

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

**INSTRUCTIONS:** A hardcopy and an electronic copy of this report is to be submitted for all 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  
Hazardous Materials Programs Director  
Contra Costa Health Services  
4585 Pacheco Boulevard, Suite 100  
Martinez, CA 94553

**INCIDENT DATE:** \_\_\_\_\_ 8/13/12 \_\_\_\_\_

**INCIDENT TIME:** \_\_\_\_\_ 13:58 \_\_\_\_\_

**FACILITY:** \_\_\_\_\_ Shell Martinez Refinery \_\_\_\_\_

**PERSON TO CONTACT FOR ADDITIONAL INFORMATION**

\_\_\_\_ Mary Kay Nye \_\_\_\_\_ Phone number \_\_\_\_ 925-313-3358 \_\_\_\_\_

**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? \_\_\_\_X\_\_\_\_ 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:**

See attached Investigation report.

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

Cause	Recommendation	Responsible Manager or Individual	Estimated Completion
LCC-1	1. Provide awareness level training to Operations that describes this event and explains how overfilling a lube oil reservoir can lead to a fire.	Production Unit Manager	12/31/2012

Cause	Recommendation	Responsible Manager or Individual	Estimated Completion
LCC-2	2. Review ergonomics of the reservoir filling operation for opportunities to reduce discomfort on longer filling operations.	Production Unit Manager	6/30/2013
LCC-3	3. Review the reservoir design for the liquid overflow scenario. Consider design alternatives that allow excess liquid oil to overflow to a safer location instead of escaping at the compressor, or instrumentation or controls that would reduce the risk of overflow.	Production Unit Manager	6/30/2013

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**INCIDENT DATE:** 8/13/12

**FACILITY:** Shell Martinez Refinery

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

The root cause of the incident is that the operator left the oil reservoir while it was filling, which led to overfilling the oil reservoir and restricting of the oil return line.

**For CCHS Use Only:**

**Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Incident Number:** \_\_\_\_\_

**Copied To:** \_\_\_\_\_

**Event Classification Level:** \_\_\_\_\_