

UNCONTROLLED

**FUSRAP
EMERGENCY
RESPONSE
AND
NOTIFICATION
HANDBOOK**

FORMERLY UTILIZED SITES REMEDIAL ACTION PROGRAM



85

UNCONTROLLED

REVISION NOTICE NO 014

PAGE 1 OF 1

REVISION DATE 8/19/97TRANSMIT DATE 8/21/97

Department of Energy

FUSRAP [REDACTED]

REVISION NOTICE - RECEIPT ACKNOWLEDGMENT FORM

TO: NIAGARA FALLS SITE OFFICECOPY NUMBER: 15Please update your **EMERGENCY RESPONSE AND NOTIFICATION HANDBOOK** as indicated below:REMOVE FROM YOUR MANUAL:INSERT IN YOUR MANUAL:

* REV. 3 of the ERNH

RECEIVED*

REV. 4 of the ERNH

AUG 25 1997

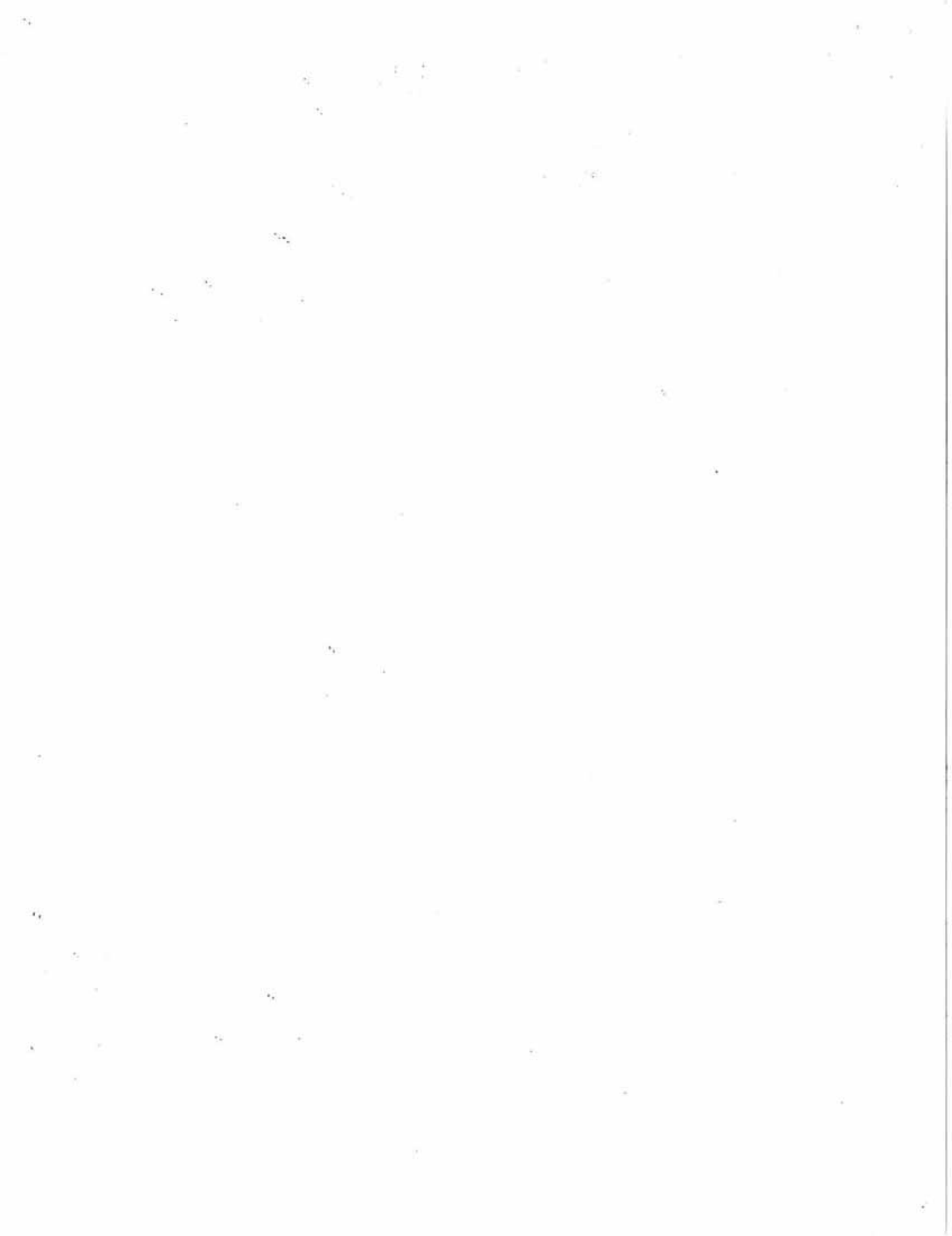
U.S. D.O.E. - LINDE

MANUAL UPDATE

AFTER COMPLETION, PLEASE SIGN, DATE, AND RETURN THIS ENTIRE SHEET TO:

ACKNOWLEDGMENT: Following the instructions listed above, my copy of this manual has been brought up to current status and any superseded material has been removed and destroyed.

DATE 8/21/97 MANUAL NO. 2015 MANUAL CUSTODIAN [REDACTED]

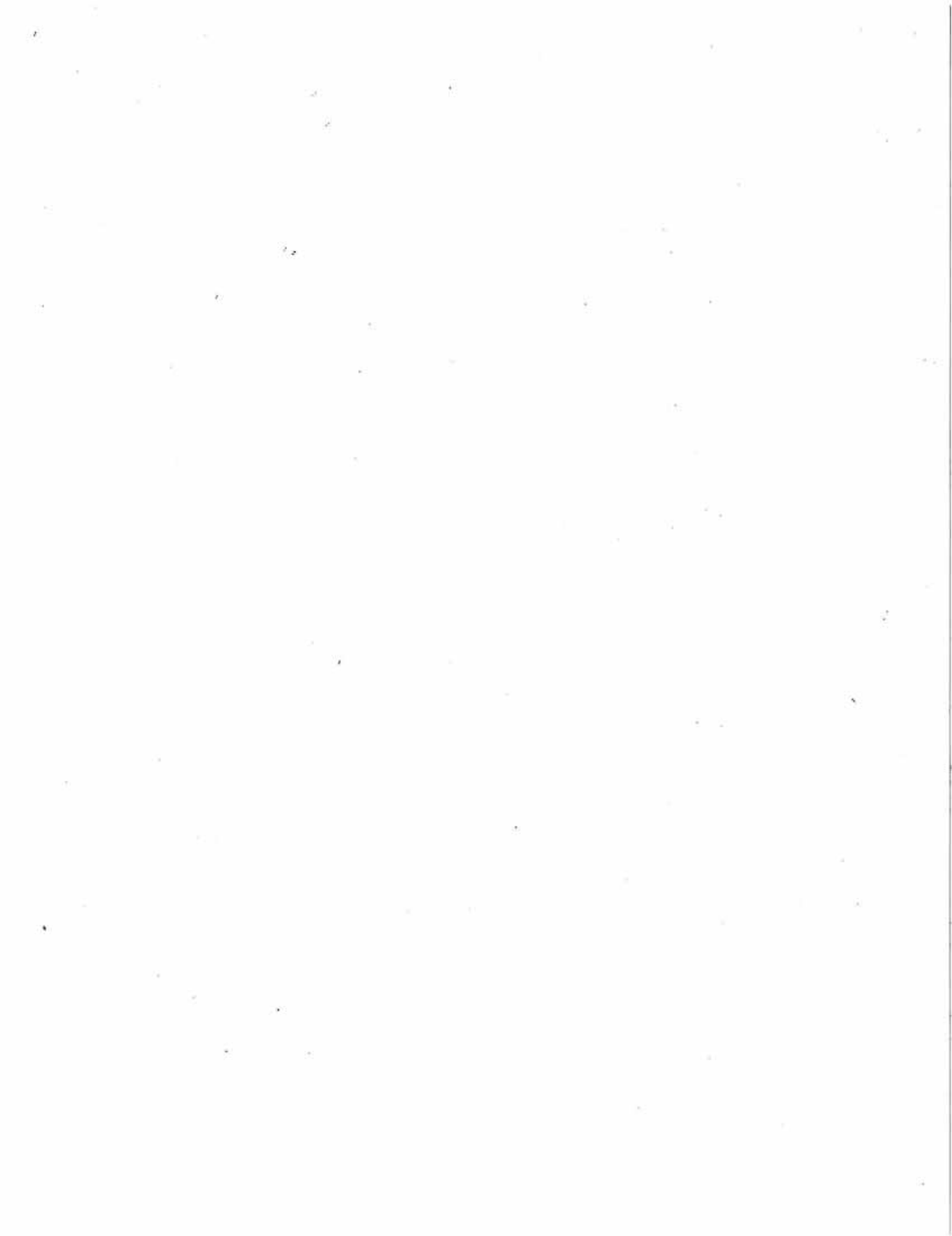


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FUSRAP EVENT CATEGORIZATION, NOTIFICATION, AND REPORTING

1.0 POLICY

It is the policy of the DOE Formerly Utilized Sites Remedial Action Program (FUSRAP) that an event, either emergency or non-emergency, will be reported by field personnel to the Bechtel National, Inc. (BNI) Oak Ridge office. Notification and reporting will occur when an event adversely affects or has the potential to adversely affect safety, health, regulatory compliance, property, or the environment, or warrants client or public attention. FUSRAP federal and contractor personnel will comply with the notification and reporting requirements for other agencies, including the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the Department of Transportation (DOT), as well as DOE-Oak Ridge Operations (ORO), DOE-Headquarters (HQ), and [REDACTED] management, as appropriate.

2.0 PURPOSE

This document describes the notifications and evaluations for events that involve

- emergency notification to a regulatory agency;
- activity with media attention;
- fatality;
- significant property damage or loss;
- environmental release;
- personnel overexposure;
- fire or explosion;
- significant unplanned water discharge;
- natural phenomenon damage;
- bomb threat or civil disturbance;
- unauthorized entry, vandalism, or theft; and
- any other incident deemed worthy of reporting (including events involving personnel injury).

The emphasis of this process is on notification and reporting within BNI, the follow-through communications to appropriate DOE FUSRAP Group personnel, and FUSRAP Group's subsequent reporting to appropriate ORO and HQ management and subject matter experts, including emergency operations. Response guidance is provided in various other FUSRAP documents, including health and safety plans (HSPs), project procedures, and project instructions.

3.0 REQUIREMENTS

The following is a brief description and discussion of the requirements and guidance that direct FUSRAP's notification and reporting requirements.

3.1 STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENT

This document is a compilation of identified federal requirements (law), industry codes/standards, and best management practices associated with FUSRAP operations that provide for the safety and health of workers, the public, and the environment. The notification and reporting requirements described here are required by the Standards/Requirements Identification Document (S/RID).

3.2 DEPARTMENT OF ENERGY

The DOE directive for reporting events, DOE M 232.1, "Occurrence Reporting and Processing of Operations Information," is used as a categorization guide. This process satisfies the intent of DOE and ensures that all notifications and associated information are delivered to DOE FUSRAP Group and subsequently forwarded, as necessary and appropriate, in a timely manner.

- 3.2.1 The four types of events identified are emergency, unusual, off-normal, and loggable. These are described in Table 1. Several examples are identified under more than one event category. Determination of which category to assign to the specific event depends on the circumstances associated with that event. For example, the severity of a fire may determine its categorization.

Table 1
Event Types

Type of Event	Description
Emergency event	An emergency is the most serious event and requires an increased alert status. Emergencies may be one of three levels: alert, site area emergency, and general emergency. Emergency level events are not expected at FUSRAP sites. Examples of emergency events include emergency notification to a regulatory agency, activity with media attention, fatality, significant property damage or loss, environmental release, personnel overexposure, fire or explosion, significant unplanned water discharge, natural phenomenon damage, bomb threat or civil disturbance, unauthorized entry, vandalism, theft, and any other incident deemed worthy of reporting (including all events involving personnel injury).
Unusual event	A non-emergency event that has significant actual or potential impact on safety, environment, health, security, or operations. Examples are emergency notification to a regulatory agency, fatality, fire or explosion, significant unplanned water discharge, natural phenomenon damage, and a bomb threat or civil disturbance.
Off-normal event	An abnormal or unplanned event or condition that has adverse actual or potential effects or indicates a degradation in safety, environment, health, security, or operations. Examples are activity with media attention, significant property damage or loss, environmental release, fire or explosion, significant unplanned water discharge, unauthorized entry, vandalism, and theft.
Loggable event	Loggable events are events that were referred to the appropriate project manager for categorization and found to be below reporting criteria. An example is any other incident deemed worthy of reporting (including all events involving personnel injury). The log is maintained by the event reporting (ER) coordinator.

4.0 RESPONSIBILITIES

This section identifies the notification and reporting responsibilities for personnel at the sites, the BNI Oak Ridge office, and DOE FUSRAP Group. Additional notification and reporting responsibilities are identified in the FUSRAP HSP, Volume 1, Section 8.0, "Emergency Response And Reporting," and Volume 2, Appendix G (site-specific requirements). Throughout this section, each position listed refers to the person currently filling the position or his or her designee.

4.1 SITE

4.1.1 Personnel who recognize an event situation will immediately notify the site superintendent or senior [REDACTED] site representative onsite. Notification to BNI by site subcontractors will be made through the BNI subcontract technical representative or senior BNI site representative per the subcontract language.

4.1.2 The project manager

- shall, if a reportable quantity (RQ) release of a hazardous/extremely hazardous substance has occurred, report the release to the National Response Center (NRC), Local Emergency Planning Committee (LEPC), and State Emergency Response Committee (SERC) (see Section 6.1.3 for additional information);
- shall provide the site caretaker with documentation of EPA required notification;
- may provide information to the BNI FUSRAP program manager or designee for completing the ORO Daily Event Log (see example in Appendix B) and Fact Sheet (see example in Appendix B).

4.1.3 The site superintendent and/or senior Bechtel site representative, with assistance from the site safety and health representative (SSHR),

- maintains the current HSP;
- maintains a current listing of emergency numbers for event reporting (included in Appendix A of this document);
- identifies an event or condition based on personal observation or information received from other BNI personnel, DOE personnel, local police, or local residents;
- notifies local emergency response coordinator to initiate response, if applicable;
- stabilizes or returns the site to a safe condition after any event or condition;

- promptly verbally notifies the BNI FUSRAP program manager of events or conditions as soon as the site has been returned to a safe condition;
- makes other verbal notifications, such as to the appropriate project manager;
- completes the Initial Event Report Form (included in Appendix B) and submits it to the BNI FUSRAP program manager in the Oak Ridge office and DOE FUSRAP Group via fax **within one hour** after the site is returned to a safe condition;
- if required, initiates a Fact Sheet (see example in Appendix B) to support DOE FUSRAP Group reporting requirements and faxes/e-mails it to the BNI FUSRAP program manager;
- requests written documentation from the appropriate project manager verifying the filing of a reportable quantity (RQ) release report to the National Response Center (NRC), Local Emergency Planning Committee (LEPC), and State Emergency Response Committee (SERC) if a report is submitted; and
- provides enough additional information to allow the BNI FUSRAP program manager to complete root cause analysis, lessons learned, and corrective actions,

4.1.4 The site safety and health representative (SSHR) will assist the site superintendent and/or the senior BNI site representative in completing the Initial Event Report Form and Fact Sheet.

4.2 BNI OAK RIDGE OFFICE

4.2.1 The BNI FUSRAP program manager or designee shall

- make immediate verbal notification to DOE FUSRAP Group;
- categorize (using DOE M 232.1-1 as a guide) the event **within one hour** of receipt of the Initial Event Report Form from the site;
- ensure that all outside agency notifications are completed within specified time constraints and notify DOE FUSRAP Group by faxing the appropriate form(s);
- ensure that internal BNI notifications are initiated;
- if required, initiate the ORO Daily Event Log and fax it to DOE FUSRAP Group for concurrence;

- if required, fax the completed ORO Daily Event Log to the EOC;
- if required, finalize and fax the Fact Sheet(s) to DOE FUSRAP Group; and
- if required, ensure that follow-up documentation is initiated within specified time constraints.

4.2.2 The BNI (Oak Ridge) construction safety supervisor, with assistance from the SSHR, must

- report to the nearest OSHA area director any event that is fatal to one or more employees or results in hospitalization of three or more employees;
- initiate required BNI corporate safety reports;
- enter each recordable injury and illness on the OSHA 200 Log and summary;
- provide a monthly submittal of DOE F 5483.3; and
- provide a monthly submittal of work hours and vehicle usage.

4.2.3 The ES&H supervisor is responsible for

- assisting the BNI FUSRAP program manager during the categorization process;
- assisting the BNI FUSRAP program manager during the written reports process;
- assisting the BNI FUSRAP program manager during the notification process;
- preparing and distributing the quarterly emergency phone listing;
- entering event data into the FUSRAP Hazard Tracking Database;
- maintaining the FUSRAP Hazard Tracking Database, and
- preparing monthly summaries of the Hazard Tracking Database, including event reports, and forwarding a quarterly report to the project managers and DOE FUSRAP Group leader on the status of all incomplete event reports and all outstanding corrective actions.

The emergency phone listing is distributed to the sites, project management, BNI FUSRAP program management, DOE FUSRAP Group, and DOE-HQ. The listing is also available in the FUSRAP electronic bulletin board. It is included in this document as Appendix A.

4.3 DOE FUSRAP GROUP ACTIONS

DOE FUSRAP Group will verbally respond to BNI's recommended categorization within one hour of receipt of the Initial Event Report Form. If the event is categorized, BNI FUSRAP will complete the ORO Daily Event Log and fax it to DOE FUSRAP Group for concurrence. If DOE FUSRAP Group concurs, BNI FUSRAP will fax the ORO Daily Event Log to the Emergency Operations Center (EOC). If necessary, DOE FUSRAP Group will request a Fact Sheet be provided to support or add to the information already delivered in the Initial Event Report Form. DOE will provide copies of BNI-provided Fact Sheet to DOE-ORO and DOE-HQ management and subject matter experts, as appropriate. Examples of a completed ORO Daily Event Log and a Fact Sheet are shown in Appendix B.

5.0 TELEPHONE INFORMATION

To ensure ready access to the facility manager and the personnel responsible for dealing with abnormal events, the Safety and Health Department keeps critical telephone numbers current and available. The telephone list includes the work and home telephone numbers of the personnel. A beeper number has been provided for each facility manager to facilitate notification. Site-specific phone numbers are located in the site-specific HSPs.

The list contains the work and home telephone numbers of BNI and DOE reporting personnel. The list is updated quarterly. The current list is also available on the VAX system under project-specific menus. See Appendix A for the current emergency phone listing.

6.0 INITIAL NOTIFICATION CRITERIA

Official notification actions are to be initiated as soon as possible after an event has occurred and the site has been returned to a safe condition.

6.1 VERBAL NOTIFICATIONS

The initial notification action, after an event has occurred, will be a verbal notification. The site superintendent or senior Bechtel site representative must verbally notify the BNI FUSRAP program manager in the Bechtel FUSRAP office in Oak Ridge as soon as the site has been returned to a safe condition. The BNI FUSRAP program manager or designee will verbally notify DOE FUSRAP Group. This verbal notification begins the reporting process. However, an Initial Event Report Form must be submitted to the BNI FUSRAP program manager or designee **within one hour** after the site has been returned to a safe condition. This applies to all events. A summary of verbal notification/reporting is given in Table 2.

Table 2
Verbal Notifications/Reporting

Type of Report	Who Reports	Report to	Time to Report
Events	BNI FUSRAP program manager	DOE FUSRAP Group	As soon as possible
Significant event*	DOE FUSRAP Group	DOE-ORO and DOE-HQ management and DOE-ORO subject matter experts.	As soon as possible
Event that involves a fatality or multiple (3 or more) hospitalizations	BNI (Oak Ridge) construction safety supervisor	OSHA	Within 8 hours
Event involving transportation of hazardous material incident	Transporter	DOT	Immediately
Release of hazardous substance	Project manager or designee	NRC, LEPC, and SERC	Immediately
Release of extremely hazardous substance	Project manager or designee	LEPC and SERC	Immediately

*A significant event is any event that meets the criteria in Section 2.0 of this document.

6.1.1 OSHA

The nearest OSHA area director must be notified verbally by the BNI (Oak Ridge) construction safety supervisor **within eight hours** of a fatality or multiple (three or more) hospitalizations resulting from a single event.

6.1.2 DOT

The DOT and BNI (Oak Ridge) will be notified by the transporter immediately following a hazardous material transportation incident in accordance with 49 CFR 171.15.

6.1.3 Hazardous Substances

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) requires that "releases of hazardous substances to the environment" at or above RQs be reported to the NRC. The Emergency Planning and Community Right-to-Know Act (EPCRA) requires that a release of a CERCLA hazardous substance or extremely hazardous substance (EHS) in an amount at or above an RQ be reported to the LEPC and SERC. (In the case of an RQ release of a CERCLA hazardous substance, reporting to the NRC, LEPC, and SERC is required.) Failure to comply could result in civil or criminal penalties.

Upon determination by the site superintendent that a release has occurred, the project manager will ensure that notification to the NRC, the LEPC, and the SERC as appropriate is accomplished. If no LEPC exists,

the local emergency coordinator or relevant emergency authority in the area should be notified. The NRC, in turn, notifies the EPA.

The types of RQ releases listed in Table 3 require reporting to the NRC, LEPC, and SERC under CERCLA and EPCRA. The BNI team environmental compliance coordinator (ECC) should provide information concerning RQs. The senior environmental compliance lead and the industrial hygiene supervisor may also provide assistance in making an RQ determination.

Table 3
RQ Release Reporting

Type of release	Description
CERCLA hazardous substance (See list at 40 CFR 302.4 or ECC.)	Report to NRC as required by 40 CFR 302.6. Report to LEPC and SERC as required by 40 CFR 355.40.
Extremely hazardous substance (See list at 40 CFR 355, Appendixes A and B, or ECC.)	Report to LEPC and SERC as required by 40 CFR 355.40.

NOTE: Discovery of past releases of hazardous waste at a facility that is not a RCRA permitted or interim status facility requires notification of the EPA under the lasting provision of CERCLA [Section 103(c)].

Criteria for identification of a reportable release within FUSRAP will be followed as defined in "Memorandum of Understanding for the Formerly Utilized Sites Remedial Action Program Between the DOE-HQ Program Manager and ORO-FUSRAP Group Regarding DOE Order 5000.3B," Clarification 9, Environmental Release Categorization (BNI CCN 134267).

Sample letters are provided in Appendix B (see ERN-10 and ERN-11).

6.2 WRITTEN NOTIFICATION/REPORTING

Written notification/reporting is required for all events. The nature of the event determines the form of notification/report required and the associated timelines. A written report, the Initial Event Report Form, must be made to FUSRAP management for any of the following events, but only after verbal notification has been made:

- any emergency;
- any event;
- any enforcement notice;
- any OSHA or DOT reportable incident;
- an event that results in a release of an RQ to the environment (to determine whether a spilled amount is an RQ, see hazardous chemicals, especially hazardous substances, and threshold planning quantities listed on the site hazardous chemical worksheet located with the material safety data sheets); and
- any other abnormal event that warrants client or public attention.

6.2.1 Initial Event Report Form

This form is used as the initial written report to identify specific information on an event to BNI FUSRAP program management. All pertinent information is captured by this form if it is used properly. To accommodate the recommended categorization by the BNI FUSRAP program manager and the timeframe requirements of event reporting, the site superintendent or senior Bechtel site representative completes and faxes the Initial Event Report Form to the BNI FUSRAP program manager and DOE FUSRAP Group within one hour after the site is returned to a safe condition. The Initial Event Report Form is shown in Appendix B.

7.0 NOTIFICATION ACTIONS

This section describes the actions to be completed by key personnel to adequately notify [REDACTED], DOE, OSHA, EPA, and other agencies in the required time constraints. Figure 1, Event Notification Process, illustrates the major steps in event notification. The following paragraphs identify the standard notification procedure required for all events, OSHA notifications, and hazardous material events.

7.1 STANDARD NOTIFICATION PROCEDURE

As previously stated, it is everyone's responsibility to recognize and report any event that adversely affects safety, health, regulatory compliance, property, or the environment, and any event that warrants client or public attention. Once someone has identified an event, that individual must immediately notify the site superintendent or senior [REDACTED] site representative. The site superintendent or senior [REDACTED] site representative is then responsible for returning the site to a safe condition.

Immediately after the site is returned to a safe condition, the site superintendent or senior Bechtel site representative verbally notifies the BNI FUSRAP program manager. The information provided to the BNI FUSRAP program manager should include, as a minimum,

- location;
- time identified;
- nature of event (employee injury, facility/equipment damage, contamination, etc.);
- if any, injured or missing employee information;
- whether or not the event is contained onsite;
- if any, what offsite agencies contacted/responded; and
- immediate support needed from Oak Ridge office.

The BNI FUSRAP program manager verbally notifies the appropriate project manager or department supervisor and BNI off-project management. DOE FUSRAP Group will also be notified verbally at this time.

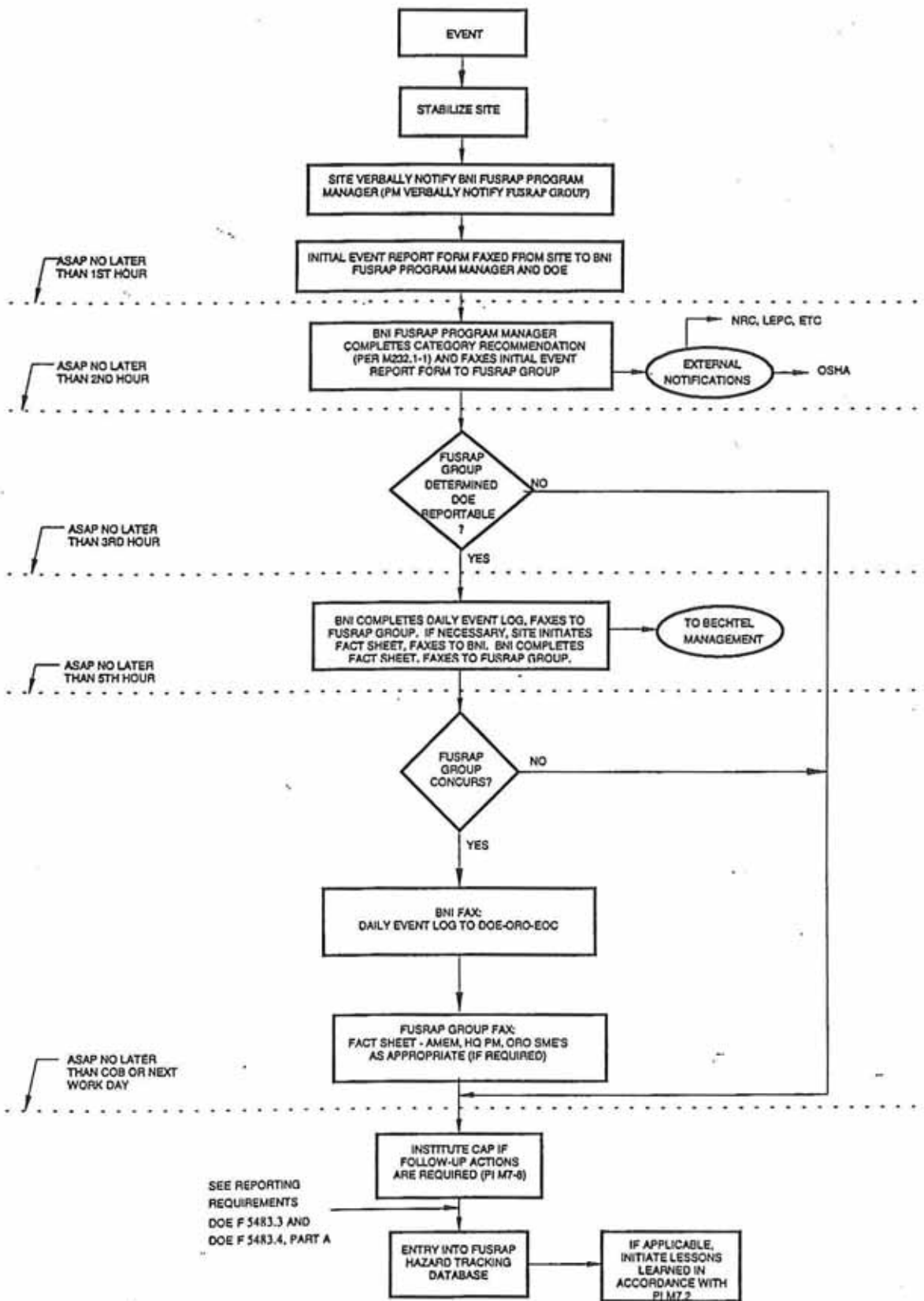


Figure 1
Bechtel Event Notification Process

The site superintendent and/or senior [REDACTED] site representative then initiates and completes the Initial Event Report Form and transmits it, via fax, to the BNI FUSRAP program manager and DOE FUSRAP Group within one hour of returning the site to a safe condition. The SSHR may assist the site superintendent in completing the report.

Upon receipt of the Initial Event Report Form, the BNI FUSRAP program manager reviews the information provided and, using DOE Manual 232.1-1 as a guide, makes an initial recommendation for DOE categorization. The suggested categorization is entered onto the Initial Event Report Form. The completed form is then faxed to DOE FUSRAP Group within one hour of receipt from the site.

DOE FUSRAP Group will respond verbally to BNI's recommended categorization within one hour of receipt of the Initial Event Report Form. If the event is categorized, BNI FUSRAP will complete the ORO Daily Event Log and fax it to DOE FUSRAP Group for concurrence. If DOE FUSRAP Group concurs, BNI FUSRAP will fax the ORO Daily Event Log to the Emergency Operations Center (EOC) with a copy forwarded to [REDACTED] management. If necessary, DOE FUSRAP Group will request a Fact Sheet be provided to support or add to the information already delivered in the Initial Event Report Form. DOE will provide copies of the BNI-provided Fact Sheet to DOE-ORO and DOE-HQ management and subject matter experts, as appropriate. BNI FUSRAP will forward a copy of the Fact Sheet(s) to [REDACTED] management. Examples of a completed ORO Daily Event Log and a Fact Sheet are shown in Appendix B.

If DOE FUSRAP Group determines that the event is not reportable, the BNI FUSRAP program manager ensures that appropriate internal follow-up actions, such as a corrective action report, nonconformance report, or observation report are initiated within time constraints as required by BNI procedures and policies.

The ES&H supervisor or designee will enter the event and the associated information into the FUSRAP Hazard Tracking Database.

7.2 EVENTS REQUIRING OSHA NOTIFICATION

An event involving the death of an employee requires that the employer verbally notify the OSHA Area Office that is nearest to the site of the incident by using the OSHA toll-free central telephone number. The same notification is required for an event resulting in the in-patient hospitalization of three or more employees. This notification is made by the BNI Oak Ridge construction safety supervisor after receiving notification of the event from the BNI FUSRAP program manager. This notification is made in addition to the above requirements.

7.3 EVENTS REQUIRING NRC, LEPC, AND/OR SERC NOTIFICATION

Additional notifications are required for events involving hazardous materials. Upon determination by the site superintendent that a release of hazardous materials has occurred, the project manager will ensure that notification to the NRC, the LEPC, and the SERC as appropriate is accomplished. If no LEPC exists, the local emergency coordinator or relevant emergency authority in the area should be notified. The NRC, in turn, notifies the EPA. This notification is made in addition to the requirements listed in Section 7.1. Examples of follow-up notification letters are provided in Appendix B.

8.0 TRAINING

Training for handling events is required for appropriate FUSRAP personnel. Site personnel training must include identification and response to an event and/or condition; notification to meet program management requirements; and reporting documentation requirements. BNI FUSRAP program manager training must include category determination and notification requirements.

The FUSRAP Emergency Response and Notification Handbook is required reading for the site superintendent, SSHR, and Radiological Support Subcontractor Supervisor. All other site employees will be trained in this topic as part of their orientation training as specified in PI S2.3, "Site-Specific Training Requirements."

The FUSRAP Emergency Response and Notification Handbook is also required reading for all BNI Oak Ridge management.

9.0 DOCUMENTATION CONTROL

Table 4 identifies the documents used for event notification and reporting and the staff responsible for each.

Table 4
Documentation for Notification and Reporting

Who	Does What
Site superintendent	submits to PDCC <ul style="list-style-type: none">• telecon notes documenting the event, response, and notification,• Initial Event Report Form,• Fact Sheet (if required), and• list of contacts made to local responders.
BNI FUSRAP program manager or designee	sends to PDCC copies of the <ul style="list-style-type: none">• ORO Daily Event Log(s) (if required),• telecon notes documenting event-related contacts with the site, DOE FUSRAP Group, and any other internal and external agencies, and• NRC telecons
ES&H supervisor	enters the event and the associated information into the FUSRAP Hazard Tracking Database.
Facility manager	sends the site caretaker a copy of the EPA notification.
PDCC	logs in and records on Info Works, and files in PDCC project records <ul style="list-style-type: none">• Initial Event Report Form,• Fact Sheet,• ORO Daily Event Log(s),• update reports,• final event report,• regulatory required notifications,• corrective action assignments, and• any other event related documentation.

APPENDIX A
EMERGENCY PHONE LIST

Notification Sequence

Site personnel will contact the individuals listed in the table in sequence to provide verbal notification to the first individual they reach for categorization of an event/condition.

BNI-FUSRAP EVENT CATEGORIZATION BACKUP SEQUENCE		
Priority Sequence	Call	
1	BNI FUSRAP Program Manager	
2	BNI FUSRAP Project Support Manager	
3	Leader, DOE FUSRAP Group	
4	DOE Pager	
5	Oak Ridge Operations - Emergency Operations Center (ORO-EOC)	

SITE-SPECIFIC EMERGENCY NOTIFICATION NUMBERS

NIAGARA FALLS STORAGE SITE (NFSS)

Police	(716) 285-5355
Fire	(716) 754-4487
State Emergency Response Commission (24 hour)	(518) 457-7362
State Emergency Management Agency	(518) 457-2222
Local Emergency Planning Committee	(716) 439-7310 [REDACTED]
National Response Center	(800) 423-8802

SITE-SPECIFIC EMERGENCY NOTIFICATION NUMBERS

(continued)

Police	911 or (908) 356-1900
Fire	911 or (908) 356-1900
EPA Radiation Branch Chief	(212) 246-4418
New Jersey State Spill Hot Line	(609) 292-7172
New Jersey State Police Emergency Planning	(609) 538-6050 or 538-6065
National Response Center	(800) 423-8802
Middlesex County HAZMAT Team	(908) 727-6622
WAYNE INTERIM STORAGE SITE (WISS)	
Police and Fire	911 or (201) 694-0600
EPA Radiation Branch Chief	(212) 246-4418
New Jersey State Spill Hot Line	(609) 292-7172
New Jersey State Police Emergency Planning	(609) 538-6050 or 538-6065
National Response Center	(800) 423-8802
Local Office for Emergency Management	(201) 881-4376
MAYWOOD INTERIM STORAGE SITE (MISS)	
Police and Fire	911 or (201) 845-8800
EPA Radiation Branch Chief	(212) 246-4418
New Jersey State Spill Hot Line	(609) 292-7172
New Jersey State Police Emergency Planning	(609) 538-6050 or 538-6065
National Response Center	(800) 423-8802
Local Office for Emergency Management	(201) 599-6210
DIAMOND MAGNESIUM SITE - PAINESVILLE	
Police and Fire	911 or (216) 352-7443 or 352-6996
Ohio Emergency Management 24 HOUR	(614) 889-7150 or 889-7178
Local Emergency Planning Committee	(216) 256-1415
National Response Center	(800) 423-8802
B&T METALS	
Police	911 or (614) 654-4597
Fire	911 or (614) 231-9513
Ohio Emergency Management 24 HOUR	(614) 889-7150 or 889-7178
Local Emergency Planning Committee	
National Response Center	(800) 423-8802

SITE-SPECIFIC EMERGENCY NOTIFICATION NUMBERS
(continued)

ST. LOUIS DOWNTOWN SITE (SLDS)	
Police	911 or (314) 231-1212
Fire	911 or (314) 289-1900
State Emergency Management Agency	(573) 526-9101
State Emergency Response Commission (24 hour)	(573) 634-2436
Local Emergency Planning Committee	(314) 622-3391
National Response Center	(800) 423-8802
LATTY AVENUE (HAZELWOOD INTERIM STORAGE SITE)	
Police	911 or (314) 231-1212
Fire	911 or (314) 524-2244
State Emergency Management Agency	(573) 526-9101
State Emergency Response Commission (24 hour)	(573) 634-2436
Local Emergency Planning Committee	(314) 421-4220
National Response Center	(800) 423-8802

[REDACTED]

Program Manager

Project Support Manager

Project Manager - Missouri/Ohio Team

**Regional E&T Supervisor
Missouri/Ohio Team**

Project Manager - New Jersey Team

**Regional E&T Supervisor
New Jersey Team**

Project Manager - New York Team

**Regional E&T Supervisor
New York Team**

Quality Assurance Supervisor

Community Relations Supervisor

Engineering and Technology Supervisor

Environmental Compliance

Construction Supervisor

Procurement Supervisor

**Administration/Information Technology
Supervisor**

Project Controls Supervisor

**Environmental Safety and Health
Supervisor**

Industrial Hygiene

Construction Safety

Radiological Protection

Regional Superintendent - Missouri

**Subcontract Technical Representative -
Missouri**

**Subcontract Technical Representative -
Missouri**

**Regional ES&H Coordinator -
Missouri**

Site Safety and Health Representative
Missouri/Ohio Team

Subcontract Technical Representative
New Jersey Team

Subcontract Technical Representative
New Jersey Team - Middlesex

Subcontract Technical Representative
New Jersey Team - Wayne

Subcontract Technical Representative
New Jersey Team - Maywood

Subcontract Technical Representative
New Jersey Team - Maywood

Regional Superintendent
New Jersey Team

Regional ES&H Coordinator
New Jersey Team

Site Safety and Health Representative
New Jersey Team

Subcontract Technical Representative
New York Team - Tonawanda Sites

Subcontract Technical Representative
New York Team - Linde Site/NFSS

Subcontract Technical Representative
New York Team - CISS

BS)

Regional Superintendent
New York/Ohio Team

Regional ES&H Coordinator
New York Team



- Office Management

**Environment, Safety and Health Services
Manager**

Vice President

Manager of Field Services

Counsel

Department of Energy FUSRAP Group

Leader

Acting Team Leader

**Site Manager - Niagara Falls Storage Site,
NY and Bliss & Laughlin Steel, Buffalo, NY**

Acting Team Leader

Site Manager - Colonie, NY

Site Manager - Missouri Sites

Site Manager - Missouri Sites

**Site Manager - Ohio Sites, Tonawanda, NY
Sites, and Opportunity Sites**

**Site Manager - Wayne, NJ &
New Brunswick, NJ**

Site Manager - DuPont & Company, NJ

Site Manager - Maywood, NJ

Site Manager - Middlesex, NJ

Program Analyst (Budget)

*Single Pager is passed down the order when primary, secondary, etc., Facility Representative is not available.

Department of Energy - Headquarters

Program Manager

Program Manager Staff

Program Manager Staff

Program Manager Staff

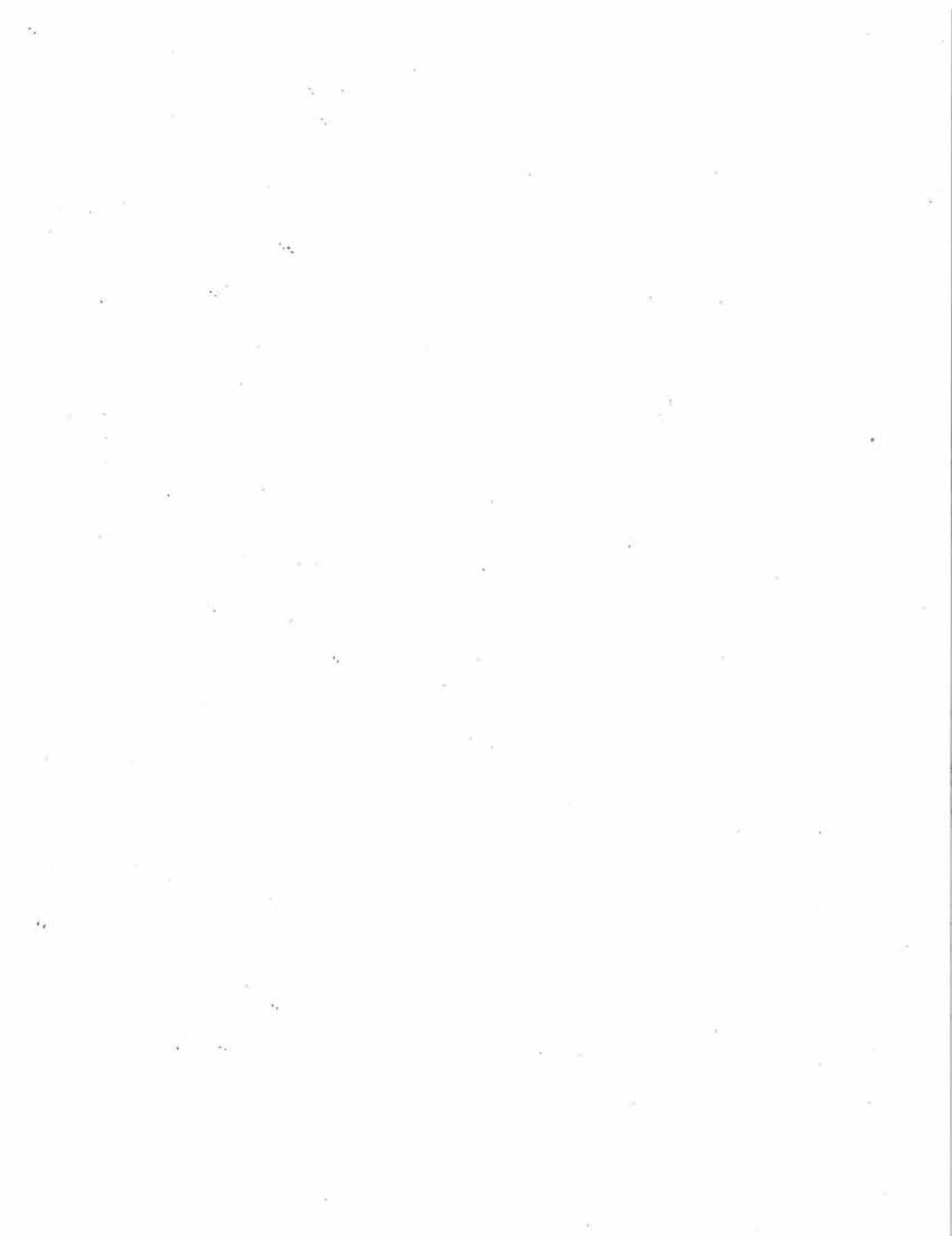
Office of Eastern Area Programs

DOE - Oak Ridge Operations

Oak Ridge Operations Center

Public Information Officer

Public Information Officer



APPENDIX B
SAMPLE FORMS AND LETTERS

INITIAL EVENT REPORT FORM

This form is to be used to notify management of any Environment, Safety and Health related event involving occupational injury, illness, overexposure or personnel contamination or any other event that warrants client or public attention.

PROJECT: _____ SITE: _____ SITE PHONE NUMBER: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

SITE SUPERINTENDENT: _____ NOTIFIED? ☐ DATE/TIME NOTIFIED: _____

SAFETY AND HEALTH LEAD: _____ NOTIFIED? ☐ DATE/TIME NOTIFIED: _____

PROJECT MANAGER: _____ NOTIFIED? ☐ DATE/TIME NOTIFIED: _____

TYPE (CHECK ALL THAT APPLY, POTENTIAL OR ACTUAL):

INJURY: <input type="checkbox"/>	NEAR MISS: <input type="checkbox"/>	SPILL/RELEASE: <input type="checkbox"/>	PUBLIC INVOLVED: <input type="checkbox"/>
ILLNESS: <input type="checkbox"/>	PROPERTY DAMAGE: <input type="checkbox"/>	CONTAMINATION: <input type="checkbox"/>	COMPLIANCE ISSUE: <input type="checkbox"/>
FATALITY: <input type="checkbox"/>	EQUIPMENT FAILURE: <input type="checkbox"/>	UPTAKE: <input type="checkbox"/>	REGULATORY AGENCY INVOLVED:
WORK STOPPAGE: <input type="checkbox"/>	FIRE: <input type="checkbox"/>	CHEMICAL: <input type="checkbox"/>	DOE: <input type="checkbox"/> OSHA: <input type="checkbox"/> EPA: <input type="checkbox"/>
OSHA RECORDABLE: <input type="checkbox"/>	EXPLOSIVES: <input type="checkbox"/>	RADIOLOGICAL: <input type="checkbox"/>	NRC: <input type="checkbox"/> DOT: <input type="checkbox"/> OTHER: <input type="checkbox"/>
LOST WORKDAY CASE: <input type="checkbox"/>	NATURAL PHENOMENON: <input type="checkbox"/>	ASBESTOS: <input type="checkbox"/>	SPECIFY: _____

OTHER (SPECIFY): _____

BRIEF DESCRIPTION OF THE EVENT AND OPERATING CONDITIONS (ATTACH ADDITIONAL PAGES AS NEEDED):

DOE Projects, Proposed
ORPS Categorization

Initials _____ Date _____

IMMEDIATE ACTIONS TAKEN:

NAME OF EMPLOYEE(S) INVOLVED:

BECHTEL OR SUBCONTRACTOR:
(LIST COMPANY)

COMPLETED BY: _____ EMPLOYEE NUMBER: _____ DATE: _____
Print Name / Signature



REV 7/11/97

Instructions to site personnel: Transmit this form via FAX (423-220-2107, FUSRAP 423-576-4898 and 423-576-0956) or e-mail to Manager, Environment, Safety and Health Services. If the event involves any injury or illness requiring medical attention for a Bechtel employee, additional reports are required. See Core Process CP-108.

DAILY EVENT LOG

Page 1 of 1

1 REPORTED BY	2 EVENT DATE AND LOCATION Date/Time: Plant: Building: Descript:	Event Report Received <hr/> 3 Occurrence Category: Categorized:
ORO STAFF NOTIFIED	4 OFFSITE NOTIFICATIONS	HQ EOC Notified? <hr/> EOC Activated?
5 DESCRIPTION OF EVENT		
Entry Time:	Operator ID:	

Shaded areas are for DOE use only.

- 1 - Enter: Name (last, first); Title; Phone number (with area code); Date completed (mm/dd/yyyy); Time (military); Time zone (EDT/EST)
- 2 - Enter: Date of entry (mm/dd/yyyy); Time of entry (military); Time zone (EDT/EST); Plant (FUSRAP); Building (site name); Description (example: Work Stoppage)
- 3 - Enter Occurrence Category: E (Emergency); U (Unusual); ON (Off-Normal); or L (Loggable)
Enter Categorized: Date (mm/dd/yyyy); Time (military); Time zone (EDT/EST)
- 4 - Identify each offsite notification made.
- 5 - Give brief description of event. Continue on additional pages if needed.

EXAMPLE DAILY EVENT LOG

Page 1 of 1

1 REPORTED BY Boos, Alan BNI Program Manager (423)576-1699 04/16/1997 1749 EDT	2 EVENT DATE AND LOCATION Date/Time: 04/16/1997 1630 EDT Plant: FUSRAP Building: Linde Site Descript: Work Stoppage	Event Report Received Occurrence Category: ON Categorized: 04/16/1997 1700 EDT
ORO STAFF NOTIFIED Seay, Bill Leader, FUSRAP Group 04/16/1997 1806	4 OFFSITE NOTIFICATIONS NONE	HQ EOC Notified? No <hr/> EOC Activated? No
5 DESCRIPTION OF EVENT ORO-BNI-FUSRAP-1997-0000 AS A RESULT OF SEVERAL SAFETY CONCERNS IDENTIFIED WITH THE WORK OF THE SUBCONTRACTOR (IDM) AT THE FUSRAP LINDE SITE, A WORK STOPPAGE LETTER WAS ISSUED ON 04/16/97. THE LETTER CALLS FOR THE INVESTIGATION OF THE CONCERNS AND DEVELOPMENT OF A CORRECTIVE ACTION PLAN WHICH MUST BE APPROVED PRIOR OT THE RESUMPTION OF WORK.		
Entry Time: 04/16/1997 1826	Operator ID: Chambers, John	

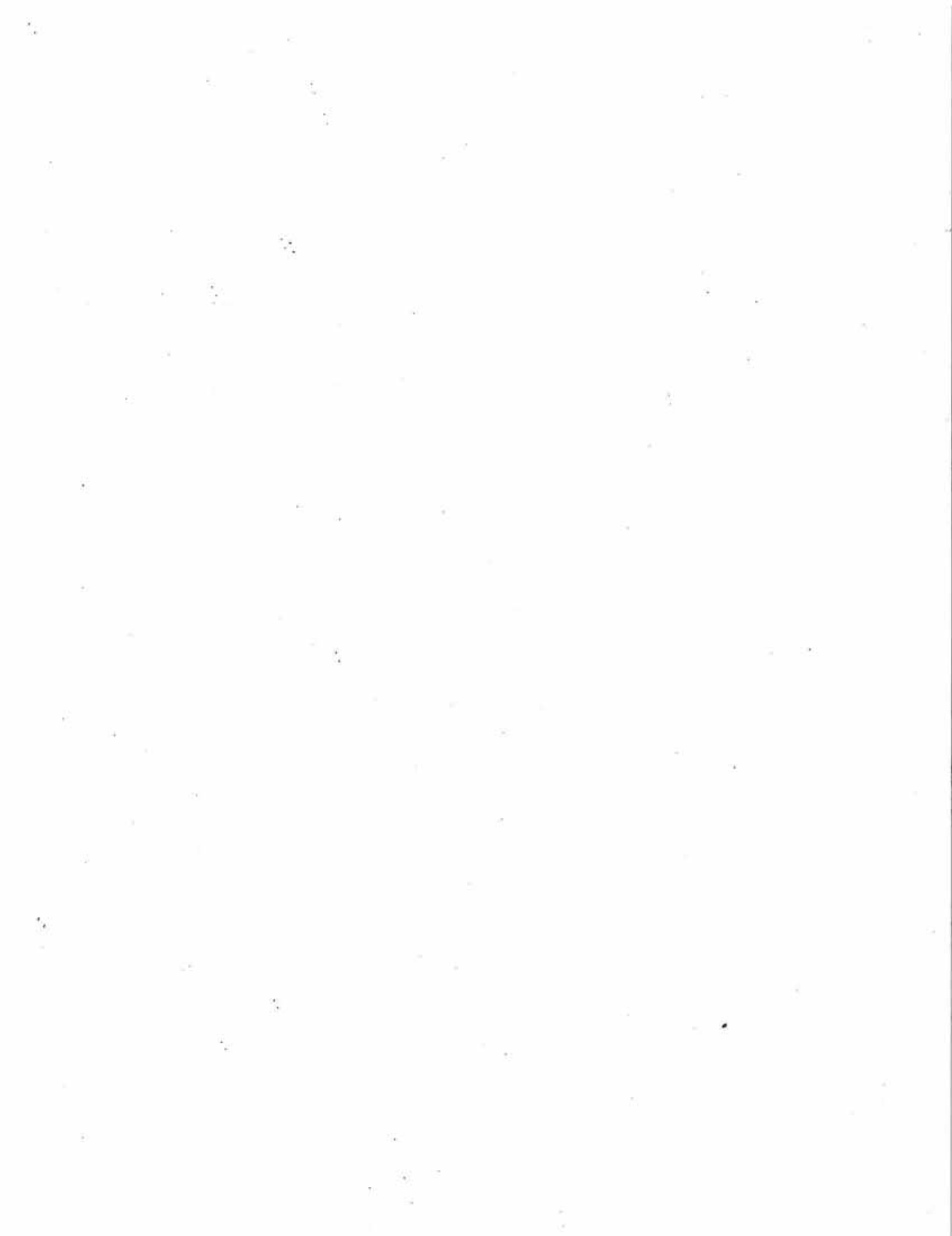
Shaded areas are for DOE use only.

- 1 - Enter: Name (last, first); Title; Phone number (with area code); Date completed (mm/dd/yyyy); Time (military); Time zone (EDT/EST)
- 2 - Enter: Date of entry (mm/dd/yyyy); Time of entry (military); Time zone (EDT/EST); Plant (FUSRAP); Building (site name); Description (example: Work Stoppage)
- 3 - Enter Occurrence Category: E (Emergency); U (Unusual); ON (Off-Normal); or L (Loggable)
 Enter Categorized: Date (mm/dd/yyyy); Time (military); Time zone (EDT/EST)
- 4 - Identify each offsite notification made.
- 5 - Give brief description of event. Continue on additional pages if needed.

FACT SHEET

Oak Ridge - Bechtel National, Inc., FUSRAP (OR)
September 20, 1996

1. Background
2. Chronology of Events
3. ES&H Impact
4. Others Notified
5. Follow-up Actions



**EXAMPLE
FACT SHEET**

115580

Oak Ridge - Oak Ridge National Laboratory (UO)
December 4, 1993

Operational Safety Requirements (OSR) Violation of Liquid Low Level Waste (LLLW) Tank WC-9

1. Background: The LLLW Collection and Transfer System of ORNL is utilized for the collection of LLLW Wastewater from throughout ORNL. A number of tanks are "singly-contained" and take on rainwater inleakage of heavy rainfall.

Collection Tank WC-9 is a singly-contained tank, located in the 3500 area of ORNL in a tank farm with several other active and inactive tanks. It has historically been difficult to prime the pump used to transfer LLLW from tank WC-9. It was decided to modify the transfer system by putting a submersible pump into WC-9. This configuration has been successful in other parts of the LLLW collection and transfer system. Construction of this configuration change began on November 1993. At the time of the OSR violation, the trench for the new transfer piping had been excavated. Due to extremely heavy rainfall, the area surrounding the tanks and the trench became flooded. This trench may have acted as a conduit for rainfall to saturate the area surrounding WC-9, thus increasing inleakage into the tank.

2. Chronology of Events: On Saturday, December 4, 1993, record breaking rains deluged the Oak Ridge area. By 1100 hours the WC-9 liquid level reached 60% and the operation noted difficulty pumping the tank. Inleakage continued at the rate of 1 gallon every 13 seconds and by 1600 hours the level in WC-9 reached 90%.

On December 4, 1993, at 1700 hours due to excessive rainwater inleakage LLLW Tank WC-9 level rose into the neck of the tank, which gave a level reading of >100% which was an OSR violation.

WC-9 tank transfer finally accomplished at 2000 hours with tank level indicating 10% volume.

3. ES&H Impact: Personnel visually observing the tank observed no overflow and dry well samples taken showed no elevation in radiochemical concentration in the areas immediately surrounding the tanks. No ES&H issues.
4. Other Notified: The incident was categorized as a Level 2 occurrence December 5, 1993, at 1130 hours an HQ voice was established.

The incident has been reported as an Unusual Occurrence and follow-up notifications to local regulators will be accomplished, as required.

5. Follow-up Actions: The maintenance task of reconfiguring the WC-9 transfer system will be completed.

Letter to LEPC

U.S. Department of Energy -- XYZ Site
Highway 30
Pine Bluffs, Wyoming 99998

Date

Fire Chief
Town of Pine Bluffs
10 Coyote Drive
Pine Bluffs, Wyoming 99998

ATTN: Local Emergency Planning Committee

To Whom It May Concern:

SUBJECT LINE (BOLD, ALL CAPS) - SITE NAME - SUBJECT

As required by Executive Order 12865, the United States Department of Energy is required to comply with the Emergency Planning and Community Right-to-Know Act (EPCRA). In order to comply with this Executive Order, the chemical inventory of the XYZ Site has been reviewed to identify the presence of EPCRA Section 302 Extremely Hazardous Substances (EHSs).

The Table below lists EPCRA Section 302 EHSs that were found to be present at the XYZ Site in excess of their Threshold Planning Quantity.

Chemical	CAS Number	TPQ (in pounds)	Maximum Qty. On-site (in pounds)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The United States Department of Energy, as a concerned member of the Pine Bluffs, Wyoming, community looks forward to working with the Pine Bluffs Local Emergency Planning Committee to make the town of Pine Bluffs a safer place to live.

Sincerely,

Site Coordinator
U.S. Department of Energy

cc: Wyoming State Emergency Response Commission

FUSRAP ERN10 (December 29, 1994)

Letter to SERC

U.S. Department of Energy -- XYZ Site
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Date

[REDACTED]
District Management Advisory Council
State Emergency Management and Civil Defense
2 Military Road, N.W.
Washington, D.C. 20806

Dear [REDACTED]:

SUBJECT LINE (BOLD, ALL CAPS) - SITE NAME - SUBJECT

We are making Emergency Planning Notification under Section 302 of the Emergency Planning and Community Right-to-Know Act for the U.S. Department of Energy Facility at XYZ Site at 1000 Independence Avenue, S.W., Washington, D.C. 20585. The facility has the following Extremely Hazardous Substances onsite:

Ammonia 1000 lbs.
Chlorine 830 lbs.

If additional emergency planning information for this facility is necessary, please contact our Emergency Response Coordinator, Mr. Robert Doe, at (202) 576-1234.

Sincerely,

[REDACTED]
Environmental Manager
U.S. Department of Energy

cc: R. Doe

FUSRAP ERN11 (December 29, 1994)

