided input on a Pipeline Emergency Preparedness Brochure for sensitive receptors
- Provided input on the development of a workshop on cybersecurity
- Reviewed recent research concerning chlorine dispersion modeling
- Received a presentation on the health impacts of nanotechnology
- Reviewed the County's Legislative platform
- Monitored the progress of implementation of the County's Pharmaceutical disposal ordinance
- Participated in the review of the Industrial Safety Ordinance
- Received a presentation from the Air Resources Board on new air quality legislation
- Conducted 5 annual meetings with County Supervisors

ACCOMPLISHMENTS

- The Commission continued its work on proper pharmaceutical disposal by monitoring the development of the County's Pharmaceutical ordinance and participating in the Contra Costa Prescription Drug Abuse Prevention Coalition.
- The Commission continued to develop a brochure on emergency planning for congregant facilities near pipelines.
- The Commission provided input to the County's review of the Industrial Safety Ordinance and agreed to take on a role in providing public involvement in the review of the safety culture assessments

- The Commission provided recommendations to the Board of Supervisors concerning implementation of the Adapting to Rising Tides study
- The Commission provided recommendations to the Board of Supervisors concerning brownfield remediation as part of the Northern Waterfront Economic Development Initiative
- The Commission put on a workshop on cybersecurity for businesses
- The Commission recommend changes and additions to the County's Legislative Platform

ATTENDANCE/REPRESENTATION

The 13-member Commission has members from organized labor, environmental groups, industry, cities, environmental engineering firms, and the public at large. The Commission has membership from all regions of the County. All seats on the Commission were occupied this year. The Commission held 9 meetings this year. The Operations committee met 9 times this year and the Planning & Policy committee met 7 times this year. The Commission meetings averaged of 9 of the 13 members or their alternates being present.

TRAINING/CERTIFICATION

No training or certification was provided or conducted.

PROPOSED WORK PLAN/OBJECTIVES FOR THIS YEAR

The Commission held a planning retreat in December, 2016 and decided that their priorities for 2017 - 2019 would be:

- Continue to monitor the implementation of the Pharmaceutical Disposal Ordinance.
- Conduct formal annual reviews of the Industrial Safety Ordinance.
- Consider policies to redevelop brownfields within the Northern Waterfront Economic Development Initiative.
- Complete development of pipeline emergency preparedness brochure.
- Monitor pipeline safety issues.
- Consider the hazardous materials issues in the Adapting to Rising Tides Study and address policy issues as they arise.
- Sponsor a workshop on cybersecurity.
- Monitor rail transport of crude oil safety issues including tank car design.
- Monitor implementation of refinery air quality and safety regulations.

In addition, the Commission has added to their scope or work this year continued monitoring of potential changes to chlorine dispersion modeling factors and review of State school siting guidelines. The Commission will also co-sponsor 3 workshops on pipeline with the Alamo Improvement Association and the Pipeline Safety Trust this year.

2018 ANNUAL REPORT

Advisory Body Name: Hazardous Materials Commission

Advisory Body Meeting Time/Location: Fourth Thursday of every month, 4-6 pm, 2477 Arnold Industrial Way, Concord

Chair: George Smith, Environmental Engineer Seat

Staff: Michael Kent, Contra Costa Health Services

Reporting Period: January-December, 2018

ACTIVITIES

- Researched application of school siting criteria for hazardous materials to charter schools.
- Received a presentation on the clean-up activities at the former Concord Naval Weapons Station.
- Received a presentation about a hazardous materials factsheet being created by Contra Costa Climate Leaders.
- Received a presentation on outreach to businesses about Sea Level Rise from the Hazardous Materials Program.
- Solicited the Chambers of Commerce in the County to determine their interest in promoting a workshop on Cybersecurity to local businesses.
- Received a presentation by No Coal in Richmond about coal and petroleum coke loading operations in Richmond.
- Received a presentation by concerned residents about the cleanup plan for Selby Slag.
- Received a presentation by Levin Richmond Terminal about their Best Management Practices for loading coal and petroleum coke.
- Conducted an in-depth review of Commission by-laws.
- Received a presentation from the Bay Area Air Quality Management District concerning recent amendments to their regulations governing dust control relevant to Levin Richmond Terminal.
- Received a presentation from Ensuring Opportunities to End Poverty about their community engagement efforts for the Regional Adapting to Rising Tides project.
- Conducted annual meetings with each of the five County Supervisors.

ACCOMPLISHMENTS

- The Commission assisted in developing and implementing three public workshops on pipeline safety by the Alamo Improvement Association.
- The Commission provided advice to the Board of Supervisors concerning school siting criteria related to sources hazardous materials.
- The Commission provided advice to the Board of Supervisors concerning the funding of the US Chemical Safety Board.

- The Commission provided extensive feedback on a hazardous materials factsheet being created by Contra Costa Climate Leaders.
- The Commission provided feedback to Ensuring Opportunities to End Poverty about their community engagement efforts for the Regional Adapting to Rising Tides project.
- The Commission developed a critique of the former DuPont Oakley site clean-up plan at the request of Supervisor Burgis.
- The Commission recommended changes and additions to the County's Legislative Platform concerning school siting criteria.

ATTENDANCE/REPRESENTATION

The 13-member Commission has members and alternates from organized labor, environmental groups, industry, cities, environmental engineering firms, and the public at large. The Commission has membership from all regions of the County. Ten seats on the Commission were fully occupied this year. One of the Environmental Seats was vacated during the year, though the alternate was still filled, and one of the business seats and its alternate was vacated during the year. The alternate for one of the Labor seats was vacant the whole year. The Commission held 8 full commission meetings this year. The Operations committee met 9 times this year and the Planning & Policy committee met 4 times this year. On average, nine of the thirteen Commission seats were represented at the full Commission meetings.

TRAINING/CERTIFICATION

No training or certification was provided or conducted.

PROPOSED WORK PLAN/OBJECTIVES FOR THIS YEAR

The Commission held a planning retreat in December, 2016 and decided that their priorities for 2017 - 2019 would be:

- Continue to monitor the implementation of the Pharmaceutical Disposal Ordinance.
- Conduct formal annual reviews of the Industrial Safety Ordinance.
- Consider policies to redevelop brownfields within the Northern Waterfront Economic Development Initiative.
- Complete development of pipeline emergency preparedness brochure.
- Monitor pipeline safety issues.
- Consider the hazardous materials issues in the Adapting to Rising Tides Study and address policy issues as they arise.
- Sponsor a workshop on cybersecurity.
- Monitor rail transport of crude oil safety issues including tank car design.
- Monitor implementation of refinery air quality and safety regulations.

In addition, the Commission added to their scope of work this year the review of State school siting guidelines, the Selby Slag clean-up plan, the former DuPont site clean-up plan, the control of dust at the Levin Richmond Terminals, and the review of the hazardous materials fact sheet by Contra Costa Climate Leaders. In 2019, additional new topics may be added to the work plan as requested.

2019 ANNUAL REPORT

Advisory Body Name: Hazardous Materials Commission

Advisory Body Meeting Time/Location: Fourth Thursday of every month, 4-6 pm, 2477 Arnold Industrial Way, Concord

Chair: George Smith, Environmental Engineer Seat

Staff: Michael Kent, Contra Costa Health Services

Reporting Period: January-December, 2019

ACTIVITIES

- Conducted annual meetings with each of the five County Supervisors.
- Received presentations on the proposed control of coal loading in Richmond.
- Received regular updates on the status of the AB 617 process in West County.
- Received an update on the status of the Pharmaceutical Disposal ordinance.
- Received a presentation on PFASs in the environment.
- Received three presentations on DTSC development of SB 673 TSD permit requirements.
- Received a presentation on SB 1000 Environmental Justice requirements for General Plans.
- Received an update on the status of the Community Warning System from the Office of Emergency Services.
- Reviewed the draft annual report on the ISO.
- Received a presentation on a Carbon Tax proposal.
- Received a presentation concerning a proposed deep-water dredging project.
- Advertised for and reviewed applications for open Commission seats.
- Planned a workshop on Cybersecurity with Contra Costa CAER and the Department of Homeland Security.
- Received presentations on WSPA lawsuits about State accident prevention laws.
- Received a presentation on the repurposing of the State underground storage tank cleanup fund.
- Received a presentation from Phillips 66 refinery on their Marine Terminal proposal.

ACCOMPLISHMENTS

- Created an ad-hoc Student seat for the Commission.
- Made recommendations to the Board of Supervisors concerning pipeline safety.
- Provided input to the Hazardous Materials Program on the annual ISO report.
- Made recommendations to the Board of Supervisors concerning appointments to 2 Environmental seats and a General Public Seat.
- Held a workshop on Cybersecurity with Contra Costa CAER and the Department of Homeland Security.

ATTENDANCE/REPRESENTATION

The 13-member Commission has members and alternates from organized labor, environmental groups, industry, cities, environmental engineering firms, the League of Women Voters and the public at large. The Commission had membership from all regions of the County in 2019. All thirteen seats on the Commission were occupied this year. One of the Environmental Seats and one of the Environmental Seat alternates were vacated and replaced this year. One of the Business Seats and one of the Business alternate seats were vacated this year and replaced this year. The alternate for one of the Labor seats was vacant the whole year. The Commission held ten full commission meetings this year. The Operations committee met nine times this year and the Planning & Policy committee met seven times this year. On average, ten of the thirteen Commission seats were represented at the full Commission meetings.

TRAINING/CERTIFICATION

No training or certification was provided or conducted.

PROPOSED WORK PLAN/OBJECTIVES FOR THIS YEAR

In 2020 the Commission will continue to investigate some of the issues they began investigating in 2019 and will address emerging issues that are brought to them by the Board of Supervisors, the public and members of the Commission. In addition, the Commission will continue to monitor several issues that they monitored in 2019.

The issues the Commission intends to continue investigating in 2020 are the WSPA lawsuits concerning state accident prevention laws, the relationship of deep water dredging and other activities at Phillips 66 to their long-term crude oil slate, the implementation of state regulations concerning TSD permits for large industrial facilities, principle statements for the County's legislative platform, and Environmental Justice requirements in the development of the County's General Plan update.

The issue the Commission intends to continue to monitor in 2020 are the implementation of the County's Pharmaceutical Ordinance, the Northern Waterfront Economic Development Initiative, implementation of the recommendations of the Adapting to Rising Tides study, the AB 617 process in Richmond, the adoption of a local coal ordinance in Richmond, and implementation of the Industrial Safety Ordinance and the Community Warning System.

Additional activities the Commission will conduct in 2020 are annual meetings with each of the County Supervisors, placement of an ad-hoc student seat on the Commission, and recruitment of a candidate for the new Environmental Justice seat on the Commission, if it is approved by the Board of Supervisors.

Attachment

Item 3

Contra Costa Health Services

HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

I. PURPOSE:

The purpose of this Policy is to promote prompt and accurate reporting to Contra Costa Health Services ("CCHS") of releases or threatened releases of hazardous materials that may result in injury or damage to the community and/or the environment.

The primary reason for prompt and accurate notification to CCHS is to enable CCHS to take measures to mitigate the impacts of a hazardous materials release, such as:

1. Dispatching emergency response teams quickly and with the appropriate equipment and personnel
2. Assessing the extent of the release or the potential extent of the release and whether neighboring communities are at risk of exposure
3. Determining whether the Community Warning System should be activated (if not already activated)¹
4. Responding to inquiries from the public and the media

II. BACKGROUND:

A. Origin of Policy

The Contra Costa County Board of Supervisors approved the original Hazardous Materials Incident Notification Policy on November 5, 1991. The policy was established in response to incidents, both in Contra Costa County and elsewhere, which demonstrated that preliminary assessments of hazardous materials releases often underestimate the extent and potential danger of such releases.

B. Policy Supplements Regulations

CCHS administers Article 1 of Chapter 6.95 of the California Health and Safety Code, often referred to as the "AB 2185" or "Business Plan" program, which requires immediate notification in the event of a hazardous materials release.² The fines that can be assessed for not

¹ Facilities capable of initiating the Community Warning System shall follow the Community Warning System Operating Protocols established for it in addition to this policy.

² Health and Safety Code Division 20, Chapter 6.95, Section 25510(a) Except as provided in subdivision (b), the handler or an employee, authorized representative, agent, or designee of a handler, shall, upon discovery, immediately report any release or threatened release of a hazardous material to the unified program agency, and to the office, in accordance with the regulations adopted pursuant to this section. The handler or an employee, authorized representative, agent, or designee of the handler shall provide all state, city, or county fire or public health or safety personnel and emergency response personnel with access to the handler's facilities.

reporting can be up to \$25,000 per day and up to one year in jail for the first conviction.³ Notification to CCHS does not absolve the facility of requisite notifications to other regulatory agencies.

CCHS also administers Article 2 of Chapter 6.95 of the California Health and Safety Code, referred to as the California Accidental Release Prevention (CalARP) Program. This policy assists facilities to meet their obligations under these and other laws.

This Notification Policy assists CCHS in meeting the requirements established in Assembly Bill (AB) 1646 (approved by the California Governor on October 8, 2017). AB 1646 requires CCHS to develop and implement an alerting and notification system to alert surrounding communities of an incident at a petroleum refinery.⁴

C. Community Warning System

The CalARP Program requires facilities to determine the potential off-site consequences from accidental releases of a CalARP Program regulated substance. This information has been used in developing emergency response plans for such potential releases and was used to help design the Community Warning System (CWS).

The CWS is a computer-integrated alerting and notification system that incorporates safety sirens, emergency responder pagers, ~~Emergency Digital Information System (EDIS)~~, the Emergency Alerting System (EAS), ~~Wireless Emergency Alert (WEA)~~, and a telephone emergency notification system (TENS). ~~EDIS, and EAS are different ways~~ provides a means of getting messages to emergency responders, including law enforcement, the media, and the National Weather Service (which transmits information to NOAA Weather Radios). The TENS calls landlines (both households and businesses) and transmits short messages about the incident and recommended protective actions. In addition to these tools, the CWS delivers text messages, make phone calls, send e-mail alerts to individuals that register their phones. WEA is a federal developed system that works with the cellular telephone companies in alerting all cell phones in a designated area. The CWS alert messages are broadcasted over social media (e.g., Facebook and Twitter). Information about an incident can be found during an incident at cococws.us, including the area that is being requested to shelter-in-place.

³ §25515.3 Any person or business that violates Section 25510 shall, upon conviction, be punished by a fine of not more than twenty-five thousand dollars (\$25,000) for each day of violation, or by imprisonment in the county jail for not more than one year, or by both the fine and imprisonment. If the conviction is for a violation committed after a first conviction under this section, the person shall be punished by a fine of not less than two thousand dollars (\$2,000) or more than fifty thousand dollars (\$50,000) per day of violation, or by imprisonment in the state prison for 16, 20, or 24 months or in the county jail for not more than one year, or by both the fine and imprisonment. Furthermore, if the violation results in, or significantly contributes to, an emergency, including a fire, to which the county or city is required to respond, the person shall also be assessed the full cost of the county or city emergency response, as well as the cost of cleaning up and disposing of the hazardous materials.

The CWS was developed through the efforts of the Contra Costa County Community Awareness and Emergency Response (“CAER”) Group working cooperatively with CCHS, representatives from local industry, the community, and other regulatory agencies to provide local residents with timely notification of emergencies, including hazardous materials releases.

The success of the CWS is dependent upon industry’s prompt notification to CCHS. CCHS would like the public to be assured that the CWS will be activated in a timely manner to implement preventive measures, such as sheltering-in-place. The CWS may also be activated to allay community concerns when a visible incident occurs, such as an explosion that does not pose a health hazard. (In order to expedite notification, some facilities have CWS terminals on-site and may activate the CWS directly using pre-defined protocols and procedures.)

D. Benefits of Prompt Notification and Cooperation

CCHS is aware that information provided during the initial notification may be preliminary and that facilities may not be able to provide completely accurate information. CCHS also does not intend for the need to provide notification to CCHS to impede other emergency response activities related to the release. However, CCHS’s ability to make quick and informed decisions to mitigate the impacts of a release is dependent upon receiving prompt notification and accurate information about the release.

Since its adoption in 1991, this policy has improved cooperation and communication between industry, CCHS, and the public during hazardous materials emergency events. CCHS remains committed to ongoing improvement of this policy as industry, CCHS, and the public gain additional experience.

III. POLICY:

A. When Immediate Notification Required. Responsible businesses⁵ are required to provide immediate notification to CCHS of a release or threatened release in the following situations.

- 1. General.** Immediate notification is required upon discovery of any release or threatened release of a hazardous material that may have or did have the potential for an adverse health effect from exposure to the chemicals release. This can be on-site, or during transport, handling, storage, or loading of such material, via vehicle, rail, pipeline, marine vessel, or aircraft.
- 2. Specific Situations.** Immediate notification is required in the following situations:

⁵The term “responsible business” or “business” includes facilities and other entities that have custody of the hazardous material at the time that it is accidentally released, or the facility where the release occurs. For example, a transportation company is the responsible business if the material is released in transit. If there is a release from a transport vehicle when the vehicle is at a fixed facility, the fixed facility is primarily responsible for notifying CCHS under this policy.

- a. The release or threatened release of a hazardous material that results in a substantial probability of harm to nearby workers or the general public. This includes all hazardous materials incidents in which medical attention beyond first aid is sought. (Do not delay reporting if the level of treatment is uncertain.)
- b. The release or threatened release of hazardous materials that may affect the surrounding population including odor, eye or respiratory irritation.
- c. The event may cause general public concern, such as in cases of fire, explosion, smoke, or ~~excessive~~-flaring. This does not include a non-process fire, such as a grass fire, as long as the non-process fire will not impact a process.
- d. The release or threatened release may contaminate surface water, groundwater or soil, either on-site (unless the spill is entirely contained and the clean-up is initiated immediately and completed expeditiously) or off-site.
- e. The release or threatened release may cause off-site environmental damage.
- ~~f. The facility's Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release in the likelihood of an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.~~

B. Who to Notify. Immediately notify the CCHS Incident Response Team (on-call 24 hours a day) by any of the following methods (listed in order of priority based on system availability)

1. Through a CWS communication terminal (this is the preferred method if your facility has a CWS terminal); or
2. Directly via emergency response pagers (If provided by CCHS To receive the pager number, please contact the CCHS Incident Response Team in advance at (925) 335-3200 during normal business hours.); or
3. Any time by phone at (925) 335-3232

C. Confirmation of Notification. The facility is responsible for ensuring that CCHS has received the notification. If confirmation cannot be achieved within ten (10) minutes of notification, an alternative method of notification identified above in Subsection B should be used in order of ascending priority.

CD. Required Information. Provide the information required by the Facility Incident Checklist (Attachment A). *Do not delay* the notification due to inability to provide any of the information called for in the Facility Incident Checklist.

DE. Other Notifications May Be Required. Notification under this policy does not relieve the responsible business from having to comply with any legal requirement to notify other

local, state or federal agencies.

EF. When Notification Is Not Required. This policy does not require reporting of a release of a hazardous material that *clearly* does not meet any of the criteria described in Subsection A, above. Examples of such situations are:

1. Ambulance calls *not* associated with hazardous materials incidents (e.g., falling off of a ladder).
2. Incidental release (as defined by Title 8 of the California Code of Regulations, Section 5192(a)(3)).
3. Small spills where the spill is contained, and where it is clear that none of the situations described in Subsection A apply. Spill containment means:
 - a. The spilled material is caught in a fixed berm or dike or other impermeable surface, or is contained by using effective spill control measures (NOTE: Petroleum refineries (only) the petroleum spill is less than 150 gallons.);
 - b. All of the spilled material is prevented from contaminating surface or groundwater; and
 - c. The spill does not pose a substantial probability of adverse health **effects consequences** to the ~~general~~-public
4. Non-process fires or incidents, such as a grass fire, where a process is not expected to be impacted.

FG. Follow-up Reporting of a Hazardous Materials Release.

1. For all Public Health Advisory – Level 2 and Public Protective Actions Required – Level 3~~Level 2 and Level 3~~ incidents (as defined in Attachment A-1), or upon request of CCHS, a written follow-up report of the incident shall be submitted within 72-hours. (If the due date falls on a weekend or holiday, the Director of Hazardous Materials Programs may allow the report to be submitted on the next business day.) The report shall confirm, modify and/or update the information provided in the initial notification (Facility Incident Checklist). The report shall be submitted on the 72-Hour Follow-Up Report Form (Attachment B). A hard copy and electronic copy of the report should be submitted.
2. A written final report of the incident shall be made to CCHS as soon as practicable, but no later than 30 calendar days from the date of the release, for all Public Health Advisory – Level 2 and Public Protective Actions Required – Level 3~~Level 2 and Level 3~~ incidents and for any incident for which CCHS requests such a report. If the investigation has not been completed within 30 calendar days, an interim report shall be submitted and a final report submitted when the investigation is completed. The facility shall give written monthly status reports of the incident investigation, which is submitted the last business day of the month following the 30-day report, until the incident investigation is complete and the final report has been issued to CCHS. Refer to Attachment C for

the 30-Day Final Incident Report format. A hard and an electronic copy of the 30-day and subsequent reports should be submitted.

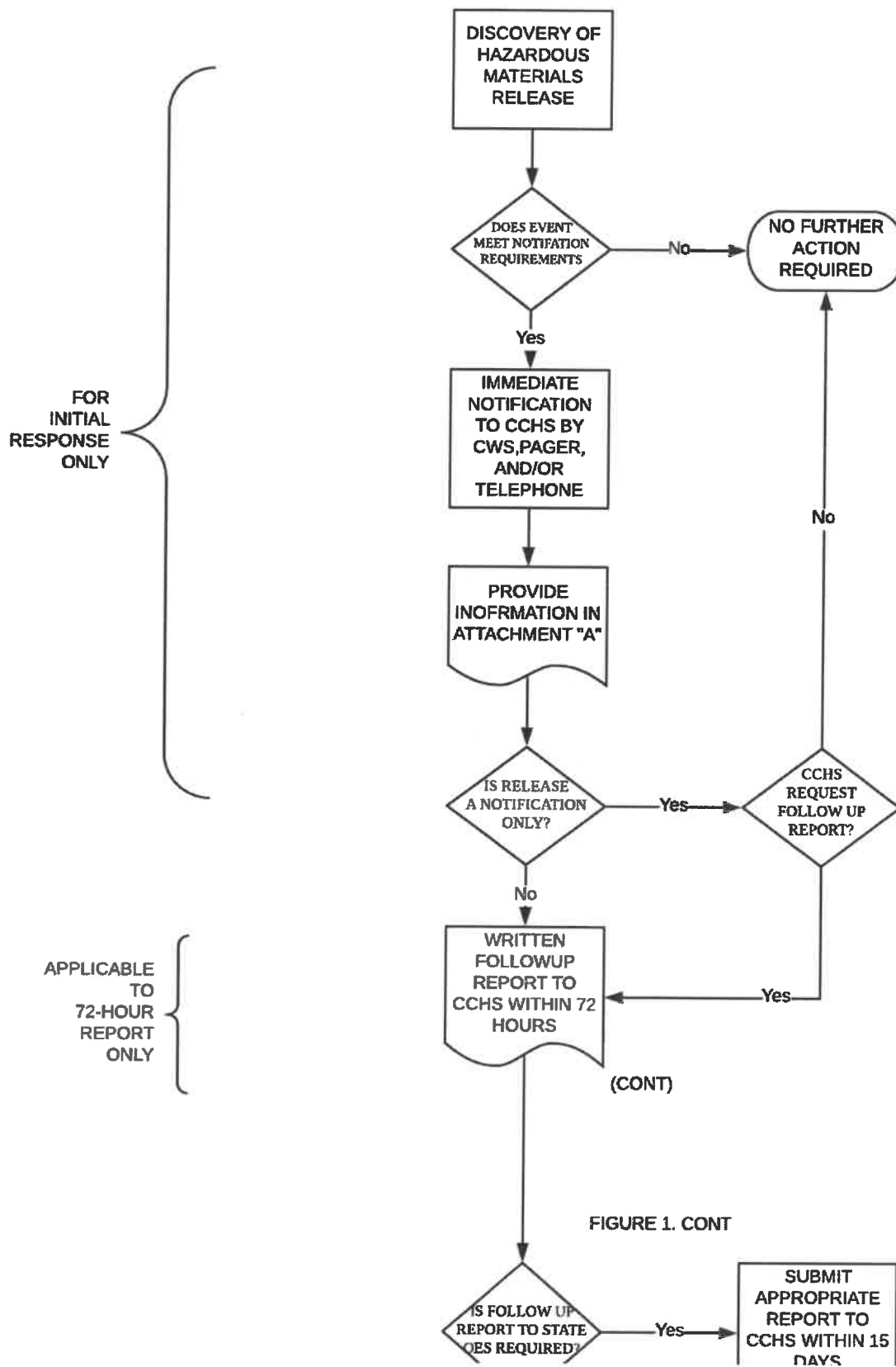
3. All "Major Chemical Accidents or Releases" (defined at County Ordinance Code section 450-8.014(h)) should be investigated using root cause investigation methodology. CCHS will either participate in or closely monitor the investigation. (County Ordinance Code, §450.8.016(c)(1).)
4. If the release requires a written emergency release follow-up report to be submitted to the Chemical Emergency Planning and Response Commission pursuant to section ~~2705~~2632(b) of Title 19 of the California Code of Regulations, a copy of such report shall be sent to CCHS within ~~1530~~ calendar days.
5. A facility may elect to include with the 30-Day Incident Report Form (Attachment C) a brief narrative of how this incident relates to any of the prevention programs required by CalARP Program regulations and described in the CCHS CalARP Program guidance document.
6. Reports should be sent to the following address:

Contra Costa Hazardous Materials Programs
ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

IV. REFERENCES: California Health and Safety Code Chapter 6.95 (§25500 et seq.); Title 19 Cal. Code Regs §~~2703-2631~~ et seq.; County Ordinance Code Chapter 450.8. (Californian Public Utilities Commission Decision 91-08-019/R.88-07-039 requires similar notification for rail accidents.)

Bd approved 11/5/91
Revised Bd Approved 1/93
Revised Bd Approved 6/19/01
Revised Bd Approval 12/14/04
Revised Bd Approved

Figure 1. CCHS Hazardous Materials Incident Notification Policy Flowchart



TO
72-HOUR
REPORT
ONLY

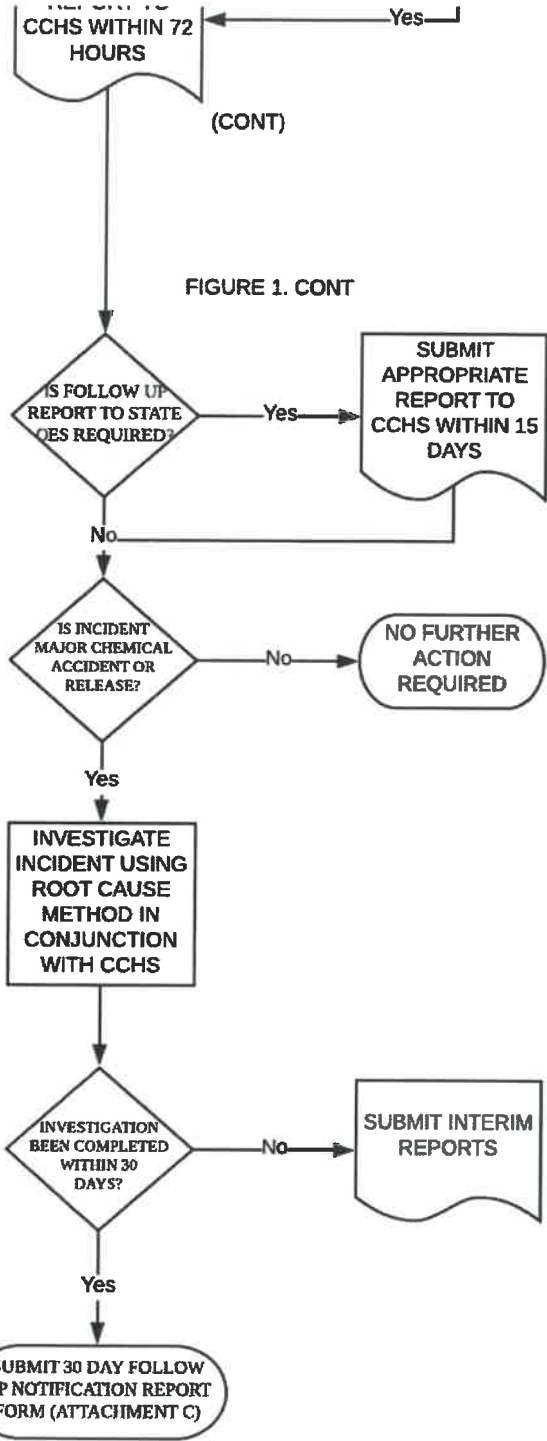


FIGURE 1. CONT

APPLICABLE
TO
30
DAY
REPORT

**ATTACHMENT A
FACILITY INCIDENT CHECKLIST (Questions asked by the HazMat Response Team)**

Date: _____ Time: _____ Initial: _____

- A. Send a Community Warning System alert at the appropriate level (see attachment A-1).
If the CWS is not available or you do not have access, cCall/pPage CCC Hazardous Materials Programs Division:
[Phone: (925) 335-3232, Pager: _____]

INFORMATION NEEDED IMMEDIATELY (IF KNOWN)

- B. State your name and identify your facility and its address.
- C. State your phone number or a number with immediate access to an individual who can answer further questions from CCHS. (No voice mail phone numbers.)
- D. State the Community Warning System (CWS) Plant Reporting Classification Level (~~0~~, 1, 2 or 3): (See Attachment A-1).
- E. Has the material gone off-site? Yes/ No/ Unknown. _____ If yes, what area is being impacted? What is the direction of flow? _____ Is there any impact to storm drains or surface waters?
- F. Have TENS Zones been activated? Yes/No? If yes, which TENS Zones have been activated? If no, which TENS Zones should be activated, if any?
- G. State, if known, the chemical or material released and describe the physical state (solid, liquid, gas and/or vapor). Has this been verified? Yes/No/ Unknown _____
- H. Have you received any public complaints? Yes/ No/ Unknown. _____
- I. State wind direction out of (from) the _____ to the _____ and degrees if known.
[e.g., "Wind is blowing from the Northwest (300°) to the Southeast (120°)].
- J. State wind speed. _____ (If wind speed is unknown, inform CCHS whether the wind is blowing significantly or not.)

INFORMATION NEEDED AS SOON AS PRACTICABLE

- K. Are there any injuries on-site or off-site? Yes/No/Unknown _____
- L. State the on-site contact person and gate number or address to which the CCHS Incident Response (IR) Team should respond. _____
- M. Are any sensitive receptors or subdivisions nearby? (e.g., School/ Day Care facilities/Hospitals/ Nursing Homes) _____
- N. Has the facility's "Emergency Operations Center" or emergency response staff been activated? Yes/ No/ Unknown _____
- O. State estimated quantity of chemical released (over-estimate rather than under-estimate release) _____

| P. Have other agencies been notified? Yes/ No. _____ If yes, state list.

Q. Is there potential for involvement of other hazardous materials due to the proximity to the incident?

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ATTACHMENT A-1: NOTIFICATION GUIDELINES AND RESPONSE MATRIX

	<u>On-Site Only</u>	<u>On/Off-Site</u>	<u>On/Off-Site</u>	<u>On/Off-Site</u>
	<u>Level 0</u>	<u>Notification Only - Level 1</u>	<u>Public Health Advisory - Level 2</u>	<u>Public Protective Actions Required - Level 3</u>
Scope	<p>Hazardous Materials releases, or potential releases, that are limited to</p> <ul style="list-style-type: none"> - On-Site, and - no Off-Site consequences. 	<p>Hazardous Materials releases, or potential releases, that are <u>not expected to have off-site health consequences. limited to</u></p> <ul style="list-style-type: none"> - On-Site, and - Possible Off-Site consequences. 	<p>Hazardous Materials releases, or potential releases, that</p> <ul style="list-style-type: none"> - has been or expected to go Off-Site, and - may have adverse health consequences for those with <u>pre-existing medical conditions and/or chemical sensitivities.</u> 	<p>Hazardous Materials releases, or potential releases, that</p> <ul style="list-style-type: none"> - has been or expected to go Off-Site, and - may have adverse health consequences for the <u>general public.</u>
Guidelines	<ul style="list-style-type: none"> - A release not expected to pose an immediate threat to the health and safety of people in the affected area onsite (release is more than an instantaneous release or a puff) - A potential release due to process unit startups and shut downs; - Three or more unconfirmed offsite odor complaints within an hour. 	<ul style="list-style-type: none"> - <u>Flaring of any duration</u> - <u>A spill or release not expected to pose an immediate threat to the health and safety of people in the affected area on site</u> - <u>Spill or release that may meet an RQ requirement that does not meet requirements of L2 or L3,</u> - <u>Fire/smoke/plume visible from offsite (does not include fire training exercises)</u> 	<ul style="list-style-type: none"> - Fire/explosion/pressure wave/smoke/plume that may cause off-site adverse health consequences for those with <u>pre-existing medical conditions and/or chemical sensitivities</u> <p>(NOTE: The verbiage should be consistent with the CWS message for Health Advisory.)</p>	<ul style="list-style-type: none"> - Fire/explosion/smoke/plume that may cause off-site adverse health consequences for the <u>general public,</u> * Hazardous material or fire incident where the Incident Commander or Unified Command through consultation with Contra Costa Health Services HAZMAT Incident Response Team requires the sirens to be sounded

- A fire beyond the incipient stage

- Three or more offsite odor complaints within an hour, odors confirmed as originating onsite

~~- Flaring that could raise concerns from the community;~~
- Any exposure to a hazardous material that requires medical attention that does not meet any of the criteria above.

- Any notification made to the California Office of Emergency Services or National Response Center

- Planned maintenance affected units or multiple units that may result in flaring. This notification can be in effect for up to seventy-two (72) hours. Additional notification is required if the time frame will exceed seventy-two (72) hours. Notifications should be made during normal working hours (Monday thru Friday, 8 AM to 5 PM).

- Training exercises that may result in fire/smoke visible

offsite. Notifications should
be made during normal
working hours (Monday thru
Friday, 8 AM to 5 PM).

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Response to be Expected from CCHS

- No further action expected from CCHS unless any of the following apply:
- Incomplete information provided in the CWS notification.
- CCHS may contact the facility when questions arise beyond the information provided in the CWS notification.
- CCHS receives information that may not be consistent with the information provided in the CWS notification.

- CCHS will be issuing a Public Health Advisory for those individuals with pre-existing medical conditions and/or chemical sensitivities.
- CCHS will contact the facility via phone. CCHS will expect to speak with a facility representative that is knowledgeable about the incident.
- CCHS will dispatch response personnel to the facility to perform air monitoring.
- CCHS will send an agency representative to the facility (e.g., Emergency Operation Center).
- Work within the established Incident Command System to ensure adequate mitigation measures are addressed.
- CCHS will initiate and/or participate in an After Action Review with facility representatives regarding the response to the incident.

- CCHS will be issuing protective action instructions to the public for the affected areas.
- CCHS will contact the facility via phone. CCHS will expect to speak with a facility representative that is knowledgeable about the incident.
- CCHS will dispatch response personnel to the facility to perform air monitoring.
- CCHS will send an agency representative to the facility (e.g., Emergency Operation Center).
- Work within the established Incident Command System to ensure adequate mitigation measures are addressed.
- CCHS will initiate and/or participate in an After Action Review with facility representatives regarding the response to the incident.

NOTE: When in doubt of Level of Activation, always default to the higher level of activation.

**ATTACHMENT B
72 HOUR FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES**

For CCHS Use Only:

Received By: _____
Date Received: _____
Incident Number: _____
Copied To: _____
Event Classification Level: _____

INSTRUCTIONS: A hardcopy and an electronic copy of this report is to be submitted for all Public Health Advisory – Level 2 and Public Protective Actions Required – Level 3~~Level 2 and 3~~ incidents or when requested by CCHS. See Attachment B-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer
Contra Costa Hazardous Materials Programs
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

INCIDENT DATE: _____
INCIDENT TIME: _____
FACILITY: _____

PERSON TO CONTACT FOR ADDITIONAL INFORMATION

_____ Phone number _____

- I. **SUMMARY OF EVENT:**
- II. **AGENCIES NOTIFIED, INCLUDING TIME OF NOTIFICATION:**
- III. **AGENCIES RESPONDING, INCLUDING CONTACT NAMES AND PHONE NUMBERS:**
- IV. **EMERGENCY RESPONSE ACTIONS:**
- V. **IDENTITY OF MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES:**

72-HOUR REPORT, PAGE 2

INCIDENT DATE: _____

FACILITY: _____

- VI. **METEOROLOGICAL CONDITIONS AT TIME OF EVENT** including wind speed, direction, and temperature:
- VII. **DESCRIPTION OF INJURIES:**
- VIII. **COMMUNITY IMPACT** including number of off-site complaints, air sampling data during event, etc.:
- IX. **INCIDENT INVESTIGATION RESULTS**
- Is the investigation of the incident complete at this time? _____ Yes _____ No
If the answer is no, submit a 30 day final or interim report.
- If the answer is yes, complete the following:
- X. **SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:**
- XI. **SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:**

ATTACHMENT B-1 72-Hour Report Guidelines

The following list suggests items that may be included in the 72-Hour Report to CCHS following an accidental release of a hazardous material. Not all of the items below may be applicable or available at the time of submission.

- I. Summary of the Event
 - Background Information/ Events Preceding the Incident
 - Incident Summary, including timing of key events
 - Shift Logs, real-time computer/instrument logs, fenceline monitor data, etc.
- II. Emergency Notifications (include names, phone numbers and times)
 - CCHS
 - Time/ Level of CWS Activation
 - Other Agencies
 - Copy of State OES Emergency Release Follow-Up Notice Reporting Form
- III. Agencies Responding
 - Agency
 - Person or people responding
 - Contact person with telephone number
- IV. Emergency Response Actions
 - Mutual Aid Activated?
 - Fire Department Response?
- V. Material Involved
 - Estimated Quantities
 - CalARP Regulated Substances?
 - ~~Material~~ Safety Data Sheets
- VI. Meteorological Data (wind speed, direction, temperature, rain/sun, etc.)
- VII. Injuries (including number, type and severity)
- VIII. Community Impact
 - Community Complaints
 - Off-Site Consequence Impact Analysis (i.e., injury, property damage, etc.)
 - Sampling Data, including fenceline monitors, if applicable
 - Community Monitoring Results
- IX. Incident Investigation
 - Procedure Summary
 - Will Root Cause Analysis Be Performed?
 - Investigation Team/ Contact Person(s)
 - Findings/Conclusions
 - Root Causes
 - "Safety System" Flaws
 - Corrective Action/ Preventative Measures
 - Description
 - Implementation Dates

ATTACHMENT C
30-DAY FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES

For CCHS Use Only:

Received By: _____
Date Received: _____
Incident Number: _____
Copied To: _____
Event Classification Level: _____

INSTRUCTIONS: A hardcopy and an electronic copy of this report is to be submitted for all Public Health Advisory – Level 2 and Public Protective Actions Required – Level 3~~Level 2 and 3~~ incidents or when requested by CCHS. See Attachment C-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. This form is to be used for update reports after the initial 30-day report has been submitted. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer
Contra Costa Hazardous Materials Programs
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

INCIDENT DATE: _____
INCIDENT TIME: _____
FACILITY: _____

PERSON TO CONTACT FOR ADDITIONAL INFORMATION

Phone number _____

PROVIDE ANY ADDITIONAL INFORMATION THAT WAS NOT INCLUDED IN THE 72-HOUR REPORT WHEN THE 72-HOUR REPORT WAS SUBMITTED, INCLUDING MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES, COMMUNITY IMPACT, INJURIES, ETC.:

I. INCIDENT INVESTIGATION RESULTS

Is the investigation of the incident complete at this time? _____ Yes _____ No
If the answer is no, when do you expect completion of the Investigation?

If the answer is yes, complete the following:

SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:

SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:

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30-DAY REPORT, PAGE 2

INCIDENT DATE: _____

FACILITY: _____

STATE AND DESCRIBE THE ROOT-CAUSE(S) OF THE INCIDENT:

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ATTACHMENT C-1
30-Day Report Guidelines

The following outline suggests items in addition to those listed on the 72-Hour report guidelines (Attachments B and B-1) that may be included in the 30-Day Final Report to CCHS following the accidental release of a hazardous material.

(Some of the items listed below may not be applicable or available at the time of submission.)

I. ADDITIONAL INFORMATION

- Detailed Event Timeline
- Correspondence (if determined to be relevant)
- Relevant History of Incidents with Similar Equipment or Procedures

II. INCIDENT INVESTIGATION

- Findings/Conclusions, including causal factors, contributing factors, and root causes or their equivalent
- Preliminary Corrective Action/ Preventative Measures
 - Immediate
 - Long-Term
 - Implementation Dates

HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

GLOSSARY AND ACRONYMS

- **CalARP** – California Accidental Release Prevention Program
- **CAER** – Community Awareness and Emergency Response
- **CCHS** – Contra Costa Health Services
- **CLERS** – California Law Enforcement Radio System
- **CWS** – Community Warning System
- **EAS** – Emergency Alerting System
- ~~**EDIS** – Emergency Digital Information System~~
- **Environmental damage:** detrimental impact on surroundings beyond facility operations.
- **Incidental Release:** A release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame.
- **NOAA** - National Oceanic and Atmospheric Administration
- **Responsible Business:** The business that has the custody of the hazardous material when there is an accidental release or the business where the accidental release occurs. Examples are 1) transportation companies when they are off-site from a business is then the responsible business when there is a release from their transport vehicle, 2) if there is a release from a transport vehicle at a fixed facility, then the fixed facility is the responsible business.
- **Root cause investigation:** a method for investigating and categorizing the root causes of hazardous materials incidents with safety, health, AND environmental impacts. Root causes are the most basic causes that can reasonably be identified, that management has control to fix, and for which effective recommendations for preventing recurrence can be generated.
- ~~**Safety supervisor:** facility employee(s) responsible for coordinating and/or implementing emergency response activities. Note: This position may be incident specific.~~
- **Telephone Emergency Notification System (TENS):** The automated telephone calling system that notifies the community downwind during an incident.

Attachment

Item 4

NOTIFICATION POLICY REVISIONS

December 2019

CAER Notification Committee Meeting

THE PROCESS

- **CCHS Revision Committee**
 - Participation on this committee involved Managers, Engineers, and Hazardous Materials Specialists (Incident Response Team)
 - Draft Policy Prepared
- **CAER Notification Committee Comments**
 - Presentation to our industry partners for comments, questions and concerns
 - Revisions to Draft Policy
- **Final Draft Approved by Board of Supervisors**
 - CCHS will work with OES to make CWS system changes and present to the Board of Supervisors for approval.

REVISIONS

- **Removed Level 0 (Only Levels 1, 2 and 3)**
- **Removed notification for major unit start ups and shut downs (that do not involve flaring activities)**
- **Added descriptive language for each Level**

Notification Only – Level 1

Public Health Advisory – Level 2

Public Protective Actions Required – Level 3

- **Flaring requires notification at Notification Only – Level 1**
- **Added Response to Be Expected from CCHS to Attachment A-1**
 - CCHS may not call the facilities for Notification Only – Level 1 Events
 - CWS system will include input fields for questions in Attachment A (Facility Incident Checklist)

CURRENT VS. PROPOSED

CURRENT POLICY

	2019 CWS Notifications
Level 0	81
Level 1	54
Level 2	0
Level 3	0
TOTAL NOTIFICATIONS	135

PROPOSED POLICY

	2019 CWS Notifications (Adjusted)
Notification Only – Level 1	97
Public Health Advisory – Level 2	0
Public Protective Actions – Level 3	0
TOTAL NOTIFICATIONS	97

28.1% DECREASE IN NOTIFICATIONS PROVIDED TO CCHS

NEXT STEPS

- **Presentation to CAER Notification Committee**
- **Question/Answer Session at January 2020 CAER Notification Meeting. Receive formal comments from facilities by the end of January 2020.**
- **Review Final Draft of the Policy at February 2020 CAER Notification Meeting**
- **Adoption by Contra Costa County Board of Supervisors**
- **Education/Awareness Campaign**

QUESTIONS/COMMENTS?

Matt Kaufmann, Assistant Director of Hazardous Materials

Email: Matt.Kaufmann@cchealth.org

Phone: (925) 335-3235