



# Agenda

## Ad Hoc Committee on the Industrial Safety Ordinance and the Community Warning System

January 7, 2016  
10:00 A.M.

651 Pine Street, Room 101, 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. Hazardous Materials Incident Notification Policy  
Presenter: Randy Sawyer, Contra Costa Health Services
4. Update on Telephone Emergency Notifications  
Presenter: Heather Tiernan, Office of the Sheriff
5. Update on ISO Revisions  
Presenter: Randy Sawyer, Contra Costa Health Services
6. Update on Hiring Accidental Release Prevention Engineers  
Presenter: Randy Sawyer, Contra Costa Health Services
7. Future Meetings and Topics

☺ 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:

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

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**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)<sup>1</sup>
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

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<sup>1</sup> Facilities capable of initiating the Community Warning System shall follow the Community Warning System Operating Protocols established for it in addition to this policy.

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the first conviction.<sup>2</sup> 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 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), and a telephone emergency notification system (TENS). EDIS, and EAS 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. In addition to these tools, the CWS delivers text messages, make phone calls, send e-mail alerts to individuals that register their phones. The CWS alert messages are broadcasted over Facebook and Twitter. Information about an incident can be found during an incident at [cococws.us](http://cococws.us), including the area that is being requested to shelter-in-place.

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.

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<sup>2</sup> §25515.3 Any person or business that violates Section 25510 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 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.

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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 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<sup>3</sup> 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 that 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.
2. **Specific Situations.** Immediate notification is required in the following situations:

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<sup>3</sup>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.

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- 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 medical attention beyond first aid is sought. (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.
- 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 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

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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.
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 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
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.

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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)(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:

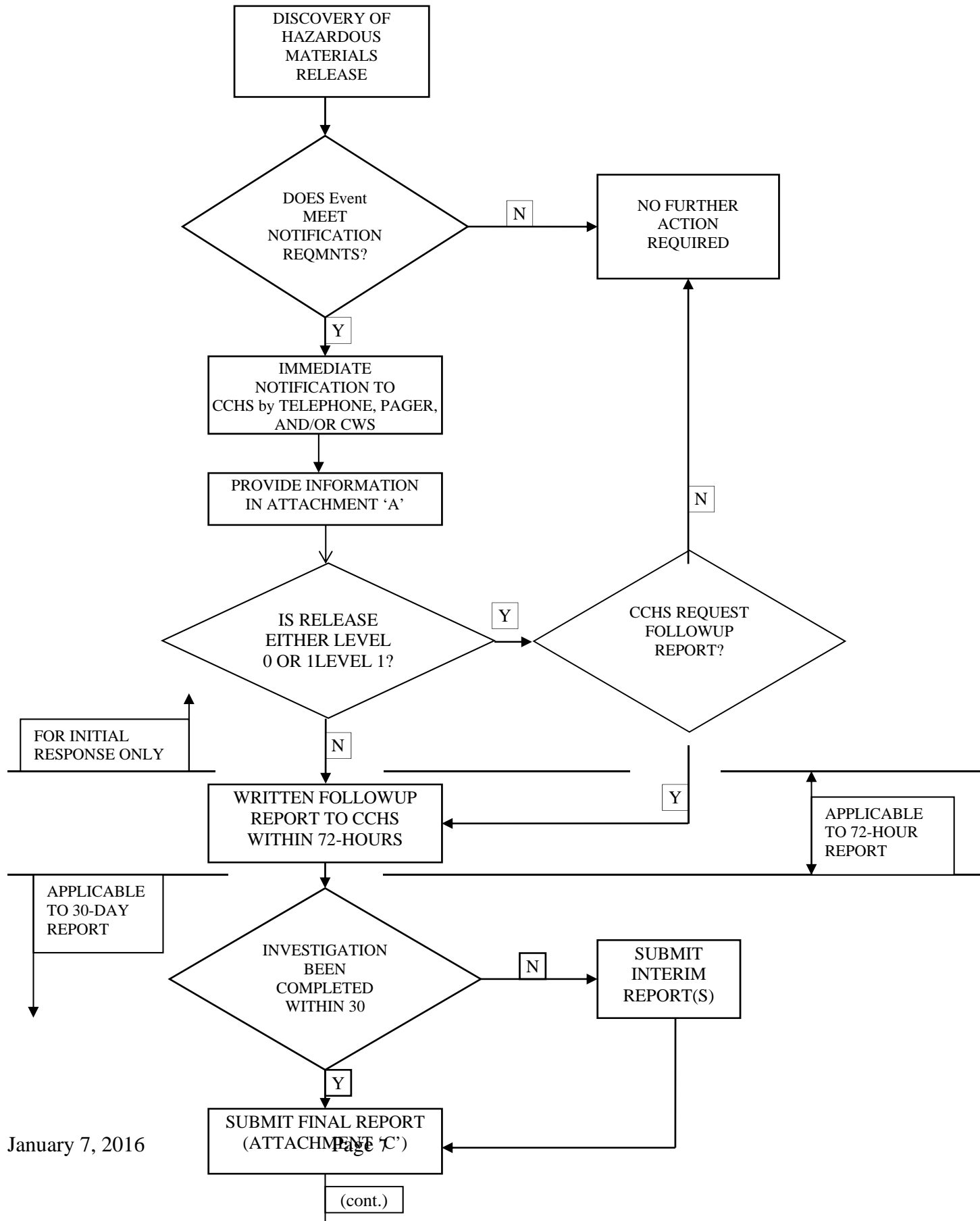
Contra Costa Hazardous Materials Programs  
ATTENTION: Randall L. Sawyer  
Chief Environmental Health and Hazardous Materials Officer  
4585 Pacheco Boulevard, Suite 100  
Martinez, CA 94553

**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. (Californian Public Utilities Commission Decision 91-08-019/R.88-07-039 requires similar notification for rail accidents.)

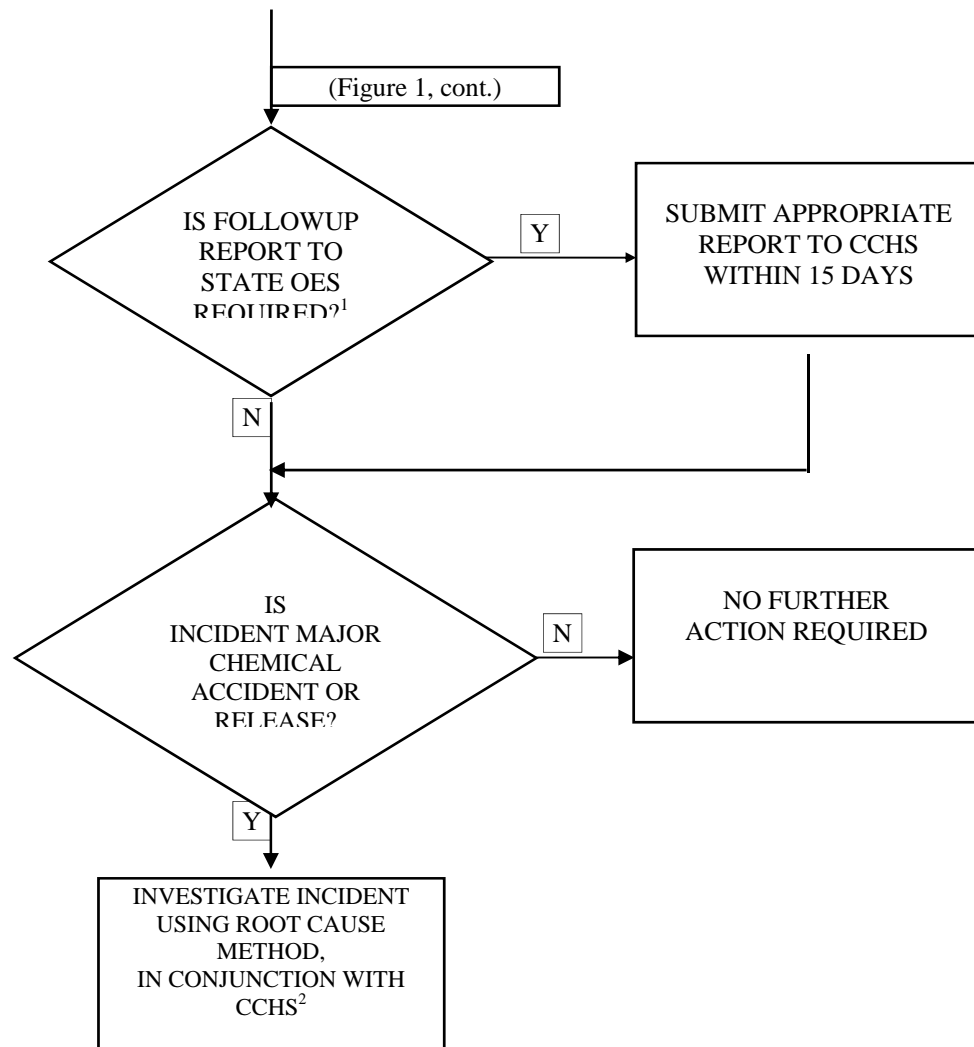
Bd approved 11/5/91  
Revised Bd Approved 1/93  
Revised Bd Approved 6/19/01  
Revised Bd Approval 12/14/04



Figure 1. CCHS Hazardous Materials Incident Notification Policy Flowchart



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<sup>1</sup> as per Section 2705(b) of Title 19 CCR.

<sup>2</sup> Contra Costa County Ordinance Code Chapter 450-8.016(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, 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.)

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**INFORMATION NEEDED AS SOON AS 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	On/Off Site	On/Off Site	On/Off Site
	Level 0	Level 1	Level 2	Level 3
<b>Scope</b>	<p>Hazardous Materials releases, or potential releases, that are limited to</p> <ul style="list-style-type: none"> <li>- On-Site, and</li> <li>- no Off-Site consequences.</li> </ul>	<p>Hazardous Materials releases, or potential releases, that are limited to</p> <ul style="list-style-type: none"> <li>- On-Site, and</li> <li>- Possible Off-Site consequences.</li> </ul>	<p>Hazardous Materials releases, or potential releases, that</p> <ul style="list-style-type: none"> <li>- has been or expected to go Off-Site, and</li> <li>- may have adverse health consequences for those with sensitivities.</li> </ul>	<p>Hazardous Materials releases, or potential releases, that</p> <ul style="list-style-type: none"> <li>- has been or expected to go Off-Site, and</li> <li>- may have adverse health consequences for the general public.</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>- 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)</li> <li>- A potential release due to process unit startups and shut downs,</li> <li>- Three or more unconfirmed offsite odor complaints within an hour.</li> </ul>	<ul style="list-style-type: none"> <li>- Spill or release that may meet an RQ requirement that does not meet requirements of L2 or L3,</li> <li>- Fire/smoke/plume visible from offsite (does not include fire training exercises)</li> <li>- A fire beyond the incipient stage</li> <li>- Three or more offsite odor complaints within an hour, odors confirmed as originating onsite,</li> <li>- Flaring that could raise concerns from the</li> </ul>	<ul style="list-style-type: none"> <li>- Fire/explosion/pressure wave/smoke/plume that may cause off-site adverse health consequences for those with <b>sensitivities</b></li> </ul>	<ul style="list-style-type: none"> <li>- Fire/explosion/smoke/plume that may cause off-site adverse health consequences for the <b>general public</b>,</li> <li>* 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</li> </ul>

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**NOTE: When in doubt of Level of Activation, always default to the higher level of activation.**

**ATTACHMENT B  
72 HOUR FOLLOW-UP NOTIFICATION REPORT FORM  
CONTRA COSTA HEALTH SERVICES**

**INSTRUCTIONS:** A hardcopy and an electronic copy of this report is to be submitted for all Level 2 and 3 incidents or when requested by CCHS. See Attachment 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  
Contra Costa Hazardous Materials Programs  
4585 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:**

For CCHS Use Only:

Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Incident Number: \_\_\_\_\_  
Copied To: \_\_\_\_\_  
Event Classification Level: \_\_\_\_\_

**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**

**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  
Contra Costa Hazardous Materials Programs  
4585 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:**

For CCHS Use Only:

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

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

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

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

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

**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

## HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

### 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.
- **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

### Discussion Item #3

telephone calling system that notifies the community downwind during an incident.



## **Telephone Emergency Notification System Update**

### **Referral History:**

On September 17, 2013, the Board of Supervisor's Ad Hoc Committee for the County's Community Warning System (CWS) and Industrial Safety Ordinance (ISO) met to review the results of the Telephone Emergency Notification System (TENS) vendor test that was conducted on August 28, 2013. The vendor tested was Twenty First Century Communication (TFCC). The committee was satisfied with the test results and recommended that TFCC serve as the primary telephone ringdown provider for the CWS and to utilize MIR3 as a backup telephony provider. At the time, MIR3 was the sole telephony provider for the CWS. MIR3 was integrated into the CWS in December 2012 to serve as the primary vendor for the system in response to the Chevron Fire and subsequent CWS activation. The long term plan was for TFCC to stand as the primary telephony vendor and for MIR3 to assume a secondary, or backup, role.

### **Referral Update:**

#### **Timeline of activity since September 17, 2013 meeting:**

- October 2013 – June 2014 – Contract development, negotiations, etc. between TFCC, CWS manager, and Sheriff's Office contract administrator
- July 2014 – Contract submitted to County Counsel for review and further negotiations
- March 2015 – County Counsel suggested not moving forward with TFCC as their proposed changes to the County's contract and conditions were unacceptable and TFCC was unable to negotiate their changes
- July 2015 – A temporary contract was executed with AtHoc (formerly Alerting Solutions, Inc.) to provide backup telephony service to the CWS. Service was implemented immediately.

#### **County Counsel's concerns with TFCC:**

While there were many areas of concern from TFCC's proposed changes to Contra Costa County's General Conditions, the key areas of concern were:

- Indemnification – This was where a bulk of the concerns were with this contract. The warranties added by TFCC made it impossible for the County to ever have legitimate cause to recover any costs if the contract needed to be cancelled
- Records and Reporting – severely limited the information the County could obtain
- Payment schedule – especially pertaining to any indemnification and contract cancelling, which would make recovering costs paid for unused services impossible
- Finally, there were many items deleted from the General Conditions (providing proof of insurance, etc.) that were intended to safeguard the County

#### **Use of AtHoc Telephony Services for CWS:**

The Community Warning System's primary vendor, Alerting Solutions, Inc. (now AtHoc), previously did not have the capability to provide its own telephony services. AtHoc, the business that acquired Alerting Solutions, Inc. does have this capability and can provide telephony services for the CWS seamlessly, without any additional integration from a third party vendor. Because AtHoc was in the process of acquiring Alerting Solutions, Inc. at the time of the initial RFI process (late 2012), it did not submit a response to the initial RFI. AtHoc has since provided the information requested on the initial RFI.

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By utilizing the telephony solution provided by AtHoc, additional implementation of a third party telephony provider will be avoided. This eliminates one possible point of failure because the AtHoc telephony solution is already included in their system's interface.

AtHoc contracts with MIR3 for its own backup telephony provider (the current primary telephony vendor for the CWS), so the integration of that vendor is practiced often by many AtHoc customers. Integration of any other telephony provider used by the CWS would ONLY be practiced by Contra Costa County, providing far less system reliability.

#### **Current Telephony Status:**

Because of the inability to move forward with TFCC, a short term contract for service with AtHoc was put into place to ensure "back-up" capability during the prolonged process. AtHoc's solution was immediately available without any additional integration fees or time. The AtHoc system currently serves as a back up to the Community Warning System, but is being used and tested often as a staff notification system for the Sheriff's Office and the county's Hazardous Materials Program (for staff call backs, etc.).

AtHoc is willing to participate in a public test of its telephony solution. Details of the test have yet to be determined, but it will be similar to the public test conducted in 2013 with TFCC.

#### **Recommendation(s)/Next Step(s):**

Approve moving forward with AtHoc as a second telephony provider for the CWS.  
Conduct a public test of the AtHoc telephony system.

#### **Fiscal Impact (if any):**

The cost of a second/backup telephony provider is included in the CWS budget and will have no additional fiscal impact.

## Discussion Item #5

### Industrial Safety Ordinance Revision

The final recommendation to Contra Costa County from the Chemical Safety and Hazard Investigation Board (CSB) investigation of the August 6, 2012 Chevron fire addresses the third party safety evaluations of the petroleum refineries.

*2012-03-I-CA-R36*

*Revise the Industrial Safety Ordinance (ISO) regulations for petroleum refineries to require a process safety culture continuous improvement program including a written procedure for periodic process safety culture surveys across the work force. Require an oversight committee comprised of the regulator, the company, the company's workforce and their representatives, and community representatives. This oversight committee shall:*

- a. Select an expert third party that will administer a periodic process safety culture survey;*
- b. Review and comment on the third party expert report developed from the survey;*
- c. Oversee the development and effective implementation of action items to effectively address identified process safety culture issues; and*
- d. Develop process safety culture indicators to measure major accident prevention performance.*

*The periodic process safety culture report shall be made available to the plant workforce.*

A Joint Committee consisting of two County Board of Supervisors and two City of Richmond City Council members was formed after the interim CSB report from March 2013 was issued. This Joint Committee oversaw and approved the final revisions to the Industrial Safety Ordinance, including the Richmond Industrial Safety Ordinance. These revisions were adopted in June 2014 by the Board of Supervisors and the Richmond City Council.

Recommendation *2012-03-I-CA-R36* was made by the CSB in their final report that was issued in January 2015. The Joint Committee was formed and directions were given to staff to develop a Working Committee to revise the Industrial Safety Ordinance as needed to address this recommendation. The Working Committee has been meeting monthly since the May Joint Committee meeting and is close to finalizing a recommendation to the Joint Committee.

## Discussion Item #6

### Accidental Release Prevention Engineering Hiring

Historically there has been a difficulty with hiring experienced Accidental Release Prevention Engineers. There were two open positions for this position for over four years. The Board of Supervisors recognized this difficulty and approved an 18% salary adjustment that was implemented over two years. The 18% increase is in addition to a 7% salary increase that most County employees received over the same two years.

When the final adjusted increase took effect, recruitment was done for one experienced engineer and one entry-level engineer. There were three qualified applicants for the experience level engineer. The Department offered the position to one of the applicants, which was accepted. There were approximately twenty-five qualified applicants for the entry-level engineering position. The Department offered the position to one of the applicants, which was accepted.

This fills the two current openings for engineers. There is a need to hire one more engineer to fill a full time engineering position that will be at the Chevron Refinery. The City of Richmond requires a full time engineering position at the Chevron Refinery under the City's Industrial Safety Ordinance. This position will be 100% paid by the Chevron Refinery. One additional position needs to be created to fill this position. The process of creating this position has begun. It is estimated that it will take nine months to a year before the new experienced engineer will be fully trained before the position at Chevron can be staffed.

With the additional requirements that have been added to engineers with the 2006 and 2014 Industrial Safety Ordinance revisions and with the California Accidental Release Prevention Program regulation revisions that are expected to be in place by the end of this year, one additional engineering position may be needed. The Department will assess the need over the next year to make this determination.