ISO/CWS AD HOC COMMITTEE

Agenda

January 26, 2015
1:00 P.M.
County Administration Building
Room 101
651 Pine Street, Martinez,

Supervisor John Gioia, District I
Supervisor Federal Glover, District V

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to Order and Introductions

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

DISCUSSION

3. Accept report on the number of Accidental Release Prevention Engineers to implement the California Accidental Release Prevention Program and the County's and the City of Richmond's Industrial Safety Ordinance

4. Approve the revised Hazardous Materials Incident Notification Policy and move to the full Board of Supervisors for final approval

5. Confirm items to be discussed and information to be presented at future meetings.

☺ *The ISO/CWS Ad Hoc Committee will provide reasonable accommodations for persons with disabilities planning to attend Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

🗁 *Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the ISO/CWS Ad Hoc Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.*

🖃 *Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

For Additional Information Contact:
Randy Sawyer, Committee Staff
Phone (925) 335-3200
Randy.Sawyer@hsd.cccounty.us

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB	Assembly Bill
ABAG	Association of Bay Area Governments
ACA	Assembly Constitutional Amendment
ADA	Americans with Disabilities Act of 1990
AFSCME	American Federation of State County and Municipal Employees
AICP	American Institute of Certified Planners
AIDS	Acquired Immunodeficiency Syndrome
ALUC	Airport Land Use Commission
AOD	Alcohol and Other Drugs
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit District
BCDC	Bay Conservation & Development Commission
BGO	Better Government Ordinance
BOS	Board of Supervisors
CALTRANS	California Department of Transportation
CalWIN	California Works Information Network
CalWORKS	California Work Opportunity and Responsibility to Kids
CAER	Community Awareness Emergency Response
CAO	County Administrative Officer or Office
CCHP	Contra Costa Health Plan
CCTA	Contra Costa Transportation Authority
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIO	Chief Information Officer
COLA	Cost of living adjustment
ConFire	Contra Costa Consolidated Fire District
CPA	Certified Public Accountant
CPI	Consumer Price Index
CSA	County Service Area
CSAC	California State Association of Counties
CTC	California Transportation Commission
dba	doing business as
EBMUD	East Bay Municipal Utility District
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EMCC	Emergency Medical Care Committee
EMS	Emergency Medical Services
EPSDT	State Early Periodic Screening, Diagnosis and Treatment Program (Mental Health)
et al.	et al (and others)
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
F&HS	Family and Human Services Committee
First 5	First Five Children and Families Commission (Proposition 10)
FTE	Full Time Equivalent
FY	Fiscal Year
GHAD	Geologic Hazard Abatement District
GIS	Geographic Information System
HCD	(State Dept of) Housing & Community Development
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human Immunodeficiency Syndrome
HOV	High Occupancy Vehicle
HR	Human Resources
HUD	United States Department of Housing and Urban Development
Inc.	Incorporated
IOC	Internal Operations Committee
ISO	Industrial Safety Ordinance
JPA	Joint (exercise of) Powers Authority or Agreement
Lamorinda	Lafayette-Moraga-Orinda Area
LAFCo	Local Agency Formation Commission
LLC	Limited Liability Company
LLP	Limited Liability Partnership
Local 1	Public Employees Union Local 1
LVN	Licensed Vocational Nurse
MAC	Municipal Advisory Council
MBE	Minority Business Enterprise
M.D.	Medical Doctor
M.F.T.	Marriage and Family Therapist
MIS	Management Information System
MOE	Maintenance of Effort
MOU	Memorandum of Understanding
MTC	Metropolitan Transportation Commission
NACo	National Association of Counties
OB-GYN	Obstetrics and Gynecology
O.D.	Doctor of Optometry
OES-EOC	Office of Emergency Services-Emergency Operations Center
OSHA	Occupational Safety and Health Administration
Psy.D.	Doctor of Psychology
RDA	Redevelopment Agency
RFI	Request For Information
RFP	Request For Proposal
RFQ	Request For Qualifications
RN	Registered Nurse
SB	Senate Bill
SBE	Small Business Enterprise
SWAT	Southwest Area Transportation Committee
TRANSPAC	Transportation Partnership & Cooperation (Central)
TRANSPLAN	Transportation Planning Committee (East County)
TRE or TTE	Trustee
TWIC	Transportation, Water and Infrastructure Committee
VA	Department of Veterans Affairs
vs.	versus (against)
WAN	Wide Area Network
WBE	Women Business Enterprise
WCCTAC	West Contra Costa Transportation Advisory Committee

Accidental Release Prevention Engineers

The Accidental Release Prevention Engineers are responsible for implementing the California Accidental Release Prevention Program and the County's and the City of Richmond's Industrial Safety Ordinances. The California Accidental Release Prevention Program includes approximately 45 different regulated sources. A subset of the 45 regulated sources is nine Industrial Safety Ordinance regulated sources.

The Accidental Release Prevention Engineers position was established, as a contract position, around 1990. In March 2002, the engineering position was established as a permanent position. Since the job was created in March 2002, additional job duties have been added to their jobs. These include the 2006 and 2014 amendments to the Industrial Safety Ordinances and the tasks have that been added in response to incidents that have occurred.

When the engineers were originally hired as a permanent position the following is a list of job duties as defined in the job description:

- Review each stationary source's Risk Management Plan (RMP) and Safety Plan, as appropriate, and make recommendations for acceptance, or prepare a notice of deficiency, as appropriate,
- Assist stationary sources in source term calculations and vapor-dispersion modeling,
- Assist Community Development Department in reviewing hazard scores, computed in accordance with Chapter 84-63 of the County Ordinance Code,
- Coordinate and/or participate as a team member in Unannounced Inspections of stationary sources that are also subject to the Federal Accidental Release Prevention Program,
- Assist facilities in developing a California Accidental Release Prevention Program and a Safety Program, as appropriate, including preparing and conducting a Process Hazard Analysis,
- Conduct on-site audits to assess each stationary source's California Accidental Release Prevention Program and Safety Program, as appropriate, and to identify potential deficiencies in the programs,
- Participate in public meetings, including presenting information pertinent to the California Accidental Release Prevention Program and the Industrial Safety Ordinance,
- Participate in organizations that pertain to the prevention or mitigation of accidental release of chemicals,
- Write and review policies that will assist in the implementation of the California Accidental Release Prevention Program and the Industrial Safety Ordinance,
- Coordinate and/or participate as a team member in incident investigations or root-cause analyses following "Major Chemical Accidents or Releases" from stationary sources subject to Chapter 450-8 of the County Ordinance Code,

- Conduct and document annual performance reviews and evaluations for the California Accidental Release Prevention Program and Chapter 450-8 of the County Ordinance Code, and
- Conduct training workshops for Accidental Release Prevention Engineers and other Hazardous Materials Programs Personnel.

The additional job responsibilities that have been added as the result of the 2006 Industrial Safety Ordinance amendments include the following:

- Security Vulnerability Analysis (SVA) requirements,
- Safety Culture Assessments requirements,
- Additional human factors that include maintenance, and
- Management of Organizational Change that include maintenance and health and safety positions.

The additional job responsibilities that have been added as the result of the 2014 Industrial Safety Ordinance amendment include the following:

- Inherently safer systems requirements as part of the incident investigation requirements,
- Inherently safer systems requirements as part of the management of change requirements,
- Inherently safer system requirement for all of the stationary sources' processes,
- Developing Process Safety Performance Indicators, and
- Evaluating the effectiveness of safeguards that are used in process hazard analyses.

The additional job responsibilities resulting from major chemical accidents and releases include the following:

- Participate with EPA, Cal/OSHA and other Certified Unified Program Agencies in conducting joint audits of petroleum refineries,
- Participate with Cal/OSHA and other Certified Unified Program Agencies in development of revision to California Accidental Release Prevention Program and Process Safety Management regulations,
- Monitor, review, and comment on proposed national regulations (e.g., inherent safety, security vulnerability, Process Safety Management rule making, etc.),
- Review Draft Environmental Impact Reports associated with risk of hazardous materials for Conservation and Development, and
- Conduct internal incident investigations associated with department incident response activities.

In addition to these additional job responsibilities, the Hazardous Material Programs have not been able to hire engineers to fill an open position. The engineers were able to stay on schedule with the required audits but have not been able to keep up with the guidance documents for the California Accidental Release Prevention Program and the Industrial Safety Ordinance with the changes that have made to the ordinance and the regulations, keeping the web page updated, making sure that the correct documents are available on the electronic filing system and completing the information that is needed to close the audits. The Chevron fire that occurred in 2012 included unscheduled work that includes working with the third-party safety evaluation, working with Cal/OSHA on their incident investigations, developing the amendments to the Industrial Safety Ordinances to address the Chemical Safety Board recommendations, and working with Cal/EPA and other state agencies in developing regulations that would incorporate the County's Industrial Safety Ordinance into the California Accidental Release Prevention Program requirements. If the Accidental Release Prevention Program was fully staffed, this additional work would have stressed the work being done by the engineers but with being short-staffed the program is meeting what needs to be done on day by day basis.

In addition to these new job responsibilities, the Richmond Industrial Safety Ordinance is requiring that a full-time engineer to work on process safety be assigned at the Chevron refinery.

To meet the needs of the Accidental Release Prevention Programs, three new positions need to be created. One of the positions would cover the new Richmond Industrial Safety Ordinance requirement of having a full-time engineer at the Chevron Refinery; the two other positions would be to cover the additional requirements of the job. Below is a breakdown of the hours that are estimated to address the additional job requirements.

Security Vulnerability Analysis (SVA) Requirements

As part of the California Accidental Release Prevention Program and the Industrial Safety Ordinance audits additional 112 hours per year are required to cover this element.

Safety Culture Assessments Requirements

As part of the Industrial Safety Ordinance audits an additional 180 hours per year are required to cover this element.

Human Factors Expanded to Include Maintenance

As part of the Industrial Safety Ordinance audits an additional 120 hours per year are required to cover this element.

Management of Organizational Change to include Maintenance and Health & Safety

As part of the Industrial Safety Ordinance audits an additional 30 hours per year are required to cover this element.

Inherently Safer System Analyses in Incident Investigations

As part of the Industrial Safety Ordinance audits an additional 90 hours per year are required to cover this element. Updating and maintaining the Industrial Safety Ordinance guidance to incorporate inherently safer systems in the Incident Investigation process on an average will take 67 hours per year.

Inherently Safer System Analyses in Management of Change

As part of the Industrial Safety Ordinance audits an additional 90 hours per year are required to cover this element. Updating and maintaining the Industrial Safety Ordinance guidance to incorporate inherently safer systems in the Management of Change process on an average will take 67 hours per year.

Developing Process Safety Performance Indicators

As part of the Industrial Safety Ordinance audits an additional 120 hours per year are required to cover this element. Updating and maintaining the Industrial Safety Ordinance guidance to incorporate process safety performance indictors as part of the management systems will take on an average 13 hours per year.

Safeguard Protection Analysis

As part of the Industrial Safety Ordinance audits an additional 180 hours per year are required to cover this element. Updating and maintaining the Industrial Safety Ordinance guidance to incorporate safeguard protection analysis into the Industrial Safety Ordinance will take on an average 120 hours per year.

Interagency Participation

As part of the California Accidental Release Prevention Program and the Industrial Safety Ordinance, participating with Cal/OSHA and US EPA on the Hazardous Materials Programs and their audits/inspections, will take an additional 180 hours per year and an additional of 40 hours per year participating in meetings and sharing information.

Revision to California Accidental Release Prevention and California Process Safety Management Regulations

The state is revising the California Accidental Release Prevention Program regulations to incorporate many of the Industrial Safety Ordinance requirements. Cal/OSHA's Process Safety Management regulations for refineries will be virtually identical to the California Accidental Release Prevention Program regulations for refineries. Assisting in writing the regulations, review the regulation language, commenting on the regulations is expected to take approximately 500 hours. Revising the California Accidental Release Prevention Program guidance to reflect the changes to the regulations is estimated to be 500 hours. Additional training for the engineers will be 240 hours. It is expected that it will take an additional 53 hours per year to inspect the refineries for these changes. Averaging the revising or the regulations and revising the guidance and the additional training over three years and adding the 53 hours per year to incorporate the changes into the audit will require on an average of 467 hours per year to perform.

Revision to the US EPA Risk Management Program

On April 17, 2013, there was a massive explosion at a West Texas fertilizer warehouse. Fifteen people lost their lives, including 13 volunteer fire fighters responding to a fire at the facility. In August 2013, the president issued an Executive Order for US EPA, OSHA, and Homeland Security review their regulations and operations to determine what needs to be done to prevent such accidents in the future. The US EPA and OSHA are looking at incorporating many of the requirements in the Industrial Safety Ordinance into federal law. Whatever the US EPA and OSHA decides, there will be changes made to California's Accidental Release Prevention and Cal/OSHA's Process Safety Management regulations. The engineers will review and comment on the proposed direction and regulations that will occur nationally. It is projected that it will take approximately 320 hours to review and comment on the federal regulations, a 160 hours to revise the California Accidental Release Prevention Program guidance document and an additional 40 hours of training. Since the regulations changes are expected for the audit to take an additional 80 hours per year. Averaging the work on the regulations, guidance, and training and including 80 hours per year for auditing, there is expected to take an additional 253 hours per year.

Review the Public Safety Chapters of Environmental Impact Reports

When a petroleum refinery or chemical modifies their facilities where an Environmental Impact Report will be required, the Environmental Impact report should determine the potential impact on the public's health and safety and what mitigations may be necessary to address any potential increase of this impact. Because of accidents that have occurred and the changes that are being made at the petroleum refineries to address the change of crude oil slate, there a many projects that will need to be reviewed by the engineers. This is projected to take approximately 120 hours per year.

Conduct Internal Incident Investigations

The Hazardous Materials Programs are critiquing their responses to incidents, especially of someone was exposed or injured. The engineers have participated in these investigations and it is estimated to be an additional 40 hours per year.

The total hours per year that this additional estimated work will take is 2,289. This is the estimated number of hours, which with a safety factor of 50% will give 3,433 hours per year. There are approximately 1,650 hours worked per engineer when you take in consideration holidays, vacations, sick leave, and breaks. This is an equivalent of two additional engineers.

This will give a total of eight engineers that will work as Accidental Release Prevention Engineers. This will include three new positions that include these two engineers and another that will work at the Chevron refinery full time.

The Hazardous Materials Incident Notification Policy

The Board of Supervisors approved the initial Hazardous Materials Incident Notification Policy on November 5, 1991. The policy has been revised numerous times since the initial policy was approved. The last revision of the policy was on December 14, 2004. This revision cleans up or clarifies language. Attachment A-1 that is a matrix defining the different Community Warning System levels has been changed to provide clearing understanding of the different levels of activation. These changes that are shown in the attached red-lined/strikeout document were made working with the regulated businesses and other agencies through the Contra Costa County CAER Group Notification Action Team.

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. 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.[2] In

[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] §25515. Any person or business that violates Section 25507 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

addition, the Board of Supervisors adopted Chapter 450-82 of the Contra Costa County Ordinance Code to supplement and facilitate the implementation of Chapter 6.95. In particular, Section 450-82.016 requires immediate reporting to CCHS of any release of a hazardous material reportable under any law to any federal, state or other local regulatory agency. However, 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.

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. ~~This information has also been~~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), the California Law Enforcement Radio System ("CLERS"), and a telephone emergency notification system (TENS). EDIS, EAS, and CLERS are different ways 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 households and businesses and transmits short messages about the incident and recommended protective actions.

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

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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.

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 businesses[3] 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 which 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.~~.~~~~.~~~~for which exposure to the release concentration poses or results in adverse health effects.~~

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 ~~ambulance response is requested or~~ medical attention~~, other than~~ beyond first aid~~,~~ is sought ~~on-site or off-site~~. (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.

[3]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 CCHS under this policy.

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 ~~or anticipation of~~ 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

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

C. 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.

D. 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.

E. When Notification 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.

~~2.~~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 ~~three fifty-five gallon drums~~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 to the general public

~~3.~~4. Non-process fires or incidents, such as a grass fire, where a process is not expected to be impacted.

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

1. For all 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 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~~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(b) of Title 19 of the California Code of Regulations, a copy of such report shall be sent to CCHS within 15 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.

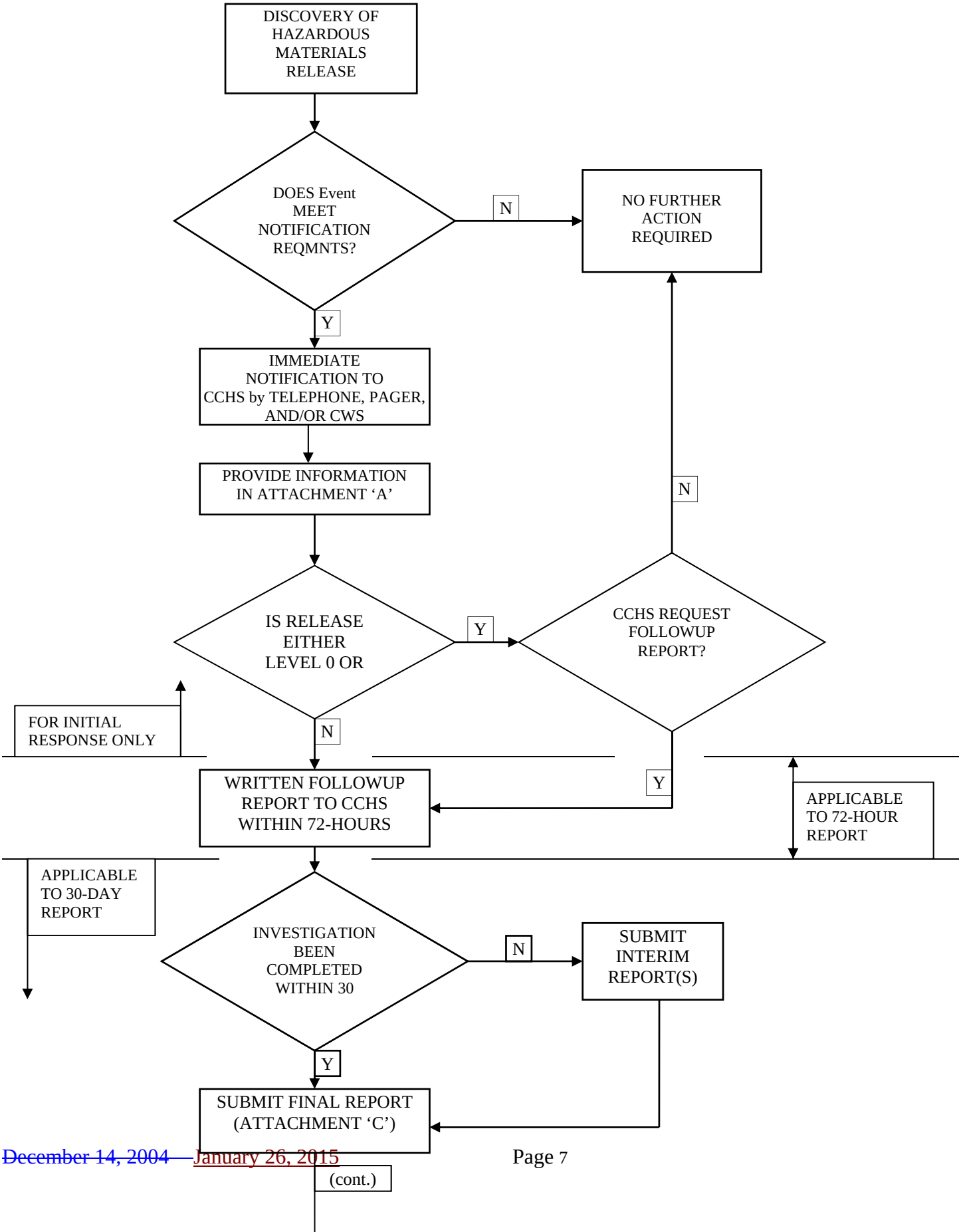
6. Reports should be sent to the following address:

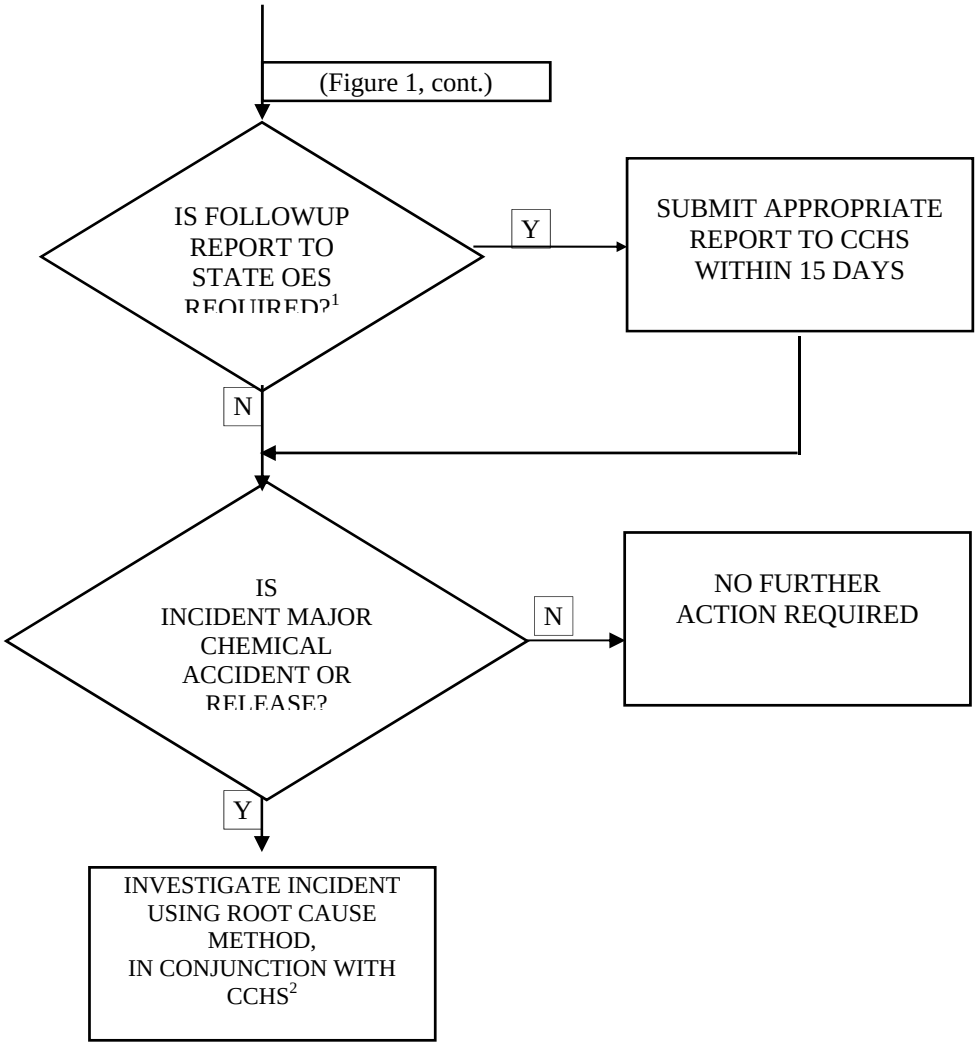
Contra Costa Hazardous Materials Programs ~~Health Services Department~~
ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer ~~Programs Director~~
4585~~333~~ Pacheco Boulevard, Suite 100
Martinez, CA 94553

IV. REFERENCES: California Health and Safety Code Chapter 6.95 (§ 25500 et seq.); Title 19 Cal. Code Regs § 2703 et seq.; County Ordinance Code Chapter 450.8~~2~~. (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

Figure 1. CCHS Hazardous Materials Incident Notification Policy Flowchart





[1] as per Section 2705(b) of Title 19 CCR.

[2] Contra Costa County Ordinance Code Chapter 450-8.016(c~~C~~)(1) (where applicable)

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

Date: _____ Time: _____ Initial: _____

☐ A. Call/Page CCC Hazardous Materials Programs Division [Phone: (925) 335-3232~~646-1112~~, 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 ~~POSSIBLE~~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?

ATTACHMENT A-1

	On-Site Only Level 0	On/Off Site Level 1	On/Off Site Level 2	On/Off Site Level 3
Scope	Hazardous Materials releases, or potential releases, that are limited to - On-Site, and - no Off-Site consequences.	Hazardous Materials releases, or potential releases, that are limited to - On-Site, and - Possible Off-Site consequences.	Hazardous Materials releases, or potential releases, that ~~are~~ - has been or expected to go Off-Site, and - may have adverse health consequences for those with sensitivities.	Hazardous Materials releases, or potential releases, that ~~are~~ - has been or expected to go Off-Site, and - may have adverse health consequences for the general public.
Guidelines	- A release 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 start ups and shut downs, - Three or more unconfirmed offsite odor complaints within an hour.	- Spill or release that may meet an RQ requirement that does not meet requirements of L2 or L3, - Fire/smoke/plume visible from offsite (does not include fire training exercises) - 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.	- Fire/explosion/pressure wave/smoke/plume that may cause off-site adverse health consequences for those with **sensitivities**	- Fire/explosion/smoke/plume that may cause off-site adverse health consequences for the **general public**, * 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

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 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 ~~Programs Director~~
Contra Costa Hazardous Materials Programs ~~Health Services~~
4585~~333~~ 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 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 ~~Programs Director~~
Contra Costa Hazardous Materials Programs ~~Health Services~~
4585~~333~~ 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 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

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.
- ~~**Excessive flaring:** flaring beyond a normal manner, in a way that may cause community concern.~~
- **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.