

HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

Guidance for Reporting Hazardous Material Spill/Release Incidents

Approved Jointly By
Santa Barbara County Chapter of CAER
Community Awareness & Emergency Response
and
Santa Barbara County Fire Chiefs

FAX INCIDENT REPORT FORM (See Page 5):

(F) = FAX NUMBER

(O) = OFFICE NUMBER

AREA CODE = (805)

Carpinteria/Summerland Fire – (F) 969-3598 (O) 565-3651

Lompoc City Fire – (F) 736-4513 (O) 735-4256

Santa Barbara City Fire – (F) 882-8903 (O) 965-5252

Santa Maria City Fire – (F) 925-9393 (O) 925-2631

Guadalupe Fire – (F) 692-5725 (O) 692-5723

Montecito Fire – (F) 969-3598 (O) 565-3651

Santa Barbara County Fire – (F) 692-5725 (O) 692-5735

Vandenberg Fire – (F) 606-2361 (O) 606-5380

Office of Emergency Management – (F) 681-5592 (O) 681-5526

This guide is for members of the Santa Barbara County business community who handle hazardous materials, and is designed to assist in your reporting obligations in the event of a hazardous materials spill/release, including oil, and produced water. It simplifies compliance with existing Fire Code, and allows a **Non-Emergency/Minor Spill/Release to be reported by fax.**

The attached Hazardous Materials Non-Emergency/Minor Spill/Release Incident Report Form provides:

1. Refer to Pages 2 and 3 to determine whether an incident qualifies as a Hazardous Materials Non-Emergency Minor Spill/Release. If it qualifies as a Hazardous Materials Non-Emergency Minor Spill/Release, you may use the attached Incident Report Form and report by fax. If it does not qualify as a Hazardous Materials Non-Emergency Minor Spill/Release then you must immediately call 9-1-1 and State OES at 800-852-7550. The burden is on each business to make this distinction. **However, when in doubt, call 9-1-1.**
2. A method for Santa Barbara County businesses to report by fax a Hazardous Materials Non-Emergency/Minor Spill/Release to your Local Fire Agency and to the Office of Emergency Management (OEM) within 1 working day (See List Above). First thing the next business day you must telephone your Local Fire Agency and OEM to verify receipt of your fax. A Hazardous Materials Non-Emergency Minor Spill/Release that is reported by using this form, **in some cases must also be called in and reported to State OES – 800-852-7550 (See Page 2-3).** Other reporting requirements to other Local, State and Federal Agencies may still apply depending upon your type of business (See Page 4).

Contents

1. Guidance for Reporting Hazardous Material Spill/Release Incidents – (Page 2-4).
2. Incident Report Form – (Page 5)

Questions? Call your Local Fire Agency. See list above.

HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

Guidance for Reporting Hazardous Material Spill/Release Incidents

Emergency Level	CRITERIA
LEVEL 1 Initial Response Minor On-Site Incident	<ol style="list-style-type: none"> 1. Oil spill or produced water spill > 1 bbl outside secondary containment designated for that vessel, system or pipeline, or ≥ 5 bbl inside secondary containment designated for that vessel, system or pipeline, unless it impacts or potentially impacts state or marine waters, in which case go to Level III. 2. Two combustible gas or fire eye alarms 3. Verified high level combustible gas (50% LEL) alarm 4. Single hand held detector with a LEL reading ≥ 50% 5. Smoke Investigation 6. Fire reported out 7. Hazardous material release outside secondary containment designated for that vessel, system or pipeline. 8. Bomb or extortion threat.
LEVEL 2 Sustained Response Major On-Site Incident	<ol style="list-style-type: none"> 1. Oil spill or produced water spill >5 bbl unless it impacts or potentially impacts state or marine waters, in which case go to Level III. 2. Any toxic gas release > 10 ppm by fixed or handheld monitor. 3. More than 2 combustible gas or fire eye alarms 4. Fire 5. Hazardous materials release requiring hazardous materials emergency response from emergency rescue personnel or contractors. 6. Sour gas in sales line 7. Earthquake or Flooding damage 8. Activation of Emergency Shut Down for plant and / or pipeline.
LEVEL 3 Major Incident with Public Exposure Potential (off-site impacts)	<ol style="list-style-type: none"> 1. Oil spill or produced water spill impacting or potentially impacting state or marine waters, or threatened release of oil or produced water impacting or potentially impacting state or marine waters. 2. Fire with potential for spreading 3. Explosion 4. Hazardous materials release or gas leak with off-site potential 5. Civil disturbance 6. State of War 7. Highway 101 closure or impact on other significant access routes or roads.

NOTE: Anything below a LEVEL 1 is considered a non-emergency/minor spill or release and may be reported by using the Hazardous Materials Minor Spill and Release Incident Report Form. Other reporting requirements may apply.

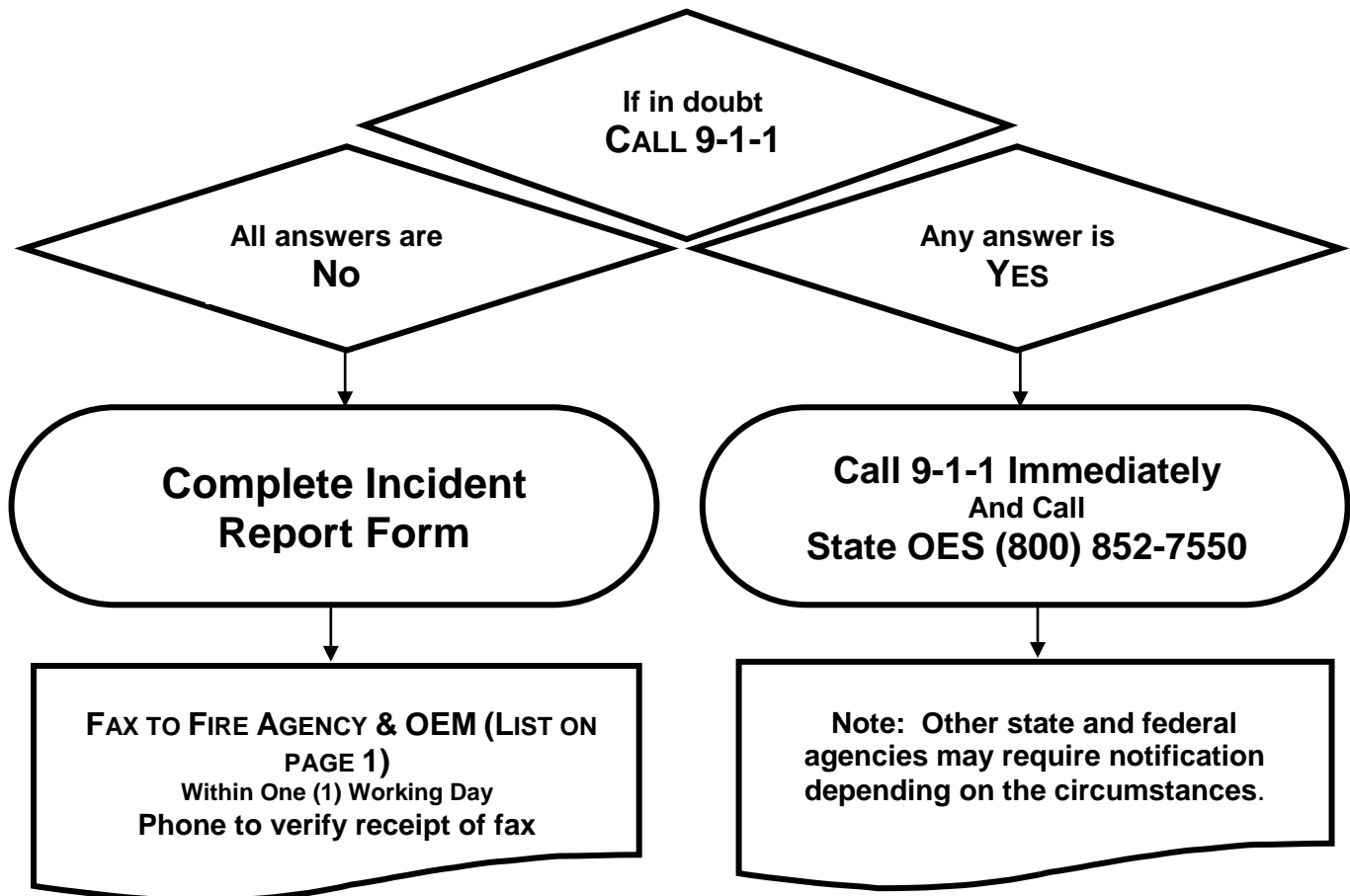
HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

Guidance for Reporting Hazardous Material Spill/Release Incidents

If an incident qualified as a Hazardous Materials Non-Emergency Minor Spill/Release, it may be reported by faxing the attached Incident Report Form as specified on Page 1.

In addition to faxing the Incident Report Form you must also immediately call 9-1-1, if you answer "Yes" to any of the following questions:

- Was anyone killed, seriously injured or admitted to a hospital for observation?
- Was anyone, other than employees in the immediate area of the release, required to evacuate?
- Did the release cause off-site damage to public or private property?
- Did the release extend into any wetlands, sewers, waterways, agricultural properties, public highways, or escape secondary containment?
- Is there a threat of release of a significant volume of a hazardous substance?
- Will containment, decontamination, and/or clean-up require the assistance of federal, state, county, or municipal response elements?
- Did the incident impact the environment, or threaten to impact the environment (e.g., sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal waterway, ground, sidewalk, street, highway or into the atmosphere)?
- Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger employees, the general public, or the environment?



HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

Guidance for Reporting Hazardous Material Spill/Release Incidents

What is a "Hazardous Material"?

"Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or threatened hazard to human health and safety or to the environment, if released into the workplace or the environment" - CA H&SC 25501(p)

Who is obligated to report a spill/release?

Requirements for providing notification of any spill/releases cover: Owners, Operators, Licensees, Persons in Charge, and Employees. Notification is required regarding releases from facilities, vehicles, vessels, pipelines and railroads.

What is a spill/release?

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a hazardous material into the environment, unless permitted or authorized by a regulatory agency – CA H&SC 25501(s)

Who must be notified of a spill/release in Santa Barbara County?

Pursuant to the California Fire Code (Refer to Chapter 15 of the Santa Barbara County Code) and California Health and Safety Code Section 25507, **all hazardous material released in quantities reportable under state, federal or local regulations, shall be reported to the Local Fire Agency. Local governments can have requirements that are more stringent than state.** In Santa Barbara County, the Local Fire Agency and OEM must be notified. When a minor spill/release occurs, the Hazardous Materials Non-Emergency/Minor Spill/Release Incident Report Form is to be faxed to your Local Fire Agency and OEM listed on Page 1 within 1 working day. Follow-up the fax with a telephone call first thing the next working day to verify receipt of the fax. This will satisfy the emergency notification for these agencies in Santa Barbara County only. Other reporting requirements may apply.

What other agencies may need to be notified?

In addition to 9-1-1 and/or faxed Incident Report, the following apply under varying circumstances:

- All releases that equal or exceed Federal Reportable Quantities – Call the National Response Center (NRC) at 1-800-424-8802 or on-line at www.nvc.uscg.mil/online.htm
- All releases on highway – Call California Highway Patrol at (805) 967-1234.
- All hazardous waste tank releases – Call Department of Toxic Substances Control Regional Office at (818) 551-2933
- All serious worker injuries or harmful exposures – Call Cal OSHA District Office at (805) 654-4581
- All oil spills at drilling and production fixed facilities – Call Conservation Department, Division of Oil, Gas and Geothermal Resources at (805) 937-7246.
- All spills with a potential to impact State water quality – Call State Fish & Wildlife Department at (916) 445-0045
- All significant, potential or actual railroad releases – Public Utilities Commission at (213) 897-2975.
- All Hazardous Liquid Pipelines – Call Local Fire Agency (Page 1).
- All Natural Gas Pipelines – Call Public Utilities Commission at (213) 897-2975.
- Consult Federal, State and Local laws and regulations for complete notification requirements.

Reminder: All significant hazardous material spills/releases or threatened releases must also be reported to the Cal OES State Warning Center at 800-852-7550.

What other statutes and regulations require emergency notification of a hazardous material release?

- California Health and Safety Code Sections 25270.8, 25507, 25503(c)(9)
- CA Vehicle Code Section 23112.5
- CA Public Utilities code Section 7673 (c)
- CA Government Code Sections 51018, 8670.25.5(a)
- CA Water Code Sections 13271(a), 13272(a), 13260(a)
- California Labor Code Section 9030
- U.S. Code, Title 42 Sections 9603, 11004
- California Code of Regulations Title 8, Section 5209
Title 13, Section 1166
Title 14, Section 1722(h)
Title 19, Sections 2703(e), 2705
Title 22, Sections 66265.56(j), 66265.196(e)
Title 23, Sections 2230, 2250, 2251, 2260
Part 171.16
- 49 CFR

Other Federal and State laws / regulations may apply.

Are there any web sites available to review the statutes and regulations?

State Regulations

<http://www.caloes.ca.gov/http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/hazardous-materials/spill-release-reporting>

Federal Regulations

<https://www.epa.gov/enforcement> and www.ecfr.gov

HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

INCIDENT REPORT FORM

Fax Completed Incident Report Form Within 1 Working Day To Local Fire Agency & OEM Listed On Page 1 And Follow Up With A Phone Call First Thing The Next Business Day.

1. INCIDENT AND RESPONSE DESCRIPTION

911 CALLED? Yes No

Date / Time Discovered	Date / Time	Discharge Stopped <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Reporting Date / Time		
Incident Business / Site Name		
Incident Address		
Other Locators (Bldg, Room, Oil Field, Lease, Well #, GIS)		
Please describe the incident and indicate specific causes and area affected.		
Indicate actions to be taken to prevent similar spills from occurring in the future.		

2. ADMINISTRATIVE INFORMATION

Business Name	
Address	
Supervisor in charge at time of incident	Phone
Contact Person	Phone

3. HAZARDOUS MATERIAL / RELEASE INFORMATION CALL 911 FOR RELEASES INTO WATERWAYS, WETLANDS OR AGRICULTURE AREAS.

Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Clean-Up Procedures & Timeline:				
Completed By		Phone		
Print Name	Title	Date and Time		

Santa Barbara County Local Fire Agency Use Only

Date Received	Time	OES Control #	CIR #
Received By		Assigned To	ER <input type="checkbox"/> Yes <input type="checkbox"/> No
Date / Time Reported to 911		Late Report <input type="checkbox"/> Yes <input type="checkbox"/> No	INCIDENT #
From 911 Dispatch <input type="checkbox"/> Yes <input type="checkbox"/> No	Investigator Requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Time of Request
Time Responding	Time On Scene	Time Back in Service	<input type="checkbox"/> Joint <input type="checkbox"/> Multi-Agency
PROP 65 <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE/TIME TO HCS	DATE/TIME TO COUNTY OEM	
MATERIAL			VOLUME
HAZARD			EVACUATION/ACCESS RESTRICTED <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Status	<input type="checkbox"/> Clean-Up Underway	<input type="checkbox"/> Pollution Characterization Underway	<input type="checkbox"/> Case Closed (Clean-Up Completed or Unnecessary)
	<input type="checkbox"/> Condition Abated	<input type="checkbox"/> Preliminary Site Assessment Underway	<input type="checkbox"/> Investigation
	<input type="checkbox"/> No Action Taken	<input type="checkbox"/> Other	

COMMENTS

NOTIFICATION CHECKLIST		CODE 20 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> LOCAL FIRE _____	<input type="checkbox"/> APCD	<input type="checkbox"/> CAL TRANS
<input type="checkbox"/> COUNTY OEM	<input type="checkbox"/> COUNTY PETROLEUM	<input type="checkbox"/> COUNTY AG COM	<input type="checkbox"/> ROAD DEPT	<input type="checkbox"/> CHP	<input type="checkbox"/> CAL OSHA
<input type="checkbox"/> STATE OES RESPONSE	<input type="checkbox"/> STATE DOGGR	<input type="checkbox"/> STATE FISH & WILDLIFE	<input type="checkbox"/> STATE RWQCB	<input type="checkbox"/> EHS	<input type="checkbox"/> DTSC
					<input type="checkbox"/> CLERK OF THE BOARD