

CHEMICAL RELEASE REGULATORY REPORTING GUIDELINES

Definitions: A **chemical release** occurs when a chemical/hazardous material (solid, liquid or gas) unexpectedly releases from its container such as a drum, tank, pipe, equipment, or device.

An **imminent threat of a chemical release** is a condition or incident where a substantial probability of harm exists and requires immediate action to prevent, reduce, or mitigate damage to persons, property, or the environment.

Reporting Requirement: A chemical release or imminent threat of a chemical release must be reported to regulatory agencies as soon as possible after taking initial actions to control the release and help anyone who is injured. The regulator's expectation is that reporting will be initiated within 15 minutes of the start of the release or when the person became aware of the release.

Criteria for Reporting: A chemical release or imminent threat of a chemical release is when any indoor or outdoor incident meets any one of the following criteria:

1. Fire Department assistance is requested due to an injury, OR due to the amount, location, or type of chemical released.
2. An employee or the public is injured (i.e., sent to a medical provider).
3. The chemical release caused damage to public or private property.
4. The chemical release extends into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off-site.
5. A person(s), other than employees in the immediate area of the release, evacuated the area.
6. The release escapes secondary containment.
7. An uncontrolled or unpermitted release occurs into the air from a chemical reaction or containerized gas.
8. An imminent threat of release exists where a condition creating a substantial probability of harm requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.
9. The incident is an imminent threat of release due to an increased potential for fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment.
10. The spill or threatened release involves an unknown material or contains an unknown hazardous constituent.
11. The chemical release exceeds the federal reportable quantity. (Estimate the total quantity released or amount evaporating.) See the Chemical Release Assessment form for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, *40 Code of Federal Regulations, Section 304*, or website: <http://homer.onl.gov/rq/>

REPORTING A CHEMICAL RELEASE

Responsible Person for Regulatory Reporting: Parks and Recreation Supervisor or other designated employee

Procedure to Report Chemical Release: If a chemical release or an imminent chemical release incident occurs, report the incident information to your supervisor immediately. The employee may delay contacting the supervisor in order to assist anyone injured and take initial actions to control the release. The supervisor will use the **Chemical Release Reporting Assessment** to determine if the release requires regulatory reporting. If the release meets any one of the criteria, the supervisor will contact the regulatory agencies below within 15 minutes of being notified of the incident.

The supervisor may contact Public Works Dispatch Center (AKA Station 38) at (619) 527-7660 for assistance in completing the regulatory reporting, however, the supervisor is responsible to ensure the reporting procedures have been followed.

Notify the following agencies:

- California Governor's Office of Emergency Services (formerly Cal EMA) (800) 852-7550
- County Department of Environmental Health (DEH) (858) 505-6657
After hours; leave a voicemail if a Deputy Clerk is not available (858) 565-5255
- City of San Diego Fire Department, HIRT (619) 533-4380

If released to sewer, storm drain, surface water or is a Federal reportable quantity, also call:

- Federal National Response Center (NRC) (800) 424-8802

See the Chemical Release Reporting Form (Form 304) for a guide on incident information and other agency reporting phone numbers.

CITY EMPLOYEE-MANAGED CHEMICAL RELEASE

Definition: City employee-managed chemical releases are those which are easily and safely controlled by employee(s), and the employee is familiar with the chemical/hazardous material.

Note: When a liquid or solid hazardous material spill occurs, the hazardous material is no longer usable and is considered a hazardous waste.

Procedures: When employee(s) can safely control the chemical release, the following steps must be taken:

- a. Put on proper personal protective equipment (PPE) and use any appropriate air/chemical monitor to ensure safe entry to release area
- b. Stop leak if safe to do so
- c. Report release to supervisor immediately
- d. Protect nearby storm drains
- e. Use absorbent to contain and capture the released chemical; follow your Department Storm Water Best Management Practices (BMPs) during the clean up
- f. Place hazardous wastes and contaminated PPE in a container and label with a hazardous waste label
- g. Place hazardous waste containers in a secure location on site
- h. Notify supervisor or Hazardous Materials Management Program at (858) 573-1204 to arrange disposal
- i. Complete the **Chemical Release Reporting Assessment**, and document the chemical release details on the **Chemical Release Reporting Form (Form 304)**

Remember that hazardous wastes cannot be transported by City employees to other City facilities for consolidation. If you need same day hazardous waste disposal at an incident site, contact the City's Hazardous Waste Emergency Response Contractor: Ocean Blue Environmental Services at (800) 990-9930.

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EMERGENCY RESPONDER-MANAGED CHEMICAL RELEASE

Definition: Emergency responder-managed chemical releases are incidents which a City employee cannot control/contain or the chemical is not known to the employee.

Procedures: When the release cannot be controlled/contained, the following actions must be taken:

- a. Evacuate the area
- b. Call 911 or Public Works Dispatch Center for Fire Department assistance
- c. Help injured people if safe to do so
- d. Cover area storm drains if safe to do so
- e. Barricade the area and wait for Fire Department assistance
- f. Contact supervisor to make regulatory reporting calls
- g. If additional clean up assistance is needed, call the City's Hazardous Waste Emergency Response Contractor: Ocean Blue Environmental Services at (800) 990-9930
- h. If a routine disposal of hazardous waste is needed, call the Hazardous Materials Management Program at (858) 573-1204
- i. Complete the **Chemical Release Reporting Assessment**, and document the chemical release details on the **Chemical Release Reporting Form (Form 304)**

CHEMICAL RELEASE REPORTING ASSESSMENT FORM

Directions: Complete this Chemical Release Reporting Assessment to determine if regulatory agencies need to be notified of a chemical release. Use this as documentation of the release whether or not it was reportable.

Employee _____ Date _____ Time _____

Supervisor _____ Phone _____ Division _____

Release Location _____ Date/Time Release Discovered _____

Chemical Released _____ Estimated Amount _____ Gas Liquid Solid

INITIAL ASSESSMENT: If you answer YES to any question below, **IMMEDIATELY** report the chemical release to the specified regulatory agencies without delay.

Local/State Reporting (Circle the appropriate response for each question.)

1. Yes No Do you need Fire Department assistance due to an injury, OR due to the amount, location, or type of chemical released?
2. Yes No Has an employee or the public been injured (i.e., sent to a medical provider)?
3. Yes No Did the chemical release cause damage to public or private property?
4. Yes No Did the chemical release extend into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off site?
5. Yes No Did anyone, other than employees in the immediate area of the release, evacuate?
6. Yes No Did a release escape secondary containment?
7. Yes No Was there an uncontrolled or un-permitted release to the air from a chemical reaction or containerized gas?
8. Yes No Is the incident an imminent threat of release where a condition exist which creates a substantial probability of harm and requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?
9. Yes No Is the incident an imminent threat of release due to an increased potential for fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment?
10. Yes No Does the spill or threatened release involve an unknown material or contain an unknown hazardous constituent?

Federal Reporting

11. Yes No Did the chemical release exceed the federal reportable quantity? (Estimate the total quantity released or amount evaporating.) See list on back side for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, *40 Code of Federal Regulations, Section 304*, or website <http://homer.ornl.gov/rq/>.

REPORTING PROCEDURES: See Reverse Side For Additional Reporting Information

REPORTING PROCEDURES:

- A. **If you answered YES to ANY question above**, the release must be reported to regulatory agencies. Make the following calls without any further delay:
- Cal Governor's Office of Emergency Services (Formerly Cal EMA) at (800) 852-7550**
 - County Department of Environmental Health at (858) 505-6657**; after hours at (858) 565-5255 and request DEH Hazmat be notified. Leave a voicemail message if a Duty Clerk is not available.
 - City of San Diego Fire Department, HIRT (619) 533-4380**
- B. **If you answered YES to Questions 4 or 11**, you must also contact:
- Federal National Response Center (NRC) at (800) 424-8802**
- C. **If you answered YES to Question 4** for a release to a storm drain conveyance system, surface waters, wetlands, or waterway, you must also notify (See Chemical Release Report Form for other agencies):
- Regional Water Quality Control Board**, by faxing a completed Chemical Release Reporting Form (Form 304), at **(619) 516-1994**
 - City of San Diego Storm Water Pollution Prevention Program**, by calling **(619) 235-1000**
- D. **If you need assistance cleaning up the chemical release, contact the Citywide Hazardous Waste contractor, Ocean Blue at (800) 990-9930.**

The supervisor may contact **Public Works Dispatch** (formerly Station 38) at **(619) 527-7500** for assistance in completing the regulatory reporting, however, the supervisor is responsible to ensure the reporting procedures have been followed.

EXAMPLES OF REGULATED CHEMICALS

Below is a general list of regulated substances frequently used by City employees which may require regulatory reporting if released. Complete the Chemical Release Reporting Assessment for any substance released at the work site. Below is a sample list only; all flammable and corrosive chemicals could potentially be reportable if released.

Hazardous Material Category	Examples
Fuels	diesel or gasoline
Paints	oil-based, water-based (latex)
Lubricants	motor oil, hydraulic oil, gear oil
Coolants	antifreeze (any type)
Cleaners/Degreasers	restroom cleaning products, graffiti removers, solvents, parts cleaners, asphalt release agents
Gases	welding gases, chemical evaporation, gases in cylinders, propane

REPORTABLE QUANTITY FOR FEDERAL REPORTING

If the chemical release exceeds the amount listed below, then the incident must be reported immediately to the Federal National Response Center (NRC), in addition to notifications to state and local regulatory agencies.

Chemical	Reportable Quantity
Antifreeze (50% solution)	1,040 gallons solution or 5,000 pounds of ethylene glycol
Diesel	11 gallons or 100 pounds
Gasoline	14 gallons or 100 pounds
Paint (only oil-based)	11 gallons or 100 pounds
Flammable Chemicals (refer to label signal word or SDS)	12 gallons
Corrosive Chemicals (refer to label signal word or SDS)	12 gallons

Instructions for Completed Assessment

1. Attach completed Assessment to completed Chemical Release Reporting Form (Form 304).
2. Place a copy of the Assessment and completed Chemical Release Reporting Form (Form 304) in the facility file.
3. If the release was reportable to regulatory agencies; Fax (858-492-5089) or send a copy of the Assessment and Chemical Release Reporting Form (Form 304) to Environmental Services Department, Hazardous Materials Management Program, MS 1103-A.

CHEMICAL RELEASE REPORTING FORM (FORM 304)

Section 1	Facility Name: _____ Division: _____																														
	Facility Address: _____																														
	Name and Phone of Emergency Contact at Facility: _____ Phone: _____																														
	Location of Incident: _____																														
	Address: _____ Date of Incident: _____																														
	Chemical Name (or Trade Name): _____ CAS Number _____																														
Physical State Stored: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas Physical State Released: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas																															
<u>Time of Release</u> <u>Duration of Release</u> <u>Quantity Released</u> <u>Location Released</u>																															
_____ am/pm _____ days _____ pounds <input type="checkbox"/> Secondary Containment <input type="checkbox"/> Soil/dirt																															
_____ hours _____ gallons <input type="checkbox"/> Storm Drain <input type="checkbox"/> Sewer																															
_____ minutes _____ cu. ft. <input type="checkbox"/> Pavement <input type="checkbox"/> Other _____																															
Section 2	Initial Notifications																														
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;"><u>Date</u></th> <th style="width: 10%; text-align: center;"><u>Time</u></th> <th style="width: 20%; text-align: center;"><u>Contact Name</u></th> <th style="width: 20%; text-align: center;"><u>Incident Control #</u></th> </tr> </thead> <tbody> <tr> <td>Cal OES (formerly EMA) (800) 852-7550</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cnty Dept Enviro Health (858) 505-6657</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cnty Dept after hours (858) 565-5255</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fed. NRC (800) 424-8802</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>City Fire Dept HIRT (619) 533-4380</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		<u>Date</u>	<u>Time</u>	<u>Contact Name</u>	<u>Incident Control #</u>	Cal OES (formerly EMA) (800) 852-7550	_____	_____	_____	_____	Cnty Dept Enviro Health (858) 505-6657	_____	_____	_____	_____	Cnty Dept after hours (858) 565-5255	_____	_____	_____	_____	Fed. NRC (800) 424-8802	_____	_____	_____	_____	City Fire Dept HIRT (619) 533-4380	_____	_____	_____	_____
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<input type="checkbox"/> ESD HazMat (858) 573-1204 <input type="checkbox"/> Regional Water Quality Control Board Fax (619) 516-1994 <input type="checkbox"/> City Storm Water (619) 235-1000 <input type="checkbox"/> Ca. Dept Fish and Game (858) 467-4201 <input type="checkbox"/> US Coast Guard (619) 278-7032 <input type="checkbox"/> Other _____																															
Factors Contributing to Release (Check all factors involved)																															
<input type="checkbox"/> Equipment Failure <input type="checkbox"/> Unusual Weather Conditions <input type="checkbox"/> Operator Error <input type="checkbox"/> Training Deficiencies <input type="checkbox"/> Faulty Process Design <input type="checkbox"/> Accident _____ <input type="checkbox"/> Other _____																															
Actions Taken (Check all actions taken)																															
<input type="checkbox"/> Containment <input type="checkbox"/> Decontamination of Persons/Equipment <input type="checkbox"/> System Shut Down <input type="checkbox"/> Dilution/Neutralization <input type="checkbox"/> Evacuation <input type="checkbox"/> Monitoring <input type="checkbox"/> Hazard Removal <input type="checkbox"/> Stored for Disposal <input type="checkbox"/> Other _____																															
Section 4	Known or Anticipated Health Effects of Release (Refer to SDS)																														
	(a) Acute or Immediate: _____																														
	(b) Chronic or Delayed: _____																														
	(c) Did an employee receive a chemical exposure above the OSHA PEL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, must make notifications to regulatory agencies in Section 2.																														
	(d) Total number of employee and public injuries resulting from release: _____																														
(e) Total number of people hospitalized resulting from release: _____																															
Section 5	Additional Information about the Release																														

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

Print Name: _____ Job Title: _____

Signature: _____ Date: _____

Refer to back side for form instructions.

INSTRUCTIONS AND REFERENCE INFORMATION TO COMPLETE FORM 304

Section 1

Complete section with facility/contact information and basic incident information as follows:

List Facility Name, Address and Emergency Contact Information:

The Emergency Contact person is the person officially in charge of the facility.

List Name of Location of Incident, Address, and Incident Date

List Chemical Name or Trade Names (common or manufacturer's name for the product):

NOTE: If chemical is a mixture, list percentage of chemical in solution (ex. 12% Sodium Hypochlorite)

List Chemical's CAS Number: Refer to SDS sheet.

Check box for Physical State Stored and Physical State Released

Time of Release: Enter time of the day release was discovered.

Duration of Release: The length of time from the start of the release to when the release was stopped.

Quantity Released: Enter the total amount of chemical released. If the released chemical is a solution, calculate the amount of actual chemical released and note this amount released in pounds in Section 5.

Location Released: Check all boxes that describe where the released chemical reached.

Section 2

Initial Notifications: Make Regulatory Notifications IMMEDIATELY if answer "YES" to any of the following:

1. Is Fire Department assistance needed due to an injury, OR due to the amount, location, or type of chemical released?
2. Has an employee or the public been injured (i.e., sent to a medical provider)?
3. Did the chemical release cause damage to public or private property?
4. Did the chemical release extend into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off site?
5. Did anyone, other than employees in the immediate area of the release, evacuate?
6. Did a release escape secondary containment?
7. Was there an uncontrolled or un-permitted release to the air from a chemical reaction or containerized gas?
8. Is the incident an imminent threat of release where a condition creating a substantial probability of harm requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?
9. Is the incident an imminent threat of release due to an increased potential for fire, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment?
10. Does the spill or threatened release involve an unknown material or contain an unknown hazardous constituent?
11. Did the chemical release exceed the federal reportable quantity? (Estimate the total quantity released or amount evaporating.) See list on back side of the Assessment form for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, *40 Code of Federal Regulations, Section 304*, or website <http://homer.ornl.gov/rq/>.

Notification Assistance: When asked, Public Works Dispatch (formerly Station 38) (619) 527-7500 can assist in contacting regulatory agencies. Provide Public Works Dispatch staff with agency phone numbers, location of spill, and other important information known at the time of the call. Call Public Works Dispatch staff after release is cleaned up to obtain each agency's incident control number (as applicable). If you do not request Public Works Dispatch assistance, then you are responsible to call the agencies.

Other Agencies Notified: Check the box if any other agencies were notified.

Section 3

Factors Contributing to Release: Check all boxes that describe why the release occurred.

Actions Taken: Check all boxes that describe actions taken during the incident.

Section 4

Known or Anticipated Health Effects of Release:

Refer to the chemical SDS for information on immediate or long term health affects when exposed to the chemical. Check the box if an employee received an exposure above the CALOSHA PEL (PEL listed on SDS when applicable). Note the number of employees or the public that were injured or required hospitalization.

Section 5

Additional Information about the Release:

Document other pertinent details about the chemical release. If the supervisor in charge determines the release does not meet the Initial Notification criteria, write the incident specific details for each criterion to support that finding.

Signature: Print and sign your name, job title and date.

Required Copies: Keep the original form, and make copies for your chain-of-command. If the Emergency Contact is not in your chain-of-command, also send a copy to him/her. If any notifications were made, fax a copy to Environmental Services Department/HazMat Management Program – Fax (858) 492-5089.

REGULATORY REPORTABLE RELEASE WORKSHEET

Directions: At the conclusion of the tailgate, review the examples below with your employees. Describe each chemical release situation and ask the staff to determine if the release meets the regulatory reporting criteria (answers are provided in italics).

1. **An accident occurs where a vehicle goes over an embankment and must be retrieved by tow lines. The vehicle's fuel and oil tanks may have been damaged in the fall. Any release of fuels would discharge directly to a storm drain and surface water.**

Answer

Regulatory Reportable—YES: This is an imminent threat of a chemical release (fuel and oil). The vehicle could release fuels and/or oil to a storm drain and surface water.

2. **While mowing the lawn, a line broke spilling hydraulic oil onto the grass. The oil does not travel off the grassy area to any storm drain or surface water (i.e., Mission Bay). No staff or the public were injured during the incident. You quickly completed the clean up procedures and the public did not notice the incident.**

Answer

Regulatory Reportable—NO: Employee must still report the incident to their supervisor. The incident did not rise to the level of regulatory reportable since there was:

- *no Fire Department assistance*
- *no employee or public injuries or public interest*
- *no significant property damage*
- *no release to the environment via the storm drain, surface water, sewer, or air*
- *no significant release to the environment via the soil since the amount released was minimal and the impacted lawn was quickly removed for disposal*

3. **A car battery was abandoned in a parking lot. The battery is broken and a small amount of liquid spilled onto the asphalt surface. The liquid did not travel off-site and did not enter a storm drain. No injury occurred to the public or City staff. You were able to neutralize the liquid with baking soda and swept up the solids for disposal.**

Answer

Regulatory Reportable—NO: The released chemical did not meet the regulatory reporting criteria because:

- *no Fire Department assistance*
- *no employee or public injuries or public interest*
- *no release to the environment via the storm drain, surface water, sewer, or air*
- *property damage and the release to the environment were not significant since the small amount of liquid could be neutralized*

4. **During maintenance activities, an employee used two chemicals (one after another in the same area) and became overwhelmed by the fumes. The fumes were a result of the products being incompatible. The employee was sent to a medical provider and the area was barricaded until the fumes dissipated.**

Answer

Regulatory Reportable—YES: Someone became ill from the chemical fumes and required medical attention