

# **Contra Costa Health Services Hazardous Materials Programs**

## **HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY**

### **I. PURPOSE:**

The purpose of this Policy is to promote prompt and accurate reporting to Contra Costa Health Services Hazardous Materials Programs (“CCHSHMP”) 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 CCHSHMP is to enable CCHSHMP to take measures to mitigate the impacts of a hazardous materials release, such as:

1. Dispatching of CCHSHMP 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)<sup>1</sup>
4. Responding to inquiries from the public and the media

As outlined in Section III, facilities are required to call 911 immediately upon the discovery of a hazardous materials release. Notification to CCHSHMP 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.

### **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**

CCHSHMP 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

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

notification in the event of a hazardous materials release.<sup>2</sup> For purposes of this policy, the definition of a hazardous material is that of California Health and Safety Code Section 25501(n). The fines that can be assessed for not reporting can be up to \$25,000 per day and up to one year in jail for the first conviction.<sup>3</sup> Notification to CCHSHMP does not absolve the facility of requisite notifications to other regulatory agencies.

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

### **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 fully integrated web based alert and notification system that incorporates outdoor safety sirens, emergency responder pagers, the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), NOAA weather radios via the National Weather Service (NWS), phone calls to landline telephones, phone calls, text messages and emails to registered users, posts to social media and public website. Direct communication is made to emergency responders,

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<sup>2</sup> 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, or an actual release of a hazardous substance, as defined in Section 374.8 of the Penal Code, to the UPA, and to the Office of Emergency Services, 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.

<sup>3</sup> §25515.3 A 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, by imprisonment in a 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, by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16, 20, or 24 months or in a 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.

<sup>4</sup> H&SC §25536.6(a) Each local implementing agency shall develop an integrated alerting and notification system, in coordination with local emergency management agencies, unified program agencies, local first response agencies, petroleum refineries, and the public, to be used to notify the community surrounding a petroleum refinery in the event of an incident at the refinery warranting the use of the automatic notification system.

including law enforcement. EAS, WEA and NOAA weather radios provide a means of getting messages out to a broad range of residents. WEA is a federally maintained tool that can broadcast short text-like alerts to WEA capable cell phones. The CWS sends messages about the incident and recommended protective actions. In addition to sent alerts, information about an incident can be found during an incident at [www.cococws.us](http://www.cococws.us), including the area where protective actions have been issued.

The CWS was developed through the efforts of the Contra Costa County Community Awareness and Emergency Response (“CAER”) Group working cooperatively with CCHSHMP, 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 CCHSHMP. CCHSHMP 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**

CCHSHMP is aware that information provided during the initial notification may be preliminary and that facilities may not be able to provide completely accurate information. CCHSHMP also does not intend for the need to provide notification to CCHSHMP to impede other emergency response activities related to the release (e.g., calling 911 to report a hazardous materials release). However, CCHSHMP’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, CCHSHMP, and the public during hazardous materials emergency events. CCHSHMP remains committed to ongoing improvement of this policy as industry, CCHSHMP, and the public gain additional experience.

### **III. POLICY:**

**A. When Immediate Notification Required.** Responsible businesses<sup>5</sup> are required to provide immediate notification to the 911 system and CCHSHMP of a release or threatened release in the following situations.

1. **General.** Immediate notification to the 911 system, as well as CCHSHMP, is required upon discovery of any release or threatened release of a hazardous material that may

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<sup>5</sup> The 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 CCHSHMP under this policy.

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:

- 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 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.

**B. CCHSHMP Notification.**

1. Facilities with CWS Access – Immediately notify the CCHSHMP Incident Response Team (on-call 24 hours a day) by any of the following methods:
  - a. Through a CWS communication terminal (this is the preferred method); or
  - b. Directly via emergency response pager (If provided by CCHSHMP); or
  - c. Any time by phone at (925) 655-3232
2. Facilities without CWS Access – Immediately notify 911
  - a. First, immediately call 911;
  - b. Second, notify CCHSHMP via the following:
    - i. Directly via emergency response pager (If provided by CCHSHMP); or
    - ii. Any time by phone at (925) 655-3232

**C. Confirmation of Notification.** The facility is responsible for ensuring that CCHSHMP 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.

**D. 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.

**E. Timeliness of Notification.** Facilities are required to make notification to CCHSHMP as required by this policy as soon as possible or within fifteen (15) minutes from

discovery of a release, or threatened release, of a hazardous material.

If confirmation of a release, or threatened release, of a hazardous material from the facility cannot be made within ten (10) minutes of being made aware of potential or actual hazardous materials release, communication should be made immediately to CCHSHMP (within ten (10) minutes) that the facility is investigating a potential release, or threatened release, of a hazardous material.

**F. Other Notifications May Be Required.** Notification to CCHSHMP 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.

**G. 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. Emergency Medical Services 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 consequences to the public.

**H. Follow-up Reporting of a Hazardous Materials Release.**

1. For all Public Health Advisory – Level 2 and Public Protective Actions Required – Level 3 incidents (as defined in Attachment A-1), or upon request of CCHSHMP, 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 CCHSHMP 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 incidents and for any incident for which CCHSHMP 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 CCHSHMP. 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. CCHSHMP 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 2632(b) of Title 19 of the California Code of Regulations, a copy of such report shall be sent to CCHSHMP within 30 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 CCHSHMP CalARP Program guidance document.
6. Reports should be sent to the following address:

Contra Costa Health Services Hazardous Materials Programs  
ATTENTION: Hazardous Materials Director  
4585 Pacheco Boulevard, Suite 100  
Martinez, CA 94553

#### **I. Additional Communications**

1. There may be situations where notification is not required by Chapter 6.95 of the California Health and Safety Code; however, communication to CCHSHMP and local law enforcement and/or fire agency dispatch centers is warranted.
2. Examples of situations that warrant communication:
  - a. Non-process fires or incidents, such as a grass fire, where a process is not involved or expected to be impacted.
  - b. Training exercises or other activities that may result in fire/smoke visible offsite.
  - c. Three (3) or more unconfirmed offsite odor complaints within one hour.
  - d. Flaring that does not meet the definition of this policy; however, the visibility of the flare to the public may be of concern.
3. How to Communicate with CCHSHMP
  - a. Preferably communications under Section III(H) should be made during normal working hours (Monday thru Friday, 8 AM to 5 PM) unless there is enhanced media or public interest.
  - b. See Section III(B) above for communication methods.

**IV. REFERENCES:** California Health and Safety Code Chapter 6.95 (§25500 et seq.); Title 19 Cal. Code Regs §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.)

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Revised Bd Approved 1/93  
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Revised Bd Approval 12/14/04  
Revised Bd Approved 2/9/16  
Revised Bd Approved 1/11/22

Figure 1. CCHS Hazardous Materials Programs Incident Notification Policy Flowchart

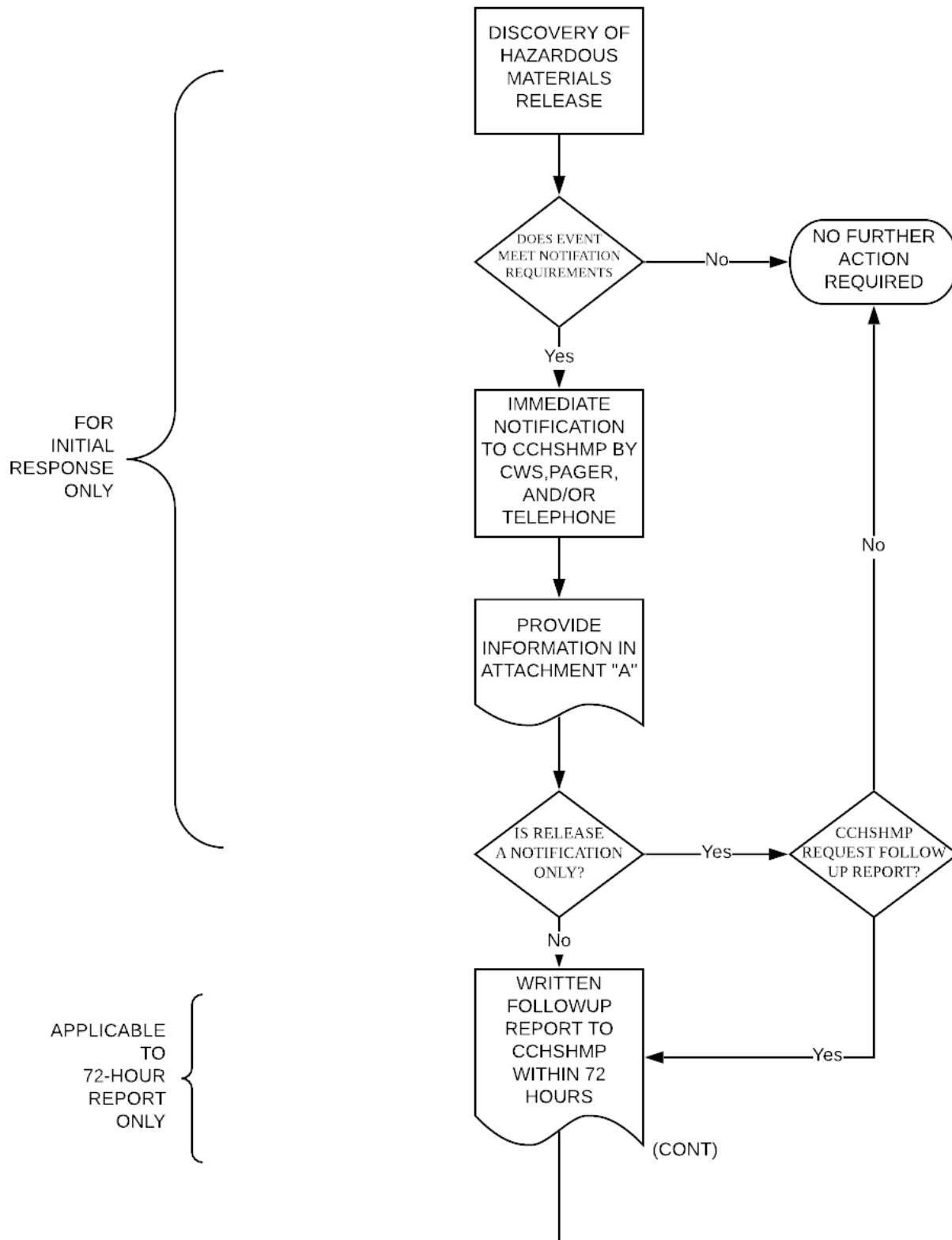
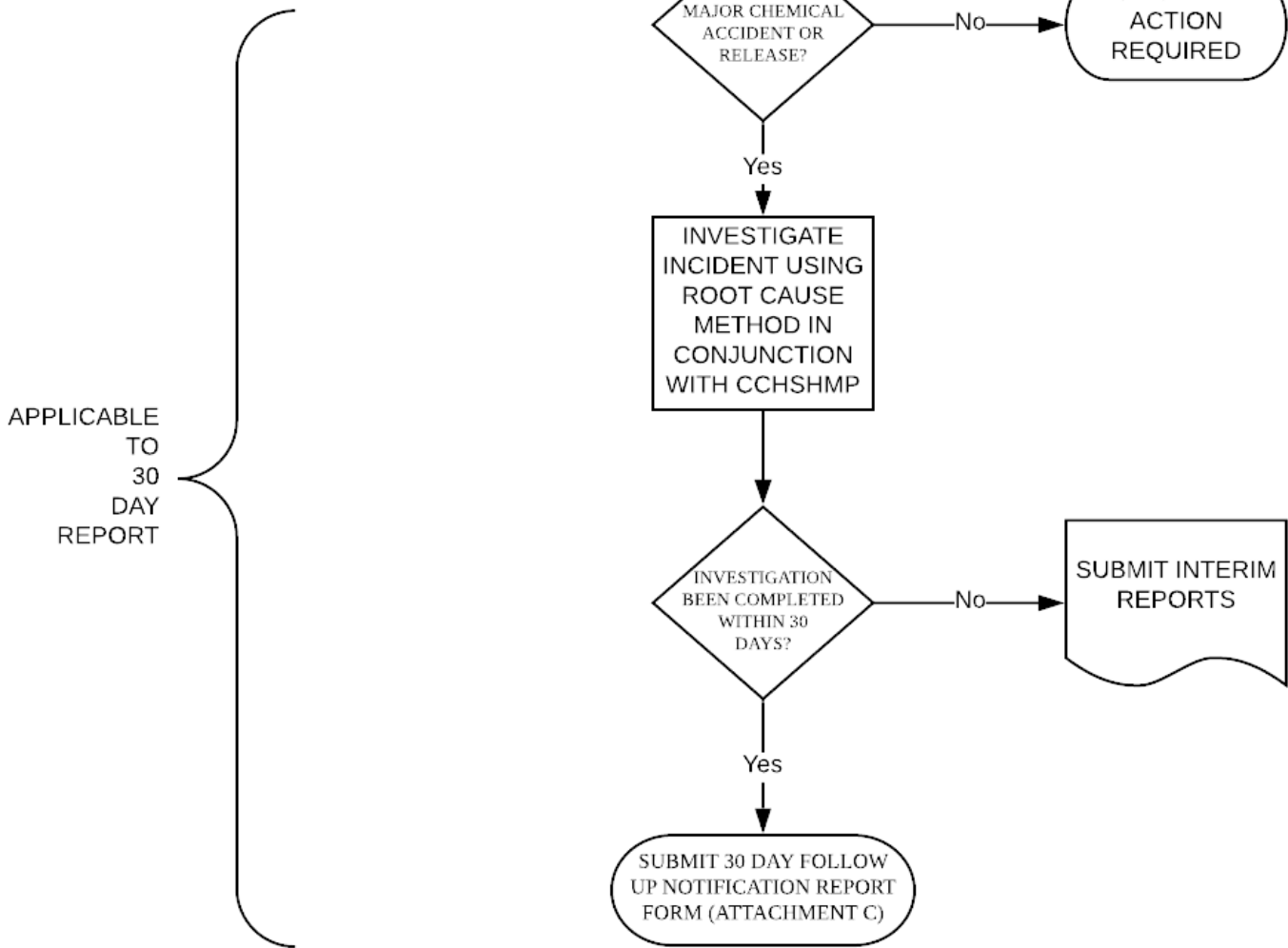




FIGURE 1. CONT



**ATTACHMENT A  
FACILITY INCIDENT CHECKLIST**

- 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, call/page CCHSHMP:  
[Phone: (925) 655-3232, Pager: \_\_\_\_\_]

**INFORMATION NEEDED IMMEDIATELY (IF KNOWN)**

- B. Provide your name and identify your facility and its address.
- C. Provide 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. Provide the Community Warning System (CWS) Facility Reporting Classification Level (1, 2 or 3): (See Attachment A-1).
- E. Date of Release: \_\_\_\_\_ Time of Release: \_\_\_\_\_
- F. Is this release associated with a planned or unplanned activity?
- G. Is the release ongoing? Yes/ No If yes, what is the expected release duration? \_\_\_\_ Hours/ Unknown
- H. Is the release expected to be continuous or intermittent?
- I. Provide, 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 \_\_\_\_\_
- J. 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?
- K. 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?
- L. Have you received any public complaints? Yes/ No/ Unknown. \_\_\_\_\_
- M. Provide 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°)].
- N. Provide wind speed. \_\_\_\_\_ (If wind speed is unknown, inform CCHSHMP whether the wind is blowing significantly or not.)

**INFORMATION NEEDED AS SOON AS PRACTICABLE**

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

- T. Have other agencies been notified? Yes/ No. \_\_\_\_\_ If yes, state list.
- U. Is there potential for involvement of other hazardous materials due to the proximity to the incident?

**ATTACHMENT A-1: NOTIFICATION GUIDELINES AND RESPONSE MATRIX FOR FACILITIES WITH COMMUNITY WARNING SYSTEM TERMINAL**

	<u>Notification Only – Level 1</u>	<u>Public Health Advisory – Level 2</u>	<u>Public Protection Actions Required – Level 3</u>
<b><u>When To Notify CCHSHMP</u></b>	Immediate notification to CCHSHMP is required upon discovery of any release or threatened release of a hazardous material. Specific situations are identified in Section III(A)(2).		
<b><u>Incident Description</u></b>	Hazardous Materials releases, or threatened releases, that are not expected to have off-site health consequences.	Hazardous Materials releases, or threatened releases, that: - has been or expected to go off-site, and; - may have adverse health consequences for sensitive individuals including those with lung or heart disease, the elderly and the very young.	Hazardous Materials releases, or threatened releases, that - has been or expected to go off-site, and - may have adverse health consequences for the general public.
<b><u>Incident Guidelines</u></b>	<ul style="list-style-type: none"> <li>- Flaring as defined in this policy</li> <li>- A release or threatened release of a hazardous material as defined by this policy that is not expected to have an off-site consequence.</li> <li>- Fire/smoke/plume visible from offsite</li> <li>- A fire beyond the incipient stage</li> <li>- Three or more offsite odor complaints within an hour, odors confirmed as originating onsite</li> </ul>	- Fire/explosion/pressure wave/smoke/plume/release that may have adverse health consequences for sensitive individuals including those with lung or heart disease, the elderly and the very young.	<ul style="list-style-type: none"> <li>- Fire/explosion/smoke/plume /release that may cause off-site adverse health consequences for the general public,</li> <li>- Hazardous material or fire incident where the Incident Commander or Unified Command through consultation with CCHSHMP Incident Response Team requires the sirens to be sounded</li> </ul>

	<p>- Any notification made for the release or threatened release of a hazardous material to the California Office of Emergency Services or National Response Center</p>		
<p><b>Response to be Expected from CCHSHMP</b></p>	<p>- CCHSHMP will determine if the CWS level of activation is correct in accordance with this policy. CCHSHMP will consider incident-specific circumstances including potential or actual community exposure to the release. CCHSHMP will revise the CWS level as necessary to protect the public health of the community.</p> <p>- If notifying through the CWS, an automated reply should be received within ten (10) minutes to confirm the message was sent. If confirmation is not received, use Section III(B) to ensure notification was received by CCHSHMP.</p> <p>- No further action expected from CCHSHMP unless any of the following apply:</p> <ul style="list-style-type: none"> <li>○ Incomplete information provided in the CWS notification.</li> <li>○ CCHSHMP may contact the facility when questions arise beyond the information provided in the CWS notification.</li> <li>○ CCHSHMP receives information that may not be consistent with the</li> </ul>	<p>- CCHSHMP will determine if the CWS level of activation is correct in accordance with this policy. CCHSHMP will consider incident-specific circumstances including potential or actual community exposure to the release. CCHSHMP will revise the CWS level as necessary to protect the public health of the community.</p> <p>- CCHSHMP will be issuing a Public Health Advisory for those individuals with pre-existing medical conditions and/or chemical sensitivities.</p> <p>- CCHSHMP will contact the facility via phone. CCHSHMP will expect to speak with a facility representative that is knowledgeable about the incident.</p> <p>- CCHSHMP will dispatch response personnel to the community surrounding the facility to perform air monitoring.</p> <p>- CCHSHMP will send an agency representative to the facility (e.g., Emergency Operation Center).</p>	<p>- CCHSHMP will determine if the CWS level of activation is correct in accordance with this policy. CCHSHMP will consider incident-specific circumstances including potential or actual community exposure to the release. CCHSHMP will revise the CWS level as necessary to protect the public health of the community.</p> <p>- CCHSHMP will be issuing protective action instructions to the public for the affected areas.</p> <p>- CCHSHMP will contact the facility via phone. CCHSHMP will expect to speak with a facility representative that is knowledgeable about the incident.</p> <p>- CCHSHMP will dispatch response personnel to the community surrounding the facility to perform air monitoring.</p> <p>- CCHSHMP will send an agency representative to the facility (e.g., Emergency Operation Center).</p>

	<p>information provided in the CWS notification.</p>	<ul style="list-style-type: none"> <li>- Work within the established Incident Command System to ensure adequate mitigation measures are addressed.</li> <li>- CCHSHMP will initiate and/or participate in an After Action Review with facility representatives regarding the response to the incident.</li> </ul>	<ul style="list-style-type: none"> <li>- Work within the established Incident Command System to ensure adequate mitigation measures are addressed.</li> <li>- CCHSHMP will initiate and/or participate in an After Action Review with facility representatives regarding the response to the incident.</li> </ul>
<p><b>Community Notifications</b></p>	<ul style="list-style-type: none"> <li>- For incidents that have a visible and/or audible impact to the community lasting twenty (20) minutes or longer, or any off-site odors, the following will occur: <ul style="list-style-type: none"> <li>o Initially posted on social media (Twitter and Facebook) by CCHSHMP</li> <li>o Initially posted on CCHSHMP website</li> <li>o Follow-up communications with the community to be sent by CCHSHMP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Health Advisory issued by CCHSHMP for identified area(s) of actual and/or potential off-site health consequence</li> <li>- At the discretion of CCHSHMP, phone calls to all landline phones and registered phones in identified areas of actual and/or potential off-site health consequence</li> <li>- Text message to all registered cellular phones in identified area(s) of actual and/or potential off-site health consequence</li> <li>- Email to all registered email addresses in identified area(s) of actual and/or potential off-site health consequence</li> <li>- At the discretion of CCHSHMP, Wireless Emergency Alert System in identified area(s) of actual and/or potential off-site health consequence</li> <li>- At the discretion of CCHSHMP, Emergency Alerting System activated on televisions and radios regionally</li> <li>- Posted on social media (Twitter and Facebook) by CCHSHMP</li> <li>- Posted on CCHSHMP website</li> </ul>	<ul style="list-style-type: none"> <li>- Health Advisory issued by CCHSHMP for identified area(s) of actual and/or potential off-site health consequence</li> <li>- Sirens sounded in identified area(s) of actual and/or potential off-site health consequence</li> <li>- Phone calls to all landline phones and registered phones in identified areas of actual and/or potential off-site health consequence</li> <li>- Text message to all registered cellular phones in identified area(s) of actual and/or potential off-site health consequence</li> <li>- Email to all registered email addresses in identified area(s) of actual and/or potential off-site health consequence</li> <li>- Wireless Emergency Alert System in identified area(s) of actual and/or potential off-site health consequence</li> <li>- Emergency Alerting System activated on televisions and radios regionally</li> </ul>

		- Follow-up communications with the community to be sent by CCHSHMP	- Posted on social media (Twitter and Facebook) by CCHSHMP - Posted on CCHSHMP website - Follow-up communications with the community to be sent by CCHSHMP
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**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 HAZARDOUS MATERIALS  
PROGRAMS**

<b>For CCHSHMP Use Only:</b>  <b>Received By:</b> _____ <b>Date Received:</b> _____ <b>Incident Number:</b> _____ <b>Copied To:</b> _____ <b>Event Classification Level:</b> _____
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**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 incidents or when requested by CCHSHMP. 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:**  
Hazardous Materials Programs Director  
Contra Costa Health Services 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 are items that may be included in the 72-Hour Report to CCHSHMP 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, fence line monitor data, etc.
- II. Emergency Notifications (include names, phone numbers and times)
  - CCHSHMP
  - 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?
  - 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 fence line 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 HAZARDOUS MATERIALS  
PROGRAMS**

**For CCHSHMP 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 incidents or when requested by CCHSHMP. 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 also to be used for update reports after the initial 30-day report has been submitted. Forward the completed form to:

**ATTENTION:**

Hazardous Materials Programs Director  
Contra Costa Health Services 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:**

**30-DAY REPORT, PAGE 2**

**INCIDENT DATE:** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_

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

## **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 CCHSHMP 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
- **CAER** – Community Awareness and Emergency Response
- **CCHSHMP** – Contra Costa Health Services Hazardous Materials Programs
- **CLERS** – California Law Enforcement Radio System
- **CWS** – Community Warning System
- **EAS** – Emergency Alerting System
- **Environmental damage:** Detrimental impact on surroundings beyond facility operations.
- **Flaring** - Smoke, fire or flame from a flare that involves the release, or threatened release, of any amount of a hazardous material requires immediate notification to CCHSHMP in accordance with this policy. For the purposes of this policy, flaring at petroleum/renewable fuel refineries excludes auxiliary flares not connected to a process unit.  
Flaring conditions that should be considered when determining the associated CWS reporting level as required by this policy include, but are not limited to, the following:
  1. Completeness of combustion
  2. Duration of the incident
  3. Presence of smoke
  4. Adequacy of steam
  5. Intensity of burn
  6. Presence of an odor
  7. Visibility and/or audible impact to the public
  8. Weather conditions at the onset of, and throughout, the flaring incident.
  9. The flaring incident presents an actual or potential hazard to human health and safety, property, or the environment

For flaring that is not associated with the release, or threatened release, of a hazardous material, the following conditions should be considered when determining applicability for reporting and the associated CWS reporting level:

1. Completeness of combustion
2. Duration of the incident
3. Any presence of smoke
4. Adequacy of steam
5. Intensity of burn
6. Any presence of an odor
7. Any visibility and/or audible impact to the public
8. Weather conditions at the onset of, and throughout, the flaring incident.
9. The flaring incident presents an actual or potential hazard to human health and safety, property, or the environment

Flaring is considered a Notification Only – CWS Level 1 incident if there are no off-site

health consequences to the surrounding community. However, incident-specific circumstances may result in an off-site health consequence requiring the incident to be reported as a Public Health Advisory – CWS Level 2 or Public Protective Actions Required – CWS Level 3 incident.

- **Incidental Release:** An incidental release is one that does not cause a health or safety hazard to employees and does not need to be cleaned up immediately to prevent death or serious injury to employees.
- **NOAA** - National Oceanic and Atmospheric Administration
- **NWS:** National Weather Service
- **Release:** Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency.
- **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.
- **Telephone Emergency Notification System (TENS):** The automated telephone calling system that notifies the community downwind during an incident.
- **Threatened Release:** Threatened release means a condition, circumstance, or incident making it necessary to take immediate action to prevent, reduce, or mitigate a release with potential to cause damage or harm to persons, property, or the environment.
- **WEA:** Wireless Emergency Alerts