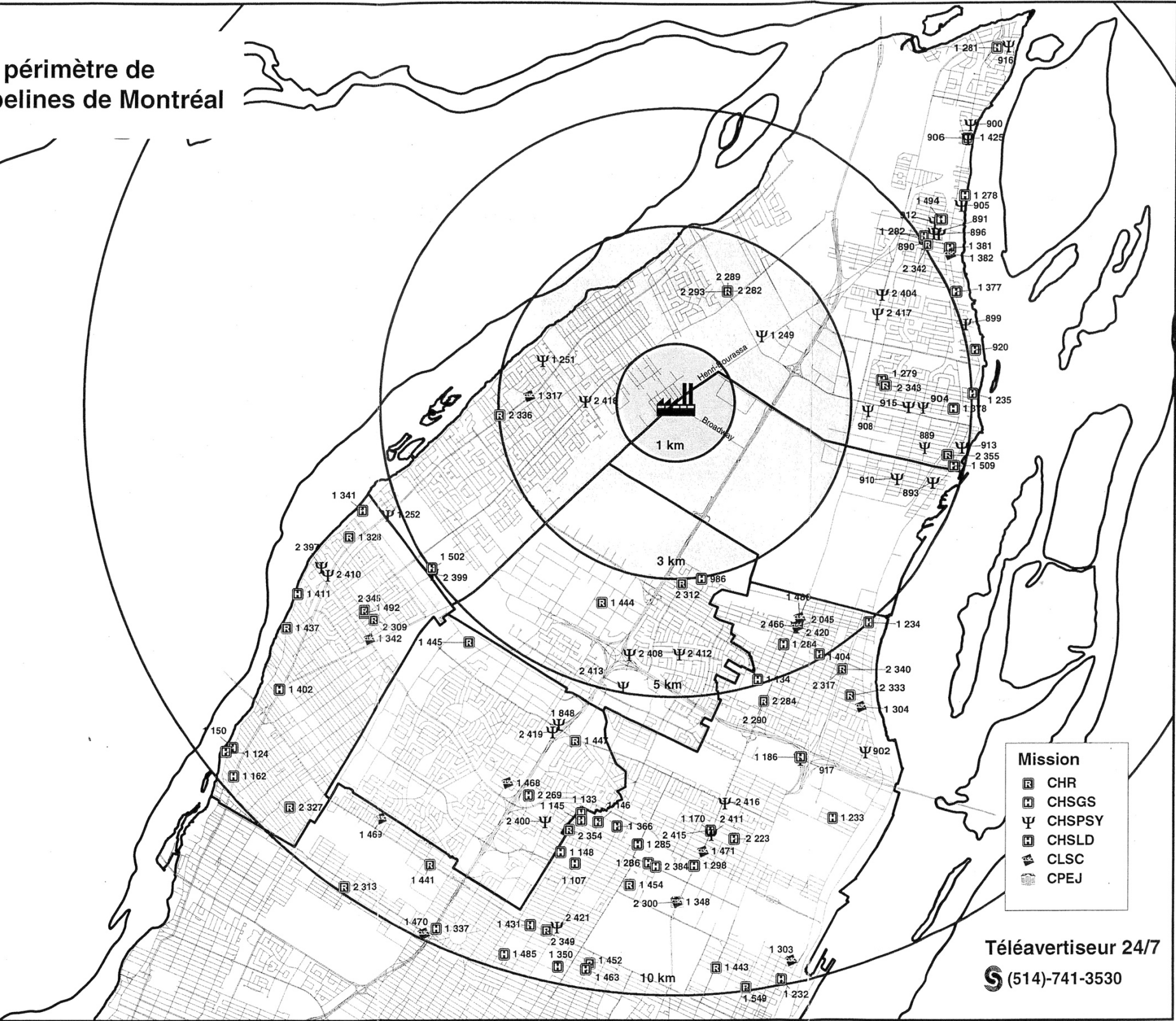


Établissements situés dans un périmètre de 10 km autour de l'usine Les Pipelines de Montréal

No	Km	Nom_installation
2 293	3	Centres jeun. de Mtl - Campus Cité des Prairies
1 317	3	CLSC Rivière-des-Prairies
2 282	3	École La cité
2 289	3	École La passerelle
2 336	3	Foyer de groupe enfance famille - T1
1 249	3	Institut Philippe Pinel Mtl
1 251	3	Pavillon Claude et Claire
2 418	3	Rivière-des-Prairies
2 412	5	Anjou
1 444	5	Atelier de travail Edison
913	5	Au bord du fleuve
1 284	5	Centre d'accueil Judith Jasmin
2 420	5	Centre de jour/soir de l'Est
986	5	Centre Le Royer
1 134	5	Centre Triest
1 509	5	CHSLD Bourget
2 408	5	Clinique Anjou et clinique St-Léonard
2 413	5	Clinique de gériatrie psychiatrique
2 404	5	Clinique Pointe-aux-Trembles / Montréal-Est
1 480	5	CLSC Mercier-Est/Anjou
2 045	5	CLSC Mercier-Est/Anjou
2 466	5	CLSC Mercier-Est/Anjou
2 343	5	Foyer de groupe 16e avenue
2 312	5	Foyer de groupe adolescence 1 - T1
2 355	5	Foyer de groupe adolescence 2 - T1
1 378	5	Foyer Lachapelle
1 234	5	Le pavillon M. et D. Des Chenes inc.
2 417	5	Montréal-Est/Pointe-aux-Trembles
889	5	Pavillon Lagauchetière
893	5	Pavillon Laurendeau enr.
910	5	Pavillon Louis-Riel
915	5	Pavillon Robert enr.
1 279	5	Pavillon St-Marc
908	5	Pavillon Suzanne Blanchard
904	5	Pavillon Thérberge
1 404	5	Résidence Sainte-Claire

Figure H-11



RRSSMC - 2001 / Coordination des mesures d'urgence pour le réseau

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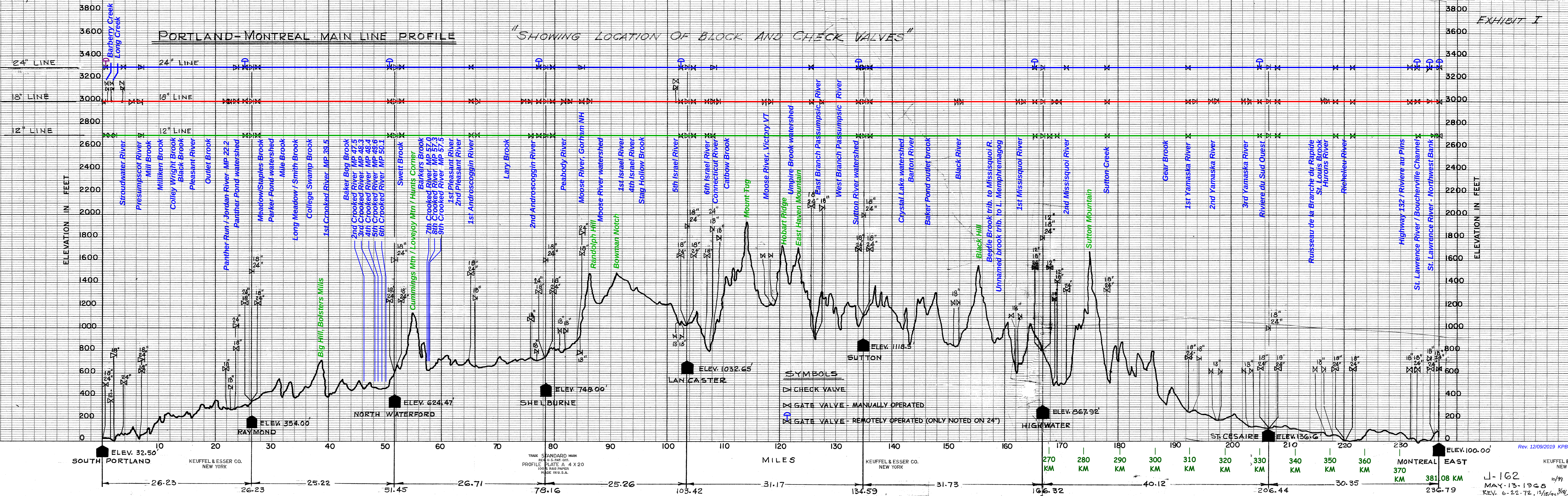
ANNEXE I

INFORMATIONS SUR LA CONDUITE PRINCIPALE DE PLPM

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Alentours de la station de Shelburne	I-10
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Alentours de la station de Highwater	I-17
Alentours de la station de Saint-Césaire	I-20
Alentours du terminal de Montréal	I-25

Figure I-1

Schéma du profil de la conduite principale de PLPM- J 162



Rev. 12/09/2019 KPB

KEUFFEL & NEW

STATION DE SOUTH PORTLAND

VANNES DE PIPELINE À PROXIMITÉ

24" (610mm)

<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement et directions</u>
0.0	Vanne d'arrêt	Oui	Vanne de sortie (sur le lanceur de racleur de South Portland) ♦ Près de la clôture du <i>South Portland Tank Farm</i>
0.1	Vanne d'arrêt	Non	South Portland ♦ Près de la clôture du <i>South Portland Tank Farm</i>
1.77	Vanne d'arrêt	Non	N. Bank, Johnson Road La vanne est à l'intérieur de la propriété du <i>Portland International Jetport</i> ♦ Du chemin Johnson, tourner à droite sur Airport Acces Rd ♦ Continuer tout droit sur International Parkway jusqu'à la rue Westbrook. ♦ Prendre à droite sur le chemin Yellowbird jusqu'à l'installation de maintenance de l'aéroport. ♦ L'accès est escorté à partir de ce point jusqu'à la vanne du chemin Johnson. ♦ GPS 43.64704, -70.32777
6.25	Clapet	N/A	N. Bank, Presumpscot River La vanne est située sur la propriété de la papetière Sappi ♦ Porte d'accès # 9 à côté de Warren Avenue et s'enregistrer au bureau ♦ Traverser le pont et prendre la première à droite ♦ Derrière la zone de traitement des eaux se trouve une porte verrouillée avec une serrure de PPLC ♦ La vanne est à environ 500' après la porte à gauche. ♦ GPS 43.69104, -70.33707

18" (457mm)

0.0	Vanne d'arrêt	Oui	Vanne de sortie (sur le lanceur de racleur sur South Portland) ♦ <i>South Portland Tank Farm</i>
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STATION SOUTH PORTLAND

VANNES DE PIPELINE À PROXIMITÉ

18" (457mm)

0.3	Vanne d'arrêt	Non	Côté sud, Barberry Creek ◆ Tourner à droite sur Lombard St. depuis Hill St. ◆ Continuer tout droit sur Broadway jusqu'à l'impasse de Lombard St. ◆ La vanne est à environ 500' directement devant les portes verrouillées par PPLC
0.45	Clapet	N/A	Côté nord, Barberry Creek ◆ Tourner à droite sur Clark Rd. depuis Lincoln St. ◆ Traverser le cimetière en direction de <i>Global Terminal</i> ◆ La vanne est dans la voûte souterraine à environ 200' avant la porte du terminal sur le côté gauche
1.5	Vanne d'arrêt	Non	Sprague (auparavant propriété Exxon) ◆ Suivre Lincoln St. et Main St. jusqu'au bout ◆ Passer la porte de l'ancienne propriété d'Exxon sur le côté gauche du bâtiment ◆ La vanne est à 200' à gauche du bâtiment
1.85	Clapet	N/A	Long Creek Youth Development Center ◆ Depuis Westbrook St. tourner à droite sur Brickhill Rd. ◆ Suivre Brickhill road jusqu'au bout à Youth Alternatives ◆ Derrière Youth Alternatives, suivre le chemin de terre jusqu'à l'aéroport ◆ À l'entrée de l'aéroport, traverser le champ sur 600' jusqu'à la vanne ◆ GPS 43.64083, -70.29853
3.6	Vanne d'arrêt	Non	Côté sud, Stroudwater River ◆ Johnson Rd. jusqu'à Congress St. puis à gauche sur Unum à International Pkwy ◆ À approximativement ¼ mille, tourner à droite sur la route de terre puis à gauche sur l'emprise de PPLC ◆ La vanne est à 1000' devant

STATION SOUTH PORTLAND

3.8	Clapet	N/A	Côté nord, Stroudwater River ◆ Depuis Congress St. tourner à gauche sur Westbrook St. ◆ À environ ¾ mille tourner à gauche à la double porte de la ferme ◆ S'assurer que la première porte est fermée derrière vous avant d'ouvrir la deuxième porte, sinon les vaches pourraient s'échapper ◆ La vanne est à 800' devant au bord de la rivière
5.5	Vanne d'arrêt	Non	Côté sud, Warren Ave. ◆ Depuis Riverside St., tourner à gauche sur Warren Ave. ◆ Continuer environ ¼ mille, tourner à gauche sur l'emprise ◆ La vanne d'arrêt est à gauche
6.3	Clapet	N/A	Côté nord, Presumpscot River La vanne est sur la propriété de la papetière Sappi ◆ Porte d'accès #9 à côté de Warren Ave. et s'enregistrer au bureau ◆ Traverser le pont et prendre la première à droite ◆ Derrière la zone de traitement des eaux se trouve une porte verrouillée avec une serrure de PPLC ◆ La vanne est à environ 500' après la porte à gauche ◆ GPS 43.69104, -70.33707
21.9	Vanne d'arrêt	Non	Côté sud, Panther Run ◆ Prendre la route 302 nord jusqu'à la borne 22 dans Raymond. ◆ Tourner à droite sur l'emprise ◆ La vanne d'arrêt est à 300' de la route 302
22.18	Clapet	N/A	Côté nord, Panther Run ◆ Prendre la route 302 nord jusqu'à Raymond ◆ Tourner à droite sur Indian Point Rd. ◆ Se garer à droite de l'entrée des voitures ◆ Marcher vers l'emprise, tourner à droite, le clapet est devant
23.2	Vanne d'arrêt	Non	Côté nord, <i>Old Route 302</i> ◆ Prendre la route 302 north jusqu'à Raymond ◆ Tourner à droite sur Main Street ◆ Tourner à droite sur Chapel Street ◆ Suivre l'emprise environ 500' jusqu'à la vanne de d'arrêt

STATION RAYMOND

VANNES DE PIPELINE À PROXIMITÉ

24" (610mm)

<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement et directions</u>
23.20	Clapet	N/A	Côté nord, Panther Run ◆ Prendre la route 302 nord jusqu'à Raymond ◆ Tourner à droite sur Main Street ◆ Tourner à droite sur Chapel Street ◆ Suivre l'emprise sur 500' jusqu'à la vanne
26	Vanne d'arrêt	Oui	<i>RY Station ML Incoming Block</i> ◆ Depuis l'intersection des routes 302/121 dans Raymond, rouler vers le nord sur la route 121 sur 3.5 milles. La station Raymond est sur la gauche ◆ GPS – station Raymond –N 43 56.418 W 70 29.593 ◆ La vanne d'entrée est sur la droite lorsque vous entrez par la porte sud.
26	Clapet	N/A	<i>RY Station ML Station Check</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus ◆ Le clapet est situé à droite lorsque vous entrez par la porte sud.
26	Vanne d'arrêt	Non	<i>RY Station ML Outgoing Block</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus ◆ La vanne de sortie est située à 120' au nord de la clôture de la station

18" (457mm)

26	Vanne d'arrêt	Oui	<i>RY Station ML Incoming Block</i> ◆ Suivre les directions 24 po. (610 mm) ◆ La vanne d'entrée est située du côté nord de la salle de pompage 18"
26	Clapet	N/A	<i>RY Station ML Check</i> ◆ Suivre les directions 24 po. (610 mm) ◆ Le clapet est situé du côté nord de la salle de pompage 18".
26	Vanne d'arrêt	Non	<i>RY Station ML Outgoing Block</i> ◆ Suivre les directions 24 po. (610 mm) ◆ La vanne de sortie est située du côté nord de la salle de pompage 18"

STATION NORTH WATERFORD

VANNES DE PIPELINE À PROXIMITÉ

24" (610mm)

<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement et directions</u>
51	Vanne d'arrêt	Oui	<i>NW Station ML Incoming Block</i> À l'intersection des routes 37/118 dans Waterford, rouler vers l'ouest sur la route 118 sur 1.7 milles jusqu'à l'intersection 118/Hunts Corner Road. Tourner à droite sur Hunts Corner Road et rouler sur 2.3 milles jusqu'à N.Waterford station La vanne d'entrée est située sur le côté sud de la station près de la clôture côté sud GPS - N. Waterford station – N – 44 15.373 W 70 43.429
51	Clapet	N/A	<i>NW Station ML Check</i> ♦ Suivre les directions 24 po. (610 mm)
51	Vanne d'arrêt	Non	<i>NW Station ML Outgoing Block</i> ♦ Suivre les directions 24 po. (610 mm)
64.85	Vanne d'arrêt	Non	Côté sud, Androscoggin River À l'intersection des routes 2/5 dans Bethel, rouler vers l'ouest sur la route 2 sur 4.5 milles jusqu'au croisement du pipeline et de la route 2 à Gilead. Rouler vers le sud sur l'emprise sur 150' ♦ GPS- N 44 24.004 W 70 52.944

18" (457mm)

51	Vanne d'arrêt	Oui	<i>NW Station ML Incoming Block</i> ♦ Suivre les directions 24 po. (610 mm)
51	Clapet	N/A	<i>NW Station ML Check</i> ♦ Suivre les directions 24 po. (610 mm)
51	Vanne d'arrêt	Non	<i>NW Station ML Outgoing Block</i> ♦ Suivre les directions 24 po. (610 mm)
64.7	Vanne d'arrêt	Non	Côté sud, 1st Androscoggin River À l'intersection des routes 2/5 dans Bethel, rouler vers l'ouest sur la route 2 sur 4.5 milles jusqu'au croisement du pipeline et de la route 2 à Gilead. Rouler vers le sud sur l'emprise sur 150' ♦ GPS- N 44 24.004 W 70 52.944

STATION SOUTH PORTLAND

65.5	Clapet	N/A	Côté nord, 1st Androscoggin River Côté nord, 1st Androscoggin River – Gilead, Maine À l'intersection des routes 2/5 dans Bethel, rouler vers l'ouest sur la route 2 sur 9.5 milles jusqu'à l'intersection de la route 2 et de Bridge Street. Tourner à droite sur Bridge Street et rouler sur 0.3 milles jusqu'à l'intersection de North Road. Tourner à droite sur North Road et rouler sur 4.4 milles en direction est sur North Road jusqu'à la route à la porte d'accès sur la droite. Rouler sur 400' sur la route d'accès jusqu'à l'emprise puis au sud sur l'emprise sur 240' jusqu'au clapet. GPS – N 44 24.478 W 70 53.363
75.1	Vanne d'arrêt	Non	Côté sud, 2nd Androscoggin River ◆ Rouler vers l'ouest sur la route 2 dans Shelburne, N.H. ◆ Tourner à droite sur Meadow Road ◆ Rouler sur 0.8 milles sur Meadow Road jusqu'au croisement du pipeline ◆ La vanne est à 100' vers l'ouest sur l'emprise ◆ GPS – N 44 24.327 W 71 03.788
76.8	Clapet	N/A	Côté nord, 2nd Androscoggin River ◆ Rouler vers l'ouest sur la route 2 dans Shelburne, N.H. ◆ Rouler .6 milles passé le camping Timberland ◆ Tourner à droite sur une route sans nom qui croise les voies ferrées et par l'entrée menant à l'emprise du pipeline ◆ Tourner à droite sur l'emprise, la vanne est à 300' vers l'est sur l'emprise ◆ GPS - N 44 24.426 W 71 05.800

STATION SHELBURNE

VANNES DE PIPELINE À PROXIMITÉ

24" (610mm)

<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
78.1	Vanne d'arrêt	Oui	<i>SH Station ML Incoming Block</i> ♦ Ajouter la direction de Shelburne SH
78.1	Clapet	N/A	<i>SH Station ML Check</i> ♦ Suivre les directions 24 po. (610 mm)
78.1	Vanne d'arrêt	Non	<i>SH Station ML Outgoing Block</i> ♦ Suivre les directions 24 po. (610 mm)
83.96	Clapet	N/A	Côté nord, B&M R.R., Gorham ♦ Identique aux indications pour la vanne de 18" au jalon 83.9

18" (457mm)

78.1	Vanne d'arrêt	Oui	<i>SH Station ML Incoming Block</i> ♦ Suivre les directions 24 po. (610 mm)
78.1	Clapet	N/A	<i>SH Station ML Check</i> ♦ Suivre les directions 24 po. (610 mm)
78.1	Vanne d'arrêt	Non	<i>SH Station ML Outgoing Block</i> ♦ Suivre les directions 24 po. (610 mm)
81.0	Vanne d'arrêt	Non	Côté sud, Peabody River ♦ Rouler vers l'ouest sur la route 2 dans Gorham, N.H. ♦ Tourner à gauche sur Bangor Street ♦ Rouler sur 0.4 milles sur Bangor Street jusqu'au croisement du pipeline ♦ La vanne est à 100 pieds vers l'est sur l'emprise ♦ GPS – N 44 22.998 W 71 10.089
81.2	Clapet	N/A	Côté nord, Peabody Brook ♦ Rouler vers l'ouest sur la route 2 dans Gorham, N.H. ♦ Tourner à gauche sur la route 16 sud ♦ Rouler sur 0.3 milles sur la route 16 jusqu'au croisement du pipeline ♦ La vanne est sur la droite au funérarium Bryant

STATION SHELBURNE

83.8	Vanne d'arrêt	Non	Côté sud, Moose Brook ♦ Rouler vers l'ouest sur la route 2 dans Gorham, N.H. appelé aussi Lancaster Road ♦ Tourner à gauche sur une route sans nom jusqu'à la fin de la rampe de camion ♦ Rouler sur 200 pieds sur cette route, tourner à gauche sur le pont pour motoneiges et continuer environ 500 pieds jusqu'à l'emprise du pipeline ♦ Tourner à gauche sur l'emprise. La vanne est à 300 pieds vers l'est sur l'emprise ♦ GPS I – N44 23.648 W 71 13.083
83.9	Clapet	N/A	Côté nord, Moose Brook ♦ Rouler vers l'ouest sur la route 2 dans Gorham, N.H. aussi appelé Lancaster Road ♦ Tourner à gauche sur une route sans nom jusqu'à la fin de la rampe de camion ♦ Roulez sur cette route environ 200 pieds après le pont pour motoneiges. Suivre la même route qui tourne à gauche et continuer un autre 500 pieds jusqu'à l'emprise du pipeline ♦ Tourner à droite sur l'emprise. La vanne est à 300 pieds vers l'ouest sur l'emprise ♦ GPS – N44 23.486 W71 13.342

STATION LANCASTER

VANNES DE PIPELINE À PROXIMITÉ

24" (610mm)

<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
103	Vanne d'arrêt	Oui	<i>LS Station ML Incoming Block</i> ◆ 309 Portland Street (aussi appelé route 2) Lancaster, N.H. ◆ Rouler vers l'ouest sur la route 2 à Lancaster, N.H. la station est sur la gauche à 0.5 milles de la limite des villes Jefferson / Lancaster ◆ GPS – N 44 27.405 W 71 32.145
103	Clapet	N/A	<i>LS Station ML Check</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus
103	Vanne d'arrêt	Non	<i>LS Station ML Outgoing Block</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus
107.43	Clapet	N/A	Côté nord, Connecticut R.

18" (457mm)

102.2	Vanne d'arrêt	Non	Côté sud, Israel River ◆ Rouler vers l'ouest sur la route 2 dans Jefferson, N.H. ◆ Roulez sur 2 miles pour traverser <i>Santa's Village</i> sur la route 2 ◆ Tourner à gauche dans l'entrée du garage municipal à 300 pieds de l'emprise du pipeline ◆ La vanne est à 125 pieds vers l'est sur l'emprise ◆ GPS – N 44 26.549 W 71 31.695
102.3	Clapet	N/A	Côté nord, Israel River ◆ Rouler vers l'ouest sur la route 2 dans Jefferson, N.H. 2.2 après <i>Santa's Village</i> ◆ Tourner à gauche sur Turnpike Road. Rouler 0.3 milles jusqu'à l'emprise du pipeline ◆ La vanne est à droite sur l'emprise, à 75 pieds vers l'ouest ◆ GPS – N 44 26.612 W 71 31.792
103	Vanne d'arrêt	Oui	<i>LS Station ML Incoming Block</i> ◆ Suivre les directions 24 po. (610 mm)

STATION LANCASTER

103	Clapet	N/A	<i>LS Station ML Check</i> ◆ Suivre les directions 24 po. (610 mm)
103	Vanne d'arrêt	Non	<i>LS Station ML Outgoing Block</i> ◆ Suivre les directions 24 po. (610 mm)
106.8	Vanne d'arrêt	Non	Côté sud, Israel River ◆ Rouler vers l'ouest sur la route 2 dans Lancaster, N.H. ◆ Tourner à gauche sur Elm Street et rouler sur 0.2 milles sur Elm Street jusqu'à Water Street ◆ Tourner à droite sur Water Street et rouler sur 0.9 milles jusqu'au croisement du pipeline ◆ La vanne est à gauche à 150 pieds à l'est sur l'emprise ◆ GPS – N 44 29.159 W 71 35.398
107.1	Clapet	N/A	Côté nord, Israel River ◆ Rouler vers l'ouest sur la route 2 dans Lancaster, N.H. jusqu'au camping Beaver Trail ◆ Tourner à gauche dans le camping. Traverser le camping jusqu'au croisement du pipeline situé à l'arrière du camping ◆ La vanne est à gauche à 100 pieds à l'est sur l'emprise ◆ GPS – N 44 29.456 W 71 35.692
107.5	Clapet	N/A	Côté nord, Connecticut River ◆ À partir de la frontière NH / VT sur la route 2, traverser Connecticut R. jusqu'au VT et tourner à gauche. Rouler sur 0.5 milles jusqu'au croisement du pipeline. La vanne se trouve à droite à 300 verges au nord de la route 2
118.1	Vanne d'arrêt	Non	Côté sud, Moose River Depuis Lyndonville, VT à l'intersection des routes 5 et 114 rouler sur 6.9 milles vers le nord sur la route 114 jusqu'à l'intersection Victory / Granby Rd. Tourner à droite sur 7.8 milles jusqu'à River Rd. Tourner à droite et rouler sur 1.2 milles jusqu'au croisement du pipeline. La vanne est située du côté nord-ouest du chemin.

STATION LANCASTER

118.2	Clapet	N/A	Côté nord, Moose River ◆ Depuis Lyndonville, VT à l'intersection des routes 5 et 14, rouler sur 6.9 milles vers le nord sur la route 114 jusqu'à l'intersection Victory / Granby Rd. Tourner à droite et rouler sur 7.8 milles jusqu'à River Rd. Prendre à droite et rouler 1.2 mille jusqu'au croisement du pipeline. La vanne est située du côté nord-ouest de la route.
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STATION SUTTON			
VANNES DE PIPELINE À PROXIMITÉ			
<u>24" (610mm)</u>			
<u>Jalon</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
126.03	Vanne d'arrêt	Non	Côté sud, Passumpsic R. Depuis Lyndonville, VT à l'intersection des routes 5 et 14, rouler vers le nord sur la route 114 sur 7.5 milles jusqu'au croisement du pipeline. La vanne est située du côté est de la route
134	Vanne d'arrêt	Oui	<i>SU Station ML Incoming Block</i> - En face de la station Sutton, sur l'emprise du pipeline 100 verges au sud des vannes de la station clôturée
134	Clapet	N/A	<i>SU Station ML Check</i> - En face de la station Sutton, sur l'emprise du pipeline - Dans la zone clôturée
134	Vanne d'arrêt	Non	<i>SU Station ML Outgoing Block</i> - En face de la station Sutton, sur l'emprise du pipeline 100 verges au nord des vannes de la station clôturée
<u>18" (457mm)</u>			
126	Vanne d'arrêt	Non	Côté sud, Passumpsic River Depuis Lyndonville, VT à l'intersection des routes 5 et 14, rouler vers le nord sur la route 114 sur 7.5 milles jusqu'au croisement du pipeline. La vanne est située du côté est de la route
126.8	Clapet	N/A	Côté nord, Passumpsic River Depuis Lyndonville, VT à l'intersection des routes 5 et 114, rouler vers le nord sur la 114 sur 8.8 milles et tourner à gauche sur Marshall Newland Rd. Rouler 1.5 milles jusqu'au croisement du pipeline. La vanne est sur le côté gauche de la route
134	Vanne d'arrêt	Oui	<i>SU Station ML Incoming Block</i> Au collecteur de 18" à la station Sutton
134	Clapet	N/A	<i>SU Station ML Check</i> Au collecteur de 18" à la station Sutton
134	Vanne d'arrêt	Non	<i>SU Station ML Outgoing Block</i> Au collecteur de 18" à la station Sutton

STATION SUTTON

149.9	Vanne d'arrêt	Non	Côté sud, Black River ◆ Depuis la I91 nord, prendre la sortie 26 Urasburg. Aller vers le nord sur la route 5 sur 0.4 milles. Tourner à gauche sur la route 58 ouest sur 3.3 milles jusqu'au panneau d'arrêt. Tourner à gauche sur la route 14 sur 0.2 milles puis à droite sur Chase Rd sur 0.1 mille. La vanne est sur la gauche
150	Clapet	N/A	Côté nord, Black River ◆ Depuis la I91 nord, prendre la sortie 26 Urasburg. Aller vers le nord sur la route 5 sur 0.4 milles. Prendre à gauche sur la route 58 ouest sur 3.3 milles jusqu'au panneau d'arrêt. Tourner à droite sur la route 14 nord / 58 ouest sur 0.4 milles. Le clapet se trouve du côté nord de la rivière, à 200 verges du côté gauche de la route
161.8	Vanne d'arrêt	Non	Côté sud, Missisquoi River (U.S.) ◆ Depuis la I91 nord, prendre la sortie 26. Prendre la route 5 nord sur 5.6 milles puis tourner à gauche sur la route 14 nord et rouler sur 4.6 milles. La 14 nord se termine et la 100 sud commence. Rouler sur 4.2 milles sur la route 100 sud puis tourner à droite sur East Hill Rd. Continuer sur 2.9 milles et tourner à gauche sur Bergeron Rd. Continuer sur 1.1 mille et tourner à gauche. La vanne de la conduite 18" est à 0.2 milles sur la gauche
162.0	Clapet	N/A	Côté nord, de Missisquoi River ◆ Depuis la I91 nord, prendre la sortie 26. Prendre la route 5 nord sur 5.6 milles puis tourner à gauche sur la route 14 nord et rouler sur 4.6 milles. La 14 nord se termine et la 100 sud commence. Rouler sur 4.2 milles sur la route 100 sud puis tourner à droite sur East Hill Rd. Continuer sur 2.9 milles et tourner à gauche sur Bergeron Rd. Continuer sur 1.1 mille et tourner à droite. Continuer 100 verges et tourner à gauche sur River Rd. Continuer sur 0.2 milles (traverser le pont couvert). La vanne est à droite à 300 mètres de la route

STATION HIGHWATER

VANNES DE PIPELINE À PROXIMITÉ

Les diagrammes d'accès sont inclus dans :

**Le cartable des plans d'intervention spécifiques aux déversements de pétrole
de Pipelines Montréal Ltée**

24" (610mm)

<u>Jalon kilométrique</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
267	Vanne d'arrêt	Oui	<i>HW Station ML Incoming Block</i> Par l'autoroute 10 est ♦ Prendre la sortie 106 ♦ Tourner à gauche sur la route 245 sud ♦ Suivre la route 245 sud sur 16,0 km ♦ Tourner à gauche sur la route 243 sud ♦ Suivre la route 243 sud sur 17,5 km ♦ Après le passage à niveau, tourner à gauche en restant sur la route 243 sud ♦ Continuer sur 0,3 km ♦ Tourner à droite sur le Chemin Pipeline ♦ Suivre le Chemin Pipeline jusqu'à la fin (2,7 km) ♦ La station de pompage est située au 99, Chemin Pipeline
267	Clapet	N/A	<i>HW Station ML Check</i> ♦ Suivre les directions 24 po. (610 mm)

STATION HIGHWATER			
274.5	Vanne d'arrêt	Non	Glen Sutton Par l'autoroute 10 est ◆ Prendre la sortie 68; ◆ À l'arrêt, tourner à gauche sur la route 139 sud rouler sur 39,5 km; ◆ Tourner à gauche au croisement de Brookfall et rouler sur 0,4 km; ◆ Tourner à droite sur Scenic Road; ◆ Parcourir 9,9 km jusqu'à la jonction avec la route 105; ◆ Tourner à gauche sur la route 105 et rouler sur 7,5 km; ◆ Les vannes se trouvent du côté droit de la route, en face du numéro civique 2546 sur la route 105.
286	Vanne d'arrêt	Non	Sutton Creek Via Autoroute 10 ◆ Prendre la sortie 68; ◆ À l'arrêt, tourner à gauche sur la route 139 sud en direction de Sutton; ◆ Suivre la route 139 sur 39,5 km jusqu'au croisement de Jordan Road, après la ville de Sutton; ◆ Tourner à droite sur Jordan Road; Les vannes se trouvent à environ 100 m. du coin du côté droit de la route.
<u>18" (457mm)</u>			
267	Vanne d'arrêt	Oui	<i>HW Station ML Incoming Block</i> Suivre les directions 24 po. (610 mm)
267	Clapet	N/A	<i>HW Station ML Check</i> Suivre les directions 24 po. (610 mm)
267	Vanne d'arrêt	Oui	<i>HW Station ML Outgoing Block</i> Suivre les directions 24 po. (610 mm)

STATION_HIGHWATER

270	Vanne d'arrêt	Non	Côté Sud Rivière Missisquoi Via Autoroute 10 Est ◆ Prendre la sortie 106 ◆ Tourner à gauche sur la route 245 sud ◆ Suivre la route 245 sud sur 16,0 km ◆ Tourner à gauche sur la route 243 sud ◆ Suivre la route 243 sud sur 17,5 km ◆ Tourner à droite après le passage à niveau sur le Chemin de la Mine ◆ Suivre le Chemin de la Mine sur 2,2 km ◆ La vanne est à droite en face du chemin de fer
274.5	Vanne d'arrêt	Non	Glen Sutton ◆ Suivre les directions 24 po. (610 mm)
286	Vanne d'arrêt	Non	Sutton Creek ◆ Suivre les directions 24 po. (610 mm)

STATION SAINT-CÉSAIRE

VANNES DE PIPELINE À PROXIMITÉ

Les diagrammes d'accès sont inclus dans :
Les cartables de cartographie des plans d'intervention spécifiques aux déversements de pétrole de Montréal Pipeline Ltée.

24" (610mm)

<u>Jalon kilométrique</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
309	Vanne d'arrêt	Non	Côté Sud Première traversée de la rivière Yamaska Via Autoroute 10 Est ◆ Prendre la sortie 48; ◆ À l'arrêt, tourner à droite sur la 233 sud; ◆ Suivre la route 233 jusqu'à la fin sur 9,2 km; ◆ Tourner à gauche sur la route 104 est vers Cowansville; ◆ Rouler sur 14,7 km, où vous traversez le Chemin Miltmore; ◆ Tourner à gauche sur le Chemin Miltmore et rouler sur 2,5 km, jusqu'à un chemin privé situé sur la gauche, juste avant le numéro civique 272; ◆ Les vannes d'arrêt sont au bout de la route, à 500 m. au nord du Chemin Miltmore.
332.2	Vanne d'arrêt	Oui	SC Station ML Incoming Block ◆ Suivre les directions 24 po. (610 mm) ci-dessus
332.2	Clapet	N/A	SC Station ML Check ◆ Suivre les directions 24 po. (610 mm) ci-dessus
332.2	Vanne d'arrêt	Non	SC Station ML Outgoing Block ◆ Suivre les directions 24 po. (610 mm) ci-dessus

STATION SAINT-CÉSAIRE

354	Vanne d'arrêt	Non	Côté Sud du Richelieu Depuis l'autoroute 20 ♦ Prendre la sortie 113; ♦ À l'arrêt, tourner sur la route 133 sud; ♦ Rouler sur 9,1 km; ♦ Les boîtiers des vannes se trouvent du côté gauche de la route. Il s'agit en premier lieu de la vanne d'arrêt de 45,7 cm (18 po) puis la vanne de 61,0 cm (24 po), et enfin la vanne de 30.5 cm (12 po) Depuis la route 116 est : ♦ Tourner à droite après le pont de la rivière Richelieu à Beloeil; ♦ À l'arrêt, tourner à gauche sur la route 133 sud ; ♦ Rouler sur 5,7 km jusqu'à ce que les boîtiers de vannes soient situés du côté gauche de la route. Les vannes de 45,7 cm (18 po), de 61,0 cm (24 po) et de 30,5 cm (12 po) y sont Depuis l'autoroute 10 est : ♦ Prendre la sortie 29; ♦ À l'arrêt, tourner sur la route 133 nord ; ♦ Rouler sur 12,5 km jusqu'à l'emplacement des boîtiers de vannes; ♦ Les trois vannes d'arrêt – 30,5 cm (12 po), 45,7 cm (18 po), 61,0 cm (24 po) – sont situées du côté droit de la route Via la route 112 : ♦ Depuis la ville de Richelieu, prendre la route 133 nord; Les trois vannes d'arrêt – 30,5 cm (12 po), 45,7 cm (18 po), 61,0 cm (24po) – sont situées sur le côté droit de la route
-----	---------------	-----	---

STATION SAINT-CÉSAIRE

354.2	Vanne d'arrêt	Non	Côté nord du Richelieu Depuis l'autoroute 20 ◆ Prendre la sortie 105; ◆ À l'arrêt, tourner sur le Chemin Bernard Pilon, vers Beloeil; ◆ Rouler sur 6,9 km vers la route 223; ◆ Tourner à droite sur la route 223 et rouler sur 3,4 km; ◆ La vanne d'arrêt de 61,0 cm (24 po) se trouve du côté droit, à environ 150 pieds de la route, dans une petite enceinte clôturée dans le champ d'un agriculteur; ◆ La vanne d'arrêt de 45,7 cm (18 po) est à droite de la vanne d'arrêt de 24" dans un caniveau souterrain situé près de la route 223 Via la route 116 est ◆ Tourner à droite sur la rue Bernard Pilon à McMasterville; ◆ Aller vers la rivière et tourner à droite sur la 223 sud; ◆ Rouler sur 3,4 km jusqu'à l'enceinte de la vanne d'arrêt de 61,0 cm (24 po). La vanne d'arrêt de 45,7 cm (18 po) est située à droite de celle de 61,0 cm (24 po).
<u>18" (457mm)</u>			
309	Vanne d'arrêt	Non	Côté sud, première traversée de la rivière Yamaska ◆ Suivre les directions 24 po. (610 mm)
309.2	Clapet	N/A	Côté nord, première traversée de la rivière Yamaska Depuis l'autoroute 10 est ◆ Prendre la sortie 68 ◆ Prendre la route 139 sud ◆ Suivre la route 139 sud sur 9,1 km ◆ Tourner à droite sur le chemin Fordyce ◆ Suivre le chemin Fordyce sur 2,6 km ◆ Tourner à droite sur le chemin Halle ouest ◆ Suivre le chemin Halle ouest sur 2,6 km; ◆ La vanne est sur votre gauche, à 0,5 km du bord de la rivière

STATION SAINT-CÉSAIRE

317	Vanne d'arrêt	Non	Côté sud, deuxième traversée de la rivière Yamaska Depuis l'autoroute 10 est ◆ Prendre la sortie 55 ◆ Tourner à droite sur la route 235 sud ◆ Suivre la route 235 sur 3,6 km ◆ Tourner à gauche sur le rang Saint-Charles et rouler sur 5,6 km ◆ Tourner à droite sur le rang Magenta ◆ Suivre le rang Magenta en traversant le pont ◆ Après le pont, tourner à gauche sur le rang Magenta sud ◆ Suivre sur 0,3 km ◆ La vanne est à votre droite dans le champ situé à 1,2 km de la route.
317.2	Clapet	N/A	Côté nord, deuxième traversée de la rivière Yamaska Depuis l'autoroute 10 est ◆ Prendre la sortie 55 ◆ Tourner à droite sur la route 235 sud ◆ Suivre la route 235 sur 3,6 km ◆ Tourner à gauche sur le rang Saint-Charles et rouler sur 5,6 km ◆ Tourner à droite sur le rang Magenta ◆ Suivre le rang Magenta sur 0,3 km; ◆ Tourner à droite avant le pont sur le rang Magenta nord ◆ Suivre le rang Magenta nord sur 1,0 km. ◆ La vanne est derrière la maison au 579 rang Magenta nord
327	Vanne d'arrêt	Non	Côté sud, troisième Yamaska Depuis l'autoroute 10 est ◆ Prendre la sortie 55 ◆ Tourner à droite sur la route 235 Sud ◆ Suivre la route 235 sur 1,9 km ◆ Tourner à droite sur le rang Casimir et aller jusqu'au bout (4,6 km) ◆ Tourner à gauche sur le rang Haut de la Rivière sud ◆ Suivre le rang Haut de la Rivière sud sur 1,8 km ◆ La vanne est du côté droit de la rivière

STATION SAINT-CÉSAIRE

327.2	Clapet	N/A	Côté nord, troisième Yamaska Depuis l'autoroute 10 est ◆ Prendre la sortie 48 ◆ Tourner à droite sur la route 233 Sud ◆ Suivre la route 233 sur 3,7 km ◆ Tourner à gauche sur le rang Haut de la Rivière nord et rouler sur 2,3 km ◆ La vanne est derrière la propriété au 275 rang Haut de la Rivière nord
332.2	Vanne d'arrêt	Oui	<i>SC Station ML Incoming Block</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus
332.2	Clapet	N/A	<i>SC Station ML Check</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus
332.2	Vanne d'arrêt	Oui	<i>SC Station ML Outgoing Block</i> ◆ Suivre les directions 24 po. (610 mm) ci-dessus
347.9	Vanne d'arrêt	Non	Côté sud, ruisseau Saint-Louis Depuis l'autoroute 10 ◆ Prendre la sortie 37 ◆ Tourner à gauche sur la route 227 Nord ◆ Suivre la route 227 nord sur 9.4 km ◆ La vanne est sur le côté gauche de la route
349.5	Clapet	N/A	Côté nord, Rivière Huron Depuis l'autoroute 10 est ◆ Prendre la sortie 29; ◆ Tourner à droite sur la route 133 nord ◆ Suivre la route 133 sur 5,3 km jusqu'au chemin de la Rivière des Hurons est ◆ Tourner à droite sur le chemin de la Rivière des Hurons est et suivre sur 7,2 km ◆ Tourner à gauche au pont pour rejoindre le chemin de la Rivière des Hurons ouest ◆ Tourner à gauche après le pont pour rejoindre la Rivière des Hurons ouest ◆ La vanne est derrière la propriété au 625 Chemin de la Rivière des Hurons ouest
354	Vanne d'arrêt	Non	Côté sud, Richelieu ◆ Suivre les directions 24 po. (610 mm) ci-dessus
354.3	Vanne d'arrêt (2)	Non	Côté nord, Richelieu ◆ Suivre les directions 24 po. (610 mm) ci-dessus

TERMINAL DE MONTRÉAL

VANNES DE PIPELINE À PROXIMITÉ

Les diagrammes d'accès sont inclus dans :
Cartable de cartographie et plans d'interventions spécifiques aux
déversements de pétrole de Pipeline Montréal Ltée

24" (610mm)

<u>Jalon kilométrique</u>	<u>Type</u>	<u>MOT</u>	<u>Emplacement</u>
373	Vanne d'arrêt	Non	Route 132 ◆ Depuis l'autoroute 20, prendre la sortie 90 ◆ Rejoindre la route 132 ◆ Suivre la route 132 sur 4,8 km ◆ La vanne sera à votre droite juste après la rue Montbrun
374	Vanne d'arrêt	Oui	Côté sud Fleuve Saint-Laurent (Boucherville) ◆ Via Autoroute 20, prendre la sortie 90; ◆ Suivre la route 132 est sur 1,6 km, jusqu'à la sortie 17; ◆ Tourner à gauche sur le boulevard Marie-Victorin et rouler sur 3 km; ◆ La vanne d'arrêt de 61,0 mm (24 po) est située du côté nord du boulevard Marie-Victorin (numéro civique 683);
378	Vanne d'arrêt	Oui	Côté nord Fleuve Saint-Laurent (Boucherville) ◆ Depuis le terminal de Montréal-Est, prendre la rue Broadway en direction sud jusqu'à la rue Notre-Dame; ◆ Tourner à droite sur la rue Notre-Dame et continuer vers l'ouest sur 1,2 km jusqu'au coin de la rue Gamble; ◆ Tourner à gauche et juste avant la porte, entrer dans le stationnement à droite; ◆ La vanne est située au fond du stationnement, en direction du fleuve.

TERMINAL DE MONTRÉAL

VANNES DE PIPELINE À PROXIMITÉ

Les diagrammes d'accès sont inclus dans :
Cartable de cartographie des plans d'interventions spécifiques aux
déversements de pétrole de Pipeline Montréal Ltée

18" (457mm)

373	Vanne d'arrêt	Non	Route 132 Vanne d'arrêt ♦ Suivre les directions 24 po. (610 mm) ci-dessus
374	Vanne d'arrêt	Oui	Côté sud Fleuve Saint-Laurent (Boucherville) ♦ Suivre les directions 24 po. (610 mm) ci-dessus
378	Clapet	N/A	Côté nord Fleuve Saint-Laurent (Boucherville) ♦ Suivre les directions 24 po. (610 mm) ci-dessus ♦ La vanne d'arrêt de 45,7 mm (18 po) est située du côté sud du boulevard Marie-Victorin dans le parc public.

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(Remarque : Seules les descriptions des installations québécoises seront traduites)

APPENDIX J

US NATIONAL RESPONSE SYSTEM

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NATIONAL RESPONSE SYSTEM

National Contingency Plan

The National Oil and Hazardous Substances Pollution Contingency Plan, more commonly called the National Contingency Plan or NCP, is the federal government's blueprint for responding to both oil spills and hazardous substance releases. The National Contingency Plan is the result of our country's efforts to develop a national response capability and promote overall coordination among the hierarchy of responders and contingency plans.

The first National Contingency Plan was developed and published in 1968. Congress has broadened the scope of the National Contingency Plan over the years. In June 1970, this plan was incorporated as part of the Code of Federal Regulations and applied to all navigable waters and adjoining shorelines of the United States. As required by the Clean Water Act of 1972, the NCP was revised the following year to include a framework for responding to hazardous substance spills as well as oil discharges. Following the passage of Superfund legislation in 1980, the NCP was broadened to cover releases at hazardous waste sites requiring emergency removal actions. Over the years, additional revisions have been made to the NCP to keep pace with the enactment of legislation.

To ensure adequate preplanning and provisions for responding to oil spills, the National Contingency Plan established the National Response Center, the National Response Team, the Regional Response Center, Regional Response Teams and the On-Scene Coordinator (Figure J1.1).

National Response Team (NRT)

National planning and coordination for oil spill response is the responsibility of the National Response Team (NRT). The NRT is responsible for evaluating methods for responding to oil spills and hazardous substances spills, and recommending changes to the National Contingency Plan. The NRT also develops procedures to coordinate activities for federal, state and local governments, and private response organizations.

The NRT consists of representatives from each of the agencies shown in Figure J1.2. Normally, the NRT is chaired by the EPA representative while the USCG representative serves as the vice-chairman. If it is activated for spills within the coastal zone of the United States, the USCG representative will hold the chair.

The NRT can be activated when an oil spill exceeds the capability of the Regional Response Team in which it occurs, crosses national boundaries, or presents a significant threat to a population, national policy, property, or national resources; or when requested by any NRT member.

Once activated, the NRT may:

1. Monitor the spill, evaluate reports from the On-Scene Coordinator (OSC), and recommend appropriate actions for abating the spill.
2. Request oil spill response resources from federal, state, and local governments or private agencies.
3. Coordinate the supply of equipment, personnel, or technical advice to the affected region from other regions or districts.

FIGURE J-1.1

NATIONAL RESPONSE SYSTEM ORGANIZATION

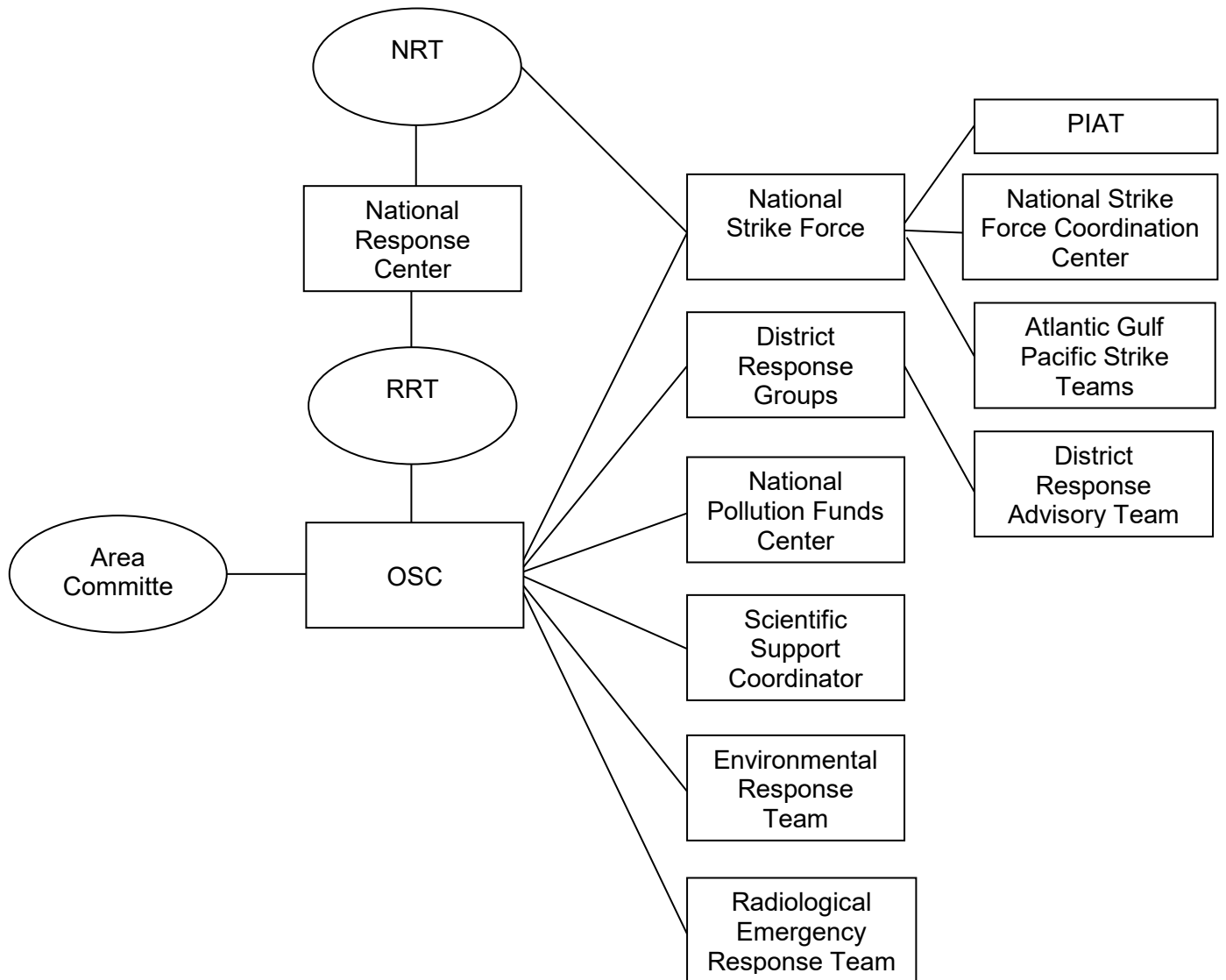
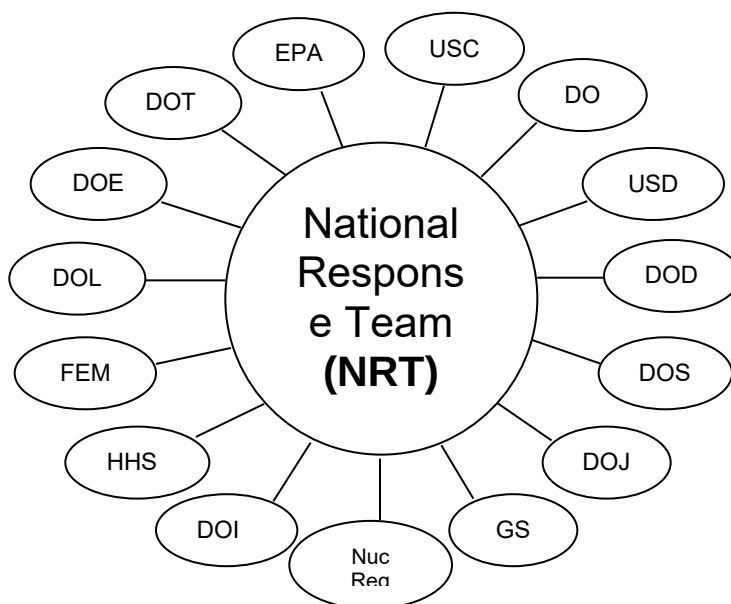


FIGURE J-1.2

FEDERAL REPRESENTATION ON NATIONAL RESPONSE TEAM



DOC	Department of Commerce Scientific expertise from NOAA for marine mammals & oil spill response	DOT	Department of Transportation Expertise on all modes of transporting oil & hazardous substances
DOD	Department of Defense Oil spill response equipment, ship salvage, and boarding & diving	EPA	Environmental Protection Agency Information on environmental impact of spills & provide scientific support coordination
DOE	Department of Energy Removal & disposal of radioactive contamination	FEMA	Federal Emergency Management Agency Coordinate civil emergency planning & mitigation efforts
DOH	Department of Health Assess health hazards associated with response operation & recommend steps for worker & public safety	GSA	General Services Administration Provides logistical and telecommunications support to federal agencies
DOI	Department of Interior Expertise on fish & wildlife	HHS	Department of Health and Human Services Assists with the assessment, preservation, and protection of human health and helps ensure the availability of essential human services
DOJ	Department of Justice Answer legal questions on spills & response actions	USCG	United States Coast Guard Establishes spill contingency planning requirements for vessels and facilities, and OSC responsibilities for wasteful zone
DOL	Department of Labor Expertise needed to minimize exposure to hazardous material during response operation	USDA	United States Department of Agriculture Input on the effect of soil contamination by hazardous and oil spills

National Response Center (NRC)

The National Response Center (NRC) receives and distributes reports regarding oil and hazardous substances spills. It is located at the USCG Headquarters in Washington, D.C., and can be contacted by dialing the phone number listed in Figure 2.5.

Oil spills must be reported to the National Response Center (See External Notifications for reporting criteria). If a direct report to the National Response Center is not practical, reports may be made to the USCG or EPA predesignated OSC for the geographic area where the spill occurs. If it is not possible to immediately notify the National Response Center or the predesignated OSC, reports may be made immediately to the nearest USCG unit provided that the spiller notifies the NRC as soon as possible. Once the NRC receives notification of a spill, it will promptly notify the appropriate OSC and authorize him to proceed with the appropriate response actions as outlined in the National Contingency Plan.

Regional Response Team (RRT)

The Regional Response Team (RRT) develops oil spill response contingency plans for specific regions of the United States. This team is staffed by representatives from the agencies shown in Figure J1.2 and may include representatives of local governments as agreed upon by the specific State in which the RRT is operative.

The RRT is jointly chaired by the EPA and USCG representatives. See Figures J1.3 and J1.4 for the EPA Regions and the USCG Districts respectively. When activated for inland spills, the EPA representative will be the chairperson. If activated for offshore spills, the USCG representative shall be the chairperson.

The RRT includes two (2) components: a standing team and an incident-specific team. The standing team:

1. reviews regional and local responses to various spills, recommends revisions to the National Contingency Plan, encourages state and local communities to improve their preparedness for oil spill response activities, and reviews actions performed by the On-Scene Coordinator.
2. performs advanced planning for dispersants, surface collection agents, burning agents, biological additives, or other chemical agents that are authorized by the National Contingency Plan.

The incident-specific response team can be activated if an oil spill exceeds the response capability available to the On-Scene Coordinator, if the spill crosses regional boundaries, or if a spill presents a substantial threat to human health and welfare, the environment, or significant amounts of property. It can be activated during a pollution emergency when requested by the Federal On-Scene Coordinator.

The incident-specific response team may:

1. monitor and evaluate reports from the On-Scene Coordinator and recommend specific actions for improving the response operation.

Regional Response Team (Cont'd)

2. request federal, state or local governments, or private organizations to provide resources for responding to the spill.
3. help the On-Scene Coordinator prepare information releases for the public.
4. recommend that a different OSC be designated for the response operation.
5. provide information that will assist the OSC to make timely and appropriate decisions for the response operations.

Federal On-Scene Coordinators

Federal On-Scene Coordinators (FOSC) are predesignated by the U.S. Coast Guard or Environmental Protection Agency. The FOSC collects pertinent facts about the spill, its source and cause, and the parties responsible for the spill. The FOSC also determines the potential impact the spill could have on human health and welfare, and whether it presents a significant threat to the environment. In addition, the FOSC establishes priorities for minimizing the impact of oil spills.

If the spiller assumes responsibility for the spill, the FOSC will monitor the clean-up activity. Otherwise, the FOSC will initiate the response operation and hire commercial contractors as required to clean up the spill as quickly as possible. If commercial resources are not available, the FOSC will deploy federal resources. Reimbursement of any federal funds will be sought from the spiller expenditures after the response. Federal personnel and equipment can be obtained from the National Strike Force and the U.S. Navy.

When a spill report is received, the FOSC will:

1. notify the Regional Response Team (RRT) and National Response Center (NRC).
2. investigate the report to determine pertinent information such as the threat posed to public health and welfare, or the environment.
3. officially classify the size of the discharge and determine the course of action to be followed.
4. determine whether the spiller is properly carrying out the clean-up operation.
5. determine whether the State or local government has the capability to carry out response actions and if a contract or cooperative agreement has been established with the appropriate Fund Administrator for this purpose.
6. notify the Regional Response Team and the trustees of the affected natural resources in accordance with the applicable regional plan.

Within 60 days after a major oil spill, the FOSC shall submit to the RRT a complete report on the response operation and the actions taken. A copy of this report will be submitted to the National Response Team. The format for this report is provided in the National Contingency Plan.

On-Scene Coordinators (Cont'd)

Each FOSC is responsible for developing and updating Area Contingency Plans. Each plan should be a multi-agency effort involving all agencies that would have a role in the local response effort.

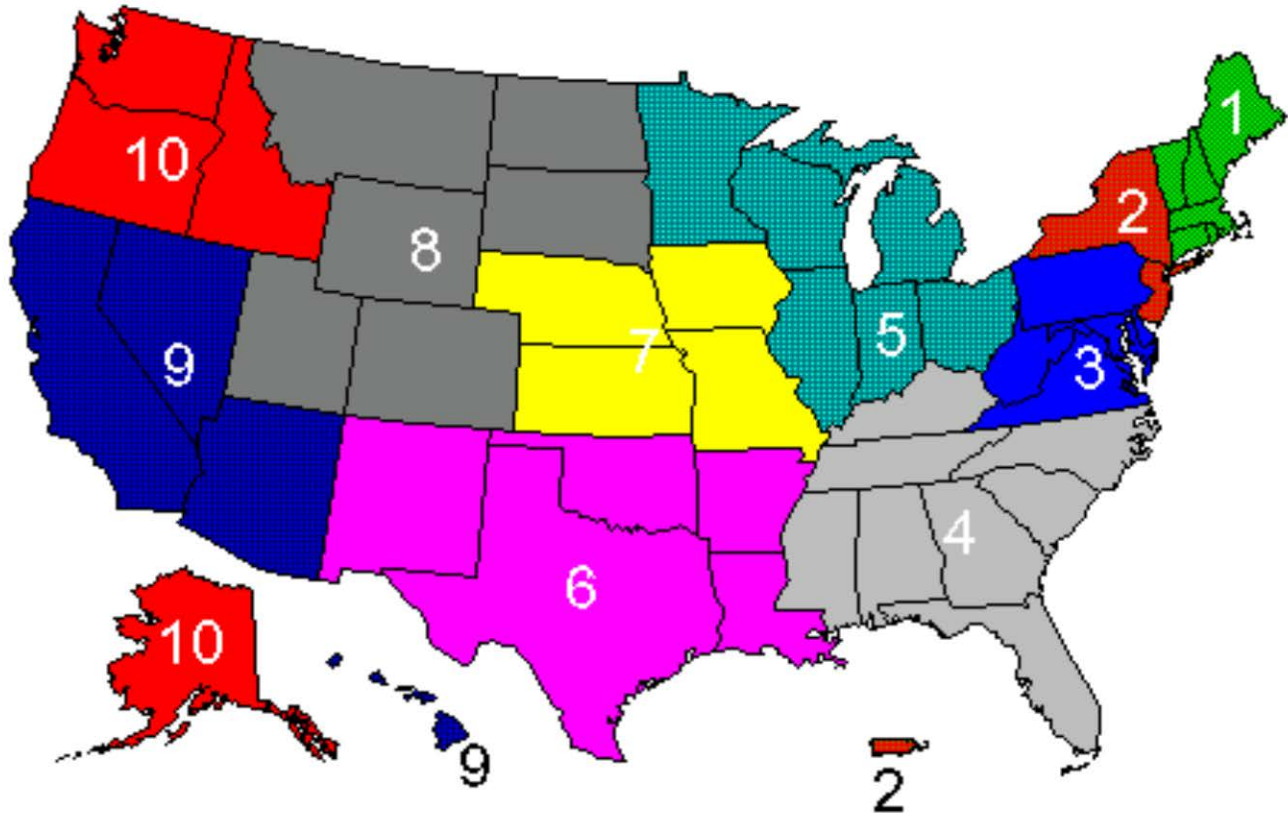
National Strike Force (NSF)

The National Strike Force (NSF) was formed in 1973 after the U.S. Coast Guard was charged with oversight and responsibilities for offshore oil spills under the Federal Water Pollution Control Act. The NSF consists of the Pacific, Gulf and the Atlantic Area Strike Teams. These teams provide experienced personnel and equipment necessary for assisting the FOSC in responding to spills in U.S. waters.

The NSF is always on call and maintains a stock of specialized equipment for deployment anywhere in the nation and, in some cases, overseas. This equipment includes open water oil containment and recovery systems, high capacity pumps for transferring oil and chemicals, and protective clothing for working with hazardous materials. Most of this equipment is designed to fit into Coast Guard C-130 cargo planes or load onto flatbed trucks for fast response.

FIGURE J-1.3

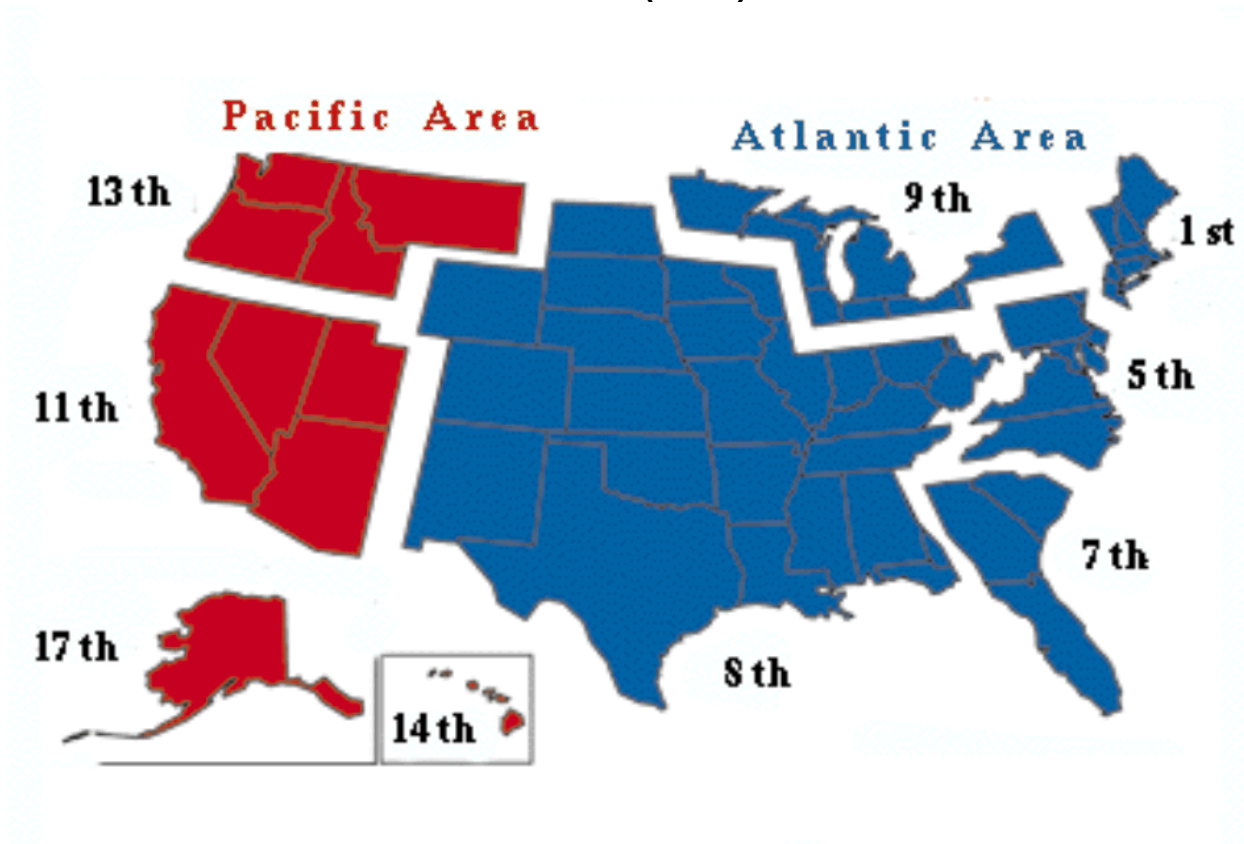
U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REGIONAL OFFICES



EPA Region 1, Office John F. Kennedy Federal Bldg. Boston, MA 02203	EPA Region 2 Office 26 Federal Plaza New York, NY 10278	EPA Region 3 Office 1650 Arch Street Philadelphia, PA 19103-2029
EPA Region 4 Office 61 Forsythe, 11 th Floor Atlanta, GA 30303	EPA Region 5 Office 77 West Jackson Blvd. Chicago, IL 60604	EPA Region 6 Office 1445 Ross Avenue Dallas, TX 75202
EPA Region 7 Office 726 Minnesota Avenue Kansas City, KS 66101	EPA Region 8 Office 999 18 th Street Denver, CO 80202	EPA Region 9 Office Public Information Center 215 Fremont Street San Francisco, CA 94105
EPA Region 10 Office 1200 6 th Avenue Seattle, WA 98101	U.S. EPA Office of Solid Waste 401 M Street SW Washington, DC 20460-5101	RCRA / Superfund Hotline (800) 424-9346 (in Washington, DC, (202) 879-2693)

FIGURE J-1.4

U.S. COAST GUARD (USCG) DISTRICTS



1 st Coast Guard District Battery Park Bldg., Rm. 212 1 S. Street New York, NY 10004-5099 (212) 668-7114	11 th Coast Guard District Coast Guard Island Building 51-1 Alameda, CA 94501-5100 (510) 437-3700
5 th Coast Guard District Federal Building 431 Crawford Street Portsmouth, VA 23704-5004 (757) 398-6272	13 th Coast Guard District 915 2 nd Avenue, Suite #3352 Seattle, WA 98174-1067 (206) 220-7237
7 th Coast Guard District Federal Building 909 S.E. 1 st Ave., Room #954 Miami, FL 33131-3050 (305) 415-6683	14 th Coast Guard District PJKK Federal Building 300 Ala Moana Blvd. Honolulu, HI 96850-4982 (808) 541-2121
8 th Coast Guard District Hale Boggs Federal Building 501 Magazine Street New Orleans, LA 70130-3396 (504) 589-6198	17 th Coast Guard District P.O. Box 25517 Juneau, AK 99802 (907) 463-2025
9 th Coast Guard District 1240 E. 9 th Street Cleveland, OH 44199-2060 (216) 902-6020	

* Note: These addresses may differ from those listed on the Distribution List.

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APPENDIX K

MISCELLANEOUS FORMS

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PMPL System Wide Forms

Emergency Response Forms

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PMPL Media Inquiry Log K-9

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Forms and Exercise Documentation

File Maintenance Procedures

- Forms and exercise documentation records should be maintained in a separate file in the Facility's office filing system.
- These files must be available for presentation upon request by regulatory agency personnel.

EMERGENCY / SPILL REPORTING FORM & CHECK LIST

Date: _____

Time: _____

INCIDENT DESCRIPTION

Reporter's Full Name: _____ Position: _____
Day Phone Number: _____ Evening Phone Number: _____
Company: _____ Organization Type: _____
Facility Address: _____ Owner's Address: _____

Facility Latitude: _____ Facility Longitude: _____

Spill Location: _____
(if not at Facility) _____

Reporter's Full Name (If other than employee): _____
Day Phone Number: _____
Company: _____
Facility Address: _____

Responsible Party (If Known): _____
Company: _____ Organization Type: _____
Facility Address: _____

Telephone Number: _____

Calling for Responsible Party (Y/N): _____

Were materials discharged (Y/N)? _____ Type of Crude Spilled: _____

Source and/or cause of discharge: _____

Date: _____ Time: _____ Does it Threaten a Body of Water (Y/N)? _____

Nearest City: _____

County: _____ State: _____ Zip code: _____

Section: _____ Township: _____

Distance from City: _____ Direction from City: _____

Container Type: (Above ground /Below ground/ Unknown) _____ Container Storage Capacity: _____

Facility Oil Storage Capacity: _____

Mile post or River Mile: _____ Closest Pump Station: _____

Material: _____

Total Quantity Released	Discharged Material	Water Impact (Yes or No)	Quantity into Water

Does Fire threaten Surrounding installations? _____ Source of Fire: _____

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____

Number of Injuries: _____ Number of Fatalities: _____

Evacuation(s): _____ Number Evacuated: _____

Damage Estimate: _____

More information about impacted medium: _____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802

Additional Notifications (Circle all applicable): USCG EPA State Province TSB Environment Canada Other

ADDITIONAL INFORMATION

Any information about the incident not recorded elsewhere in this report: _____

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PMPL - BOMB THREAT CHECK LIST DURING CALL

Facility: _____

Date: _____
Time: _____

Received by: _____

Instructions:

- ◆ Do not interrupt the caller;
- ◆ Note the time and length of the call.
- ◆ Listen, do not interrupt the caller; be calm and courteous;
- ◆ If possible, record the call and / or have someone else listen to the call (witness).
- ◆ Repeat what has not been well understood.
- ◆ Keep caller talking if possible.

Exact words of the caller? _____

When will the bomb explode (Date and Time)? _____

Where is the Bomb: _____

What does it look like? _____

What type of bomb (i.e., incendiary or high-explosive)? _____

Why was the bomb put there? _____

How did the bomb get there? (Mail, hand-carried)? _____

Origin of Call: ☐ Local ☐ Long Distance ☐ From Within the Building

Identification of caller, if possible: _____

Did the caller appear familiar with the premises by his description of the bomb location? ☐ Yes ☐ No

Caller's Identity: ☐ Male ☐ Female ☐ Your Estimate of Caller's Age

Voice Characteristics:

- ☐ Loud
- ☐ Soft
- ☐ Raspy
- ☐ High Pitch
- ☐ Deep
- ☐ Pleasant
- ☐ Intoxicated
- ☐ Deep Breathing
- ☐ Clearing Throat

Speech:

- ☐ Fast
- ☐ Slow
- ☐ Distinct
- ☐ Slurred
- ☐ Stutter
- ☐ Distorted
- ☐ Nasal
- ☐ Other

Language:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Educated
- ☐ Foul
- ☐ Other

Use of Certain Words or Phrases: _____

Accent:

- ☐ Local
- ☐ Not Local
- ☐ Foreign
- ☐ Regional

Manner:

- ☐ Calm
- ☐ Angry
- ☐ Rational
- ☐ Irrational
- ☐ Coherent
- ☐ Incoherent
- ☐ Deliberate
- ☐ Emotional
- ☐ Righteous
- ☐ Laughing

Background Noises:

- ☐ Machines
- ☐ Street Traffic
- ☐ Airplanes
- ☐ Bedlam
- ☐ Trains
- ☐ Animals
- ☐ Voices
- ☐ Quiet
- ☐ Party
- ☐ Mixed

Report Forwarded to: _____

TELEPHONE BOMB THREAT DURING CALL

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NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM FORMS (NIMS ICS FORMS)

IAP Cover Sheet Incident Action Plan Cover Sheet

ICS 201-CG*	Incident Briefing
ICS 202-CG*	Incident Objectives
ICS 203-CG	Organization Assignment List
ICS 204-CG	Assignment List
ICS 204a-CG	Assignment List Attachment
ICS 205-CG	Incident Radio Communications Plan
ICS 205a-CG	Communications List
ICS 206-CG	Medical Plan
ICS 207-CG*	Incident Organization Chart
ICS 208-CG* (use PMPL Site Safety Plan)	Site Safety Plan
ICS 209-CG*	Status Summary (SITREP/Opsum)
ICS 209H-CG*	Hurricane and Severe Weather
Response	
ICS 211-CG	Check-In List
ICS 213-RR-CG	Resource Request
ICS 213-CG	General Message
ICS 214-CG	Unit Log
ICS 215-CG*	Operational Planning Worksheet
ICS 215a-CG	IAP Safety Analysis
ICS 216-CG	Radio Requirements Worksheet
ICS 220-CG	Air Operations Summary
ICS 221-CG	Demob Check Out
ICS-225-CG*	Incident Personnel Performance
Rating	
ICS 230-CG*	Daily Meeting Schedule
ICS 232-CG*	Resources at Risk
ICS 232a-CG	ACP Site Index
ICS 233-CG	Open Action Tracker
ICS 234-CG	Work Analysis Matrix
ICS-235-CG	Facility Needs Assessment

* Key PMPL forms for initial response

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1. Incident Name	2. Operational Period to be covered by IAP (Date/Time) From: _____ To: _____	CG IAP COVER SHEET
3. Approved by Incident Commander(s): <u>ORG</u> _____ _____ _____ _____ _____ <u>NAME</u> _____ _____ _____ _____ _____		
INCIDENT ACTION PLAN The items checked below are included in this Incident Action Plan: ☐ ICS 202-CG (Incident Objectives) _____ ☐ ICS 202A-CG (Command Direction) _____ ☐ ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart) _____ ☐ ICS 204-CGs (Assignment Lists) One Copy each of any ICS 204-CG attachments: _____ ☐ ICS 205-CG (Communications Plan) _____ ☐ ICS 206-CG (Medical Plan) _____ ☐ ICS 208-CG (Site Safety Plan) or Note SSP Location _____ ☐ Map / Chart _____ ☐ Weather Forecast / Tides/Currents _____ <u>Other Attachments</u> ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____		
4. Prepared by: Date/Time		

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-CG
3. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)		
4. Current Situation:		

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-CG
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6. Current Organization (fill in additional appropriate organization)

— Safety Officer _____

— Liaison Officer _____

— Public Information Officer _____

Operations Section

Planning Section

Logistics Section

Finance Section

INCIDENT BRIEFING (ICS 201-CG)

Purpose. The Incident Briefing form provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

Preparation. This briefing form is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-CG can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map.
- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-CG and the ICS form 232-CG.
- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-CG) and/or Organization Chart (ICS form 207-CG).
- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

Distribution. After the initial briefing of the Unified Command and General Staff members, the Incident Briefing form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name and position of the person completing the form.
	Date	Enter date prepared (month, day, year).
	Time	Enter time prepared (24-hour clock).
3.	Map/Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
4.	Current Situation	Enter short, clear, concise summary of the actions taken in managing the initial response
5.	Initial Response, Objectives, Current & Planned Actions	Enter short, clear, concise statements of the objectives for managing the initial response, any actions taken in response to the incident, including the time, and note any significant events or specific problem areas as well as planned actions for the future.
6.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.
7.	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource	Description of the resource (e.g., open water boom, skimmer, vac truck, etc.).
	Resource Identifier	Identifier for the resource (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	Date/Time Ordered	Date and time ordered (24-hour clock).
	ETA	Estimated date and time for the resource to arrive at the staging area.
	On-Scene	"X" upon the resource's arrival.
	Notes	Location of the resource, the actual assignment, and the status of the resource (if other than working).

NOTE: Additional pages may be added to ICS 201-CG if needed

1. Incident Name	2. Operational Period (Date/Time) From: To:	Command Direction ICS 202A-CG
3. Key Decisions and Procedures:		
4. Priorities:		
5. Limitations and Constraints:		
6. Prepared by: (Planning Section Chief) Date/Time		

FORM INSTRUCTIONS

Purpose. The Command Direction form supplements the ICS 202 form by documenting the IC/UC strategic direction and guidance through Key Decisions/Procedures, Priorities and Limitations/Constraints for use during the next operational period.

Preparation. The Command Direction form is completed by the Planning Section following each Unified Command Objectives Meeting conducted (input may be made during the Initial Unified Command Meeting) and aids with Command Direction for the Command and General Staff meeting and when preparing the Incident Action Plan.

Distribution. The Command Direction form may be included with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end operational period date and time.
3.	Key Decisions and Procedures	Enter operational guiding measures from the Unified Command. Provide IMT process guidance for delegation of authority, agency cooperation, cost sharing, resource ordering and other administrative guidance.
4.	Priorities	Enter clear, concise statements of strategic direction for managing the response. These priorities are for the incident response for this operational period and for the duration of the incident. Listed in order of importance.
5.	Limitations and Constraints	Enter clear, concise guidelines for response limiting factors and restrictions due to operations, weather, jurisdictions, resources and parameters agreed upon by the Unified Command.
6.	Prepared by	Enter the name of the person completing the form (usually the Planning Section Chief).
	Date/Time	Enter date (month, day, and year) and time prepared (24-hour clock).

NOTE: The 03/2013 version changes the order from Priorities, Limitations/Constraints and Key Decisions to Key Decisions/Procedures, Priorities and Limitations/Constraints because that is the order they will be developed by the UC and briefed to the Incident Management Team. The new version also corrected some typographical errors and explanation of preparation and use of the form.

1. Incident Name	2. Operational Period (Date/Time) From: To:	Critical Information Requirements ICS 202B
3. Critical Information Requirements:		
4. Prepared by: (Planning Section Chief) Date/Time		

Purpose. The Critical Information Requirements form supplements the ICS 202 form by documenting the IC/UC strategic direction and guidance through Critical Information Requirements for use during the next operational period.

Preparation. The Critical Information Requirements form is completed and/or updated by the Planning Section following each Unified Command Objectives Meeting (input may be made during the Initial Unified Command Meeting) conducted in preparing the Incident Action Plan.

Distribution. The Critical Information Requirements form may be reproduced with the IAP and should be given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Critical Information Requirements	Enter clear, concise statements of critical information requirements for the response. These requirements are for the incident response for this operational period and for the duration of the incident. Listed in order of importance.
4.	Prepared by	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter date (month, day, and year) and time prepared (24-hour clock).

NOTE: ICS 202B-CG, Critical Information Requirements, may serve as part of the Incident Action Plan (IAP)

1. Incident Name	2. Operational Period (Date/Time) From: To:	INCIDENT OBJECTIVES ICS 202-CG
3. Objective(s)		
4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)		
Approved Site Safety Plan Located at: 5. Prepared by: (Planning Section Chief) Date/Time		

INCIDENT OBJECTIVES (ICS 202-CG)

Purpose. The Incident Objectives form describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The Incident Objectives form is completed by the Planning Section following each Command and General Staff Meeting conducted in preparing the Incident Action Plan.

Distribution. The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives are for the incident response for this operational period and for the duration of the incident. Include alternatives.
4.	Operational Period Command Emphasis	Enter clear, concise statements for safety message, priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
5.	Site Safety Plan	Note location of the approved Site Safety Plan.
	Prepared By	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

NOTE: ICS 202-CG, Incident Objectives, serves as part of the Incident Action Plan (IAP)

ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) Instructions for filling out the form

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-CG) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Note: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS 202-CG) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/ Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date/Time	Enter the name and position of the person completing the form Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date/Time)		ASSIGNMENT LIST ATTACHMENT	
		From: _____ To: _____		ICS 204a-CG	
3. Branch			4. Division/Group		
5. Strike Team/Task Force/Resource (Identifier)		6. Leader		7. Assignment Location	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
Approved Site Safety Plan Located at: _____					
9. Other Attachments (as needed)					
☐ Map/Chart		☐ Weather Forecast/Tides/Currents		☐ _____	
☐ _____		☐ _____		☐ _____	
10. Prepared by: _____ Date/Time _____		11. Reviewed by (PSC): _____ Date/Time _____		12. Reviewed by (OSC): _____ Date/Time _____	

1. Incident Name		2. Operational Period (Date/Time) From: To:		Assignment List ICS 204-CG	
3. Branch		4. Division/Group/Staging			
5. Operations Personnel					
		Name	Affiliation	Contact # (s)	
Operations Section Chief: _____					
Deputy Operations Section Chief: _____					
Branch Director: _____					
Deputy Branch Director: _____					
Division/Group Supervisor/STAM: _____					
↓					
Strike Team/Task Force/Resource Identifier		Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
7. Work Assignments					
8. Special Instructions					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
<u>Assignment</u>		<u>Channel Name</u>	<u>Frequency (Tx)</u>	<u>Phone</u>	
_____		_____	_____	_____	
_____		_____	_____	_____	
_____		_____	_____	_____	
Emergency Communications					
Medical _____		Evacuation _____		Other _____	
10. Prepared by:		Date/Time	11. Reviewed by (PSC):		Date/Time
			12. Reviewed by (OSC):		Date/Time

Purpose. The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202-CG), Operational Planning Worksheet (ICS 215-CG), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a-CG for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

Special Note. The Assignment List, ICS 204-CG submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a-CG shows more specific assignment information, if needed. The need for an ICS 204a-CG is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215-CG) development.

Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	Enter the Division/Group/Staging designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource assigned.
	Reporting Info/Notes/Remarks	Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG) will be prepared and attached. The Planning and Operations Section Chiefs determine the need for an ICS 204a-CG during the Operational Planning Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205-CG). Note: Phone numbers should include area code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the Operations Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

[illegible]

COMMUNICATIONS LIST (ICS 205a-CG)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS 205-CG. Whereas the ICS 205-CG is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS 205a-CG, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Local Comms Information Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS Organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By Date/Time	Enter the name of the Communications Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period Date/Time From: To:	INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG
------------------	---	--

3. Basic Radio Channel Use											
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

4. Prepared By (Communications Unit)	5. Date/Time
--------------------------------------	--------------

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205-CG)

Special Note. This form, ICS 205-CG, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-CG is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.).

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS 204-CG).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief.

Distribution. The Incident Radio Communications Plan is included in the Incident Action Plan and duplicated and given to others requiring incident communications information including the Incident Communications Center. All completed original forms MUST be given to the Documentation Unit.

Block #	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the time interval for which the form applies.
3	Basic Radio Channel Use	Enter the following information about radio channel use:
	Channel #	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talkgroup such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG)
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned (e.g., Branch I, Division A, Hazmat group).
	Rx Freq N or W	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	Rx Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.
	Tx Freq N or W	Enter Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band.
	Tx Tone/NAC	Enter Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.
	Mode A, D or M	Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. and narrative information regarding special situations.
4	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
5	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		MEDICAL PLAN ICS 206-CG		
3. Medical Aid Stations						
Name	Location	Contact #	Paramedics On site (Y/N)			
4. Transportation						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
5. Hospitals						
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?
			Air	Ground		
6. Special Medical Emergency Procedures						
7. Prepared by: (Medical Unit Leader)			Date/Time		8. Reviewed by: (Safety Officer)	
MEDICAL PLAN			ICS 206-CG (Rev.07/04)			

MEDICAL PLAN (ICS 206-CG)

Purpose. The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

Distribution. The Medical Plan may be attached to the Incident Objectives (ICS 202-CG), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and noted on the Assignment List (ICS 204-CG) or on the Assignment List Attachment (ICS 204a-CG). All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Medical Aid Stations	Enter name, location, and telephone number of the medical aid station(s) (e.g., Cajon Staging Area, Cajon Camp Ground) and indicate if paramedics are located at the site.
4.	Transportation	List name and address of ambulance services. Provide phone number and indicate if ambulance company has paramedics.
5.	Hospitals	List hospitals that could serve this incident. Enter hospital name, address, phone number, the travel time by air and ground from the incident to the hospital, and indicate if the hospital has a burn center and/or a helipad.
6.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
7.	Prepared By Date/Time	Enter the name of the Medical Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
8.	Reviewed By Date/Time	Enter the name of the Safety Officer who must review the plan. Enter date (month, day, year) and time reviewed (24-hour clock).

1. Incident Name	2. Operational Period (Date/Time) From: _____ To: _____	INCIDENT ORGANIZATION CHART ICS 207-CG
3. Incident Commander(s)/Unified Command PUBLIC INFORMATION OFFICER SAFETY OFFICER INTELLIGENCE OFFICER LIAISON OFFICER AGENCY REPS. Indicates initial contact point		
OPERATIONS SECTION CHIEF STAGING AREA MANAGER PLANNING SECTION CHIEF SITUATION UNIT LEADER RESOURCE UNIT LEADER DOCUMENTATION UNIT LEADER DEMOBILIZATION UNIT LEADER TECHNICAL SPECIALISTS LOGISTICS SECTION CHIEF SUPPORT BRANCH DIRECTOR SUPPLY UNIT LEADER FACILITIES UNIT LEADER VESSEL SUPPORT UNIT LEADER GROUND SUPPORT UNIT LEADER SERVICE BRANCH DIRECTOR FOOD UNIT LEADER MEDICAL UNIT LEADER COMMUNICATIONS UNIT LEADER FINANCE/ADMIN SECTION CHIEF COST UNIT LEADER TIME UNIT LEADER PROCUREMENT UNIT LEADER COMPENSATION UNIT LEADER		
4. Prepared By: (Resources Unit Leader)	5. Date/Time Prepared:	

INCIDENT ORGANIZATION (ICS 207-CG) Revision 1/07

Purpose. The Incident Organization Chart provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this chart under the direction of the Planning Section Chief. The ICS-203 is used to help complete the Incident Organization Chart.

Note: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

Distribution. The Incident Organization Chart is posted on the Incident Command Post display and may be posted in other places as needed (e.g. the Joint Information Center). All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident. Record the start and end date and time.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Positions	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/ Groups indicate Division/Group Supervisor. If there is a shift change during the specified operational period, list both names, separated by a slash.
4.	Prepared By	Enter the name and position of the person completing the form
5.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).

Site Safety and Health Plan ICS-208-CG (rev 4/15)

Incident Name: _____

Date/Time Prepared: _____ Operational Period: _____

Purpose. The ICS Compatible Site Safety and Health Plan is designed for safety and health personnel that use the Incident Command System (ICS). It is compatible with ICS and is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response regulation (Title 29, Code of Federal Regulations, Part 1910.120). The plan avoids the duplication found between many other site safety plans and certain ICS forms. It is also in a format familiar to users of ICS. Although primarily designed for oil and chemical spills, the plan can be used for all hazard situations.

Changes: The only change to this form since 2006 is added Emergency Site Non-Hazardous Assessment form (SSP-A2).

Questions on the document should be addressed to the **Coast Guard Office of Contingency Preparedness and Exercise Policy (CG-CPE)**.

Table of Forms

FORM NAME	FORM #	USE	REQUIRED	OPTIONAL	ATTACHED
Emergency Safety and Response Plan	A	Emergency response phase (uncontrolled)	X		
Emergency Site Non-Hazardous Assessment Form	A2	Emergency response phase without Hazardous Materials present. Overall site assessment	X		
Site Safety Plan	B	Post-emergency phase (stabilized, cleanup)	X		
Site Map	C	Post-emergency phase map of site and hazards	X		
Emergency Response Plan	D	Part of Form B, to address emergencies	X		
Exposure Monitoring Plan	E	Exposure monitoring Plan to monitor exposure	X		
Air Monitoring Log	E-1	To log air monitoring data	X*		
Personal Protective Equipment	F	To document PPE equipment and procedures	X*		
Decontamination	G	To document decon equipment and procedures	X*		
Site Safety Enforcement Log	H	To use in enforcing safety on site		X	
Worker Acknowledgement Form	I	To document workers receiving briefings		X	
Form A Compliance Checklist	J	To assist in ensuring HAZWOPER compliance		X	
Form B Compliance Checklist	K	To assist in ensuring HAZWOPER compliance		X	
Drum Compliance Checklist	L	To assist in ensuring HAZWOPER compliance		X	
Other:					

* Required only if function or equipment is used during a response

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EMERGENCY SAFETY and RESPONSE PLAN		1. Incident Name			2. Date/Time Prepared			3. Operational Period			4. Attachments: Attach MSDS for each Chemical:					
5. <u>Organization</u> IC/UC:		Safety:			Entry Team:			Backup Team:			Decon Team:					
		Div/Group Supv:														
6.a. <u>Physical Hazards and Protection</u>		6.b. Confined Space ☐ Noise ☐ Heat Stress ☐ Cold Stress ☐ Electrical ☐ Animal/Plant/Insect ☐ Ergonomic ☐ Ionizing Rad ☐ Slips/Trips/Falls ☐ Struck by ☐ Water ☐ Violence ☐ Excavation ☐ Biomedical waste and/or needles ☐ Fatigue ☐ Other (specify)														
6.c. Tasks & Controls		6d. Entry Permit	6.e. Ventilate	6f. Hearing Protection	6g. Shoes (type)	6.h. Hard Hats	6i. Clothing (cold wx)	6j. Life Jacket	6l. Work/ Rest (hrs)	6.m. Fluids (amt/time)	6.n. Signs & Barricade	6.p. Fall Protect	6.q. Post Guards	6.r. Flash Protect	6.s. Work Gloves	6.t. Other
7.a. Agent		7.b. Hazards			7.c. Target Organs			7.d. Exposure Routes			7.f. PPE		7.g. Type of PPE			
		Explosive ☐		Radioactive ☐	Eyes ☐ Nose ☐ Skin ☐ Ears ☐		Inhalation ☐		Face Shield ☐							
		Flammable ☐		Carcinogen ☐	Central Nervous System ☐		Absorption ☐		Eyes ☐							
		Reactive ☐		Oxidizer ☐	Respiratory ☐ Throat ☐		Ingestion ☐		Gloves ☐							
		Biomedical ☐		Corrosive ☐	Lungs ☐ Heart ☐ Liver ☐		Injection ☐		Inner Suit ☐							
		Toxic ☐		Specify Other: ☐	Kidney ☐ Blood ☐ Lungs ☐		Membrane ☐		Splash Suit ☐							
					Circulatory ☐ Gastrointestinal ☐				Level A Suit ☐							
					Bone ☐ Other Specify: ☐				SCBA ☐ APR ☐							
									SAR ☐							
									Cartridges ☐							
									Fire Resistance ☐							
8. Instruments:	8.a. Action Levels	8.b. Chemical Name(s):	8.c. LEL/UEL %	8.d. Odor Thresh Ppm	8.e. Ceiling/ IDLH	8.f. STEL/TLV	8.g. Flash Pt/ Ignition Pt (F or C)	8.h. Vapor Pressure (mm)	8.i. Vapor Density	8.j. Specific Gravity	8.l. Boiling Pt F or C					
O2 ☐																
CGI ☐																
Radiation ☐																
Total HCs ☐																
Colorimetric ☐																
Thermal ☐																
Other ☐																

EMERGENCY SAFETY and RESPONSE PLAN (Cont)		1. Incident Name		2. Date/Time Prepared		3. Operational Period		4. Attachments: Attach SDS for each Chemical	
9. <u>Decontamination:</u> Instrument Drop Off ☐ Outer Boots/Glove Removal ☐ Suit/Gloves/Boot Disposal ☐		Suit Wash ☐ Decon Agent: Water ☐ Other ☐ Specify:		Bottle Exchange ☐ Outer Suit Removal ☐ Inner Suit Removal ☐ SCBA/Mask Removal ☐		SCBA/Mask Rinse ☐ Inner Glove Removal ☐ Work Clothes Removal ☐ Body Shower ☐		Intervening Steps ☐ Specify:	
10. <u>Site Map</u> . Include: Work Zones, Locations of Hazards, Security Perimeter, Places of Refuge, Decontamination Line, Evacuation Routes, Assembly Point, Direction of North ☐ Attached, ☐ Drawn Below:									
11.a. <u>Potential Emergencies:</u> Fire ☐ Explosion ☐ _____ Other ☐		11.b. Evacuation Alarms: Horn ☐ # Blasts ☐ Bells ☐ #Rings ☐ Radio Code ☐ Other:		11.c. Emergency Prevention and Evacuation Procedures: Safe Distance:					
12. a. <u>Communications:</u> Radio ☐ Phone ☐ Other ☐		12.b. Command #:			12.c. Tactical #:		12.d. Entry #:		
13.a. <u>Site Security:</u> Personnel Assigned		13.b. Procedures:						13.c. Equipment:	
14.a. <u>Emergency Medical:</u> Personnel Assigned		14.b. Procedures:						14.c. Equipment:	
15. <u>Prepared by:</u>		16. <u>Date/Time Briefed:</u>						ICS-208-CG SSP-A Page 2 (rev 4/15): Page ____ of ____	

EMERGENCY SAFETY AND RESPONSE PLAN (ICS-208-CG SSP-A)

Purpose: The Emergency Safety and Response Plan provides the Safety Officer and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response. *It is only used during the emergency phase of the response, which is defined as a situation involving an uncontrolled release.* It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Safety Officer or his/her designated staff starts the Emergency Site Safety and Response Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). Form ICS-208-CG SSP-G need not be completed if this form is used. When the operation proceeds into the post-emergency phase (site stabilized and cleanup operations begun) forms ICS-208-CG SSP-B and ICS-208-CG SSP-G should be used. For large incidents, the Emergency Site Safety and Response Plan complements the Incident Action Plan. For smaller incidents, the Emergency Site Safety and Response Plan complements ICS-201.

Distribution: The Emergency Safety and Response Plan completed by the Safety Officer is forwarded to the Planning Section Chief. Copies are made and attached to the ICS 204 Assignment List(s). The Operations Section Chief, Directors, Supervisors or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The Safety Officer is responsible for ensuring that the Emergency Site Safety and Response Plan properly addresses the hazards of the operation. The Safety Officer accomplishes this through on site enforcement and feedback to the operational units.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
5	Organization	List the personnel responsible for these positions. IC and Safety Officer are mandatory.
6	Physical Hazards & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, overpacking, etc.). Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Chemical/Agent	List the chemicals involved in the response. Chemicals may be listed numerically. Check off the hazards, potential health effects, pathway of dispersion, and exposure route of the chemical. Numbers corresponding to the chemical may be entered into the check blocks to differentiate. Check off the PPE to be used. Identify the type of PPE selected (for example: gloves: butyl rubber).
8	Instruments	Indicate the instruments being used for monitoring. List the action levels adjacent to the instruments being used. Identify the chemicals being monitored (2). List the physical parameters of the chemicals. Use a separate form for additional chemicals monitored.

EMERGENCY SAFETY AND RESPONSE PLAN (FORM ICS-208-CG SSP-A) (Instructions Continued)

9	Decontamination	Check off the decontamination steps to be used. Numbers may be entered to indicate the preferred sequence. Identify any intervening steps necessary on the form or in a separate attachment.
10	Site Map	Draw a rough site map. Ensure all the information listed is identified on the map.
11	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
12	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers or frequencies for the command, tactical and entry functions.
13	Site Security	Identify the personnel assigned. Identify security procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
14.	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
15.	Prepared by:	Enter the name and position of the person completing the worksheet.
16.	Date/time briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

EMERGENCY SITE NON-HAZARDOUS ASSESSMENT FORM		1. Incident Name		2. Date/Time Prepared			3. Operational Period			4. Attachments: Y on N					
5. <u>SCENE</u> <u>CONTACTS:</u>		Name of Group/Branch or Division:		Safety Officer:			Staging Manager:			OSC:					
6.a. <u>Physical</u> <u>Hazards Onsite</u>		6.b. Confined Space ☐ Noise ☐ Heat Stress ☐ Cold Stress ☐ Electrical ☐ Animal/Plant/Insect ☐ Ergonomic ☐ Ionizing Rad ☐ Slips/Trips/Falls ☐ Struck by ☐ Water ☐ Violence ☐ Excavation ☐ Biomedical waste and/or needles ☐ Fatigue ☐ Other (specify)													
6.c. <u>Work Assignments/ Job Tasks</u>		6d. Electrical Hazard	6.e. Eye /Face Hazar ds	6f. Ear Protecti on	6g. Foot Protec tion (type)	6.h. Hard Hats	6i. Clothin g (cold/h ot wx)	6j. Life Vest	6l. Work /Rest (hrs)	6.m. Fluids (amt/ti me	6.n. Signs & Barricade	6.p. Fall Hazard	6.q. Security Issues	6.r. Hand Protection (Gloves)	6.s. Other
7. Comments:															

EMERGENCY SITE NON-HAZARDOUS ASSESSMENT FORM (CONT'D)	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Attachments: Y or N
8. Any Reported Illnesses or Injuries: Y or N If so, what type of Injury:				
Location of Injury:				
Was this recorded on CG-209 ? Y or N Was the persons Agency informed of injury: Y or N				
9. <u>Site Map</u> . Include: Work Zones, Locations of Hazards, Security Perimeter, Places of Refuge, Decontamination Line, Evacuation Routes, Assembly Point, Direction of North ☐ Attached, ☐ Drawn Below: 				
10.a. <u>Potential Emergencies</u> : Fire ☐ Explosion ☐ _____ Other ☐		10.b. <u>Evacuation Alarms</u> : Horn ☐ # Blasts ☐ Bells ☐ #Rings ☐ Radio Code ☐ Other:		10.c Emergency Prevention and Evacuation Procedures: Safe Distance:
11. a. <u>Communications</u> : Radio ☐ Phone ☐ Other ☐	11.b. Command #:	11.c. Tactical #:	11 d. Staging Area #:	
12.a. <u>Emergency Medical</u> : Personnel Assigned	12.b. Procedures:			12.c Equipment:
13. <u>Prepared by</u> :	14. <u>Date/Time Briefed</u> :			ICS-208-CG SSP-A2 Non-Hazardous Page 2 (rev 4/15): Page _____ of _____

EMERGENCY SITE NON-HAZARD ASSESSMENT FORM(ICS-208-CG SSP-A2)

Purpose: The Emergency Site Non-Hazard Assessment Form provides the Safety Officer and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response when an *uncontrolled release is **NOT present***. It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, Title 29 Code of Federal Regulations Part 1910.120.

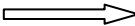
Preparation: The Safety Officer or his/her Assistant Safety Officer will start the Emergency Site Non-Hazard Assessment Form. They initially address the possibility for employee/worker exposure to safety and health hazards in all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). When the operation proceeds into the post-emergency phase (site stabilized and cleanup operations begun) forms ICS-208-CG SSP-B and ICS-208-CG SSP-G should be used. For large incidents, the Emergency Site Non-Hazard Assessment Form will complement the Incident Action Plan. For smaller incidents, the Emergency Site Non-Hazard Assessment Form will complement ICS-201 form.

Distribution: The Emergency Site Non-Hazard Assessment Form completed by the Safety Officer is forwarded to the Planning Section Chief. Copies are made and attached to the Assignment List(s) (ICS Form 204). The Operations Section Chief, DIVS (Division/Group Supervisor), Supervisors or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The Safety Officer is responsible for ensuring that the Emergency Site Non-Hazard Assessment Form properly addresses the hazards of the operation. The Safety Officer accomplishes this through on site enforcement and feedback to the operational units.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Attachments	Enter attachments. Injury Logs or reports, Any required supplies or PPE (CG213RR), and any Safe Practices initiated.
5	Scene Contacts	Area Assessed. List the personnel responsible for these positions. IC and Safety Officer are mandatory.
6	Physical Hazards Onsite & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, over packing, etc.). Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Comments	Other Physical Hazards seen. Suggested Control Measures. CG213RR order number assigned to a Control Measure to safeguard workers
8	Any Reported Illnesses or Injuries	Any Illnesses or Injuries in Assessed Area? If so, what was the Illness or Injury? Was an ICS CG209 (Incident Status Summary) filled out or updated? Was the persons Agency informed?
9	Site Map	Draw a rough site map. Ensure all the information listed is identified on the map.

10	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
11	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers or frequencies for the command, tactical and entry functions.
12.	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
13.	Prepared by:	Enter the name and position of the person completing the worksheet.
14.	Date/time briefed:	Enter the date/time the document was briefed to the appropriate workers/IMT members and by whom.

CG ICS SITE SAFETY PLAN (SSP)		1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact):
HAZARD IDENTIFICATION/EVAL/CONTROL					
5. Supervisor/Leader	6. Location and Size of Site	7. Site Accessibility Land ☐ Water ☐ Air ☐ Comments:	8. For Emergencies Contact:	9. Attachments: Attach MSDS for each Chemical OR CG 213RR for Ordering items from Block 10.e.	
10.a. Job Task/Activity	10.b. Hazards* 	10.c. Potential Injury & Health Effects	10.d. Exposure Routes	10.e. <u>Controls:</u> Engineering, Administrative, PPE	
			Inhalation ☐ Absorption ☐ Ingestion ☐ Injection ☐ Membrane ☐ ☐		
			Inhalation ☐ Absorption ☐ Ingestion ☐ Injection ☐ Membrane ☐ ☐		
			Inhalation ☐ Absorption ☐ Ingestion ☐ Injection ☐ Membrane ☐ ☐		
			Inhalation ☐ Absorption ☐ Ingestion ☐ Injection ☐ Membrane ☐ ☐		
			Inhalation ☐ Absorption ☐ Ingestion ☐ Injection ☐ Membrane ☐ ☐		
11. Prepared By:	12. Date/Time Briefed:	*HAZARD LIST: Physical/Safety, Toxic, Explosion/Fire, Oxygen Deficiency, Ionizing Radiation, Biological, Biomedical, Electrical, Heat Stress, Cold Stress, Ergonomic, Noise, Cancer, Dermatitis, Drowning, Fatigue, Vehicle, & Diving			ICS-208-CG SSP-B (rev 4/15): Page ____ of ____

SITE SAFETY PLAN (FORM ICS-208-CG SSP-B)

Purpose: The Site Safety Plan provides the Safety Officer and ICS personnel a plan for safeguarding personnel during the post-emergency phase of an incident. The post-emergency phase is when the situation is stabilized and cleanup operations have begun. ICS-208-CG SSP-B is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Safety Officer or his/her designated staff starts the Site Safety Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). The plan is then reproduced and as a minimum sent to ICS Group/Division Supervisors. They amend it according to unique job or on-scene hazards with support from the Safety Officer and/or his/her staff (detailed site characterization). The plan is continuously updated to address changing conditions. During the first hours of the response, where most response functions are in the emergency phase, the Safety Officer may choose to use the Emergency Safety and Response Plan (ICS-208-CG SSP-A) in place of the Site Safety Plan. For large incidents, ICS-208-CG SSP-B compliments the Incident Action Plan (IAP). For smaller incidents, ICS-208-CG SSP-B compliments ICS Form 201. The Safety Officer is encouraged to use the HAZWOPER Compliance Checklist (Form ICS-208-CG SSP-K) to ensure the IAP and the 201 address the requirements and all other pertinent ICS forms (203, 205, 206, etc.) are completed.

Distribution: The initial Site Safety Plan completed by the Safety Officer is forwarded to the Planning Section Chief. Copies are made and attached to the Assignment List(s) (ICS Form 204). The Operations Section Chief, Directors, Supervisors or Leaders get a copy and make on site amendments specific to their operation. They must also ensure it is available on site for all personnel to review. The Safety Officer provides personnel from his/her staff to assist in the detailed site characterization. The Safety Officer is responsible for ensuring that the Site Safety Plan for each assignment properly addresses the hazards of the assignment. The Safety Officer must ensure that the safety plans on site are consistent. The Safety Officer accomplishes this through on site enforcement and feedback to the operational units.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Group/Division Supv Strike Team/TF Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
9	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
10	Job/Task Activity	Enter Job/Task & Activities, list hazards, list potential injury and health effects, check exposure routes and identify controls. If more detail is needed for controls, provided attachments.
11	Prepared by	Enter the name and position of the person completing the worksheet.
12	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

CG ICS SSP: SITE MAP	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact) :
5. Supervisor/Leader	6. Location and Size of Site	7. Site Accessibility Land ☐ Water ☐ Air ☐ Comments:	8. For Emergencies Contact:	9. <u>Include</u> : - Work Zones - Locations of Hazards - Security Perimeter - Places of Refuge - Decontamination Line - Evacuation Routes
10. Sketch of Site: ☐ Attached. ☐ Drawn Here				
11. Prepared By: 12. Date/Time Briefed: HAZARD LIST: Physical/Safety, Toxic, Explosion/Fire, Oxygen Deficiency, Ionizing Radiation, Biological, Biomedical, Electrical, Heat Stress, Cold Stress, Ergonomic, Noise, Cancer, Dermatitis, Drowning, Fatigue, Vehicle, & Diving ICS-208-CG SSP-C (rev 4/15): Page _____ of _____				

SITE MAP FOR SITE SAFETY PLAN (ICS-208-CG SSP-C)

Purpose: The Site Map for the Site Safety Plan is required by Title 29 Code of Federal Regulations Part 1910.120. It provides in 1 place a visual description of the site which can help ICS personnel locate hazards, identify evacuation routes and places of refuge.

Preparation: The Site Map for the Site Safety Plan can be completed by the Safety Officer, his/her staff or by ICS field personnel (Group Supervisors, Task Force/Strike Team Leaders) working at a site with unique and specific hazards. One or several maps may be developed, depending on the size of the incident and the uniqueness of the hazards. The key is to ensure that the workers using the map(s) can clearly identify the work zones, locations of hazards, evacuation routes and places of refuge.

Distribution: This form must be located with the Site Safety Plan (ICS-208-CG SSP-B). It therefore follows the same distribution route.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
9	Include	Ensure the map includes the listed items provided in this block.
10	Sketch of Site	Sketch of site for work. May attach map or chart.
10	Prepared by	Enter the name and position of the person completing the worksheet.
11	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

CG ICS SSP: EMERGENCY RESPONSE PLAN		1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact):
5. Supervisor/Leader	6. Location and Size of Site	7. For Emergencies Contact:			8. Attachments: INCLUDE ICS FORM 206 and EMT Medical Response Procedures
9. Emergency Alarm (sound and location)	10. Backup Alarm (sound and location)	11. Emergency Hand Signals	12. Emergency Personal Protective Equipment Required:		
13. Emergency Notification Procedures		14. Places of Refuge (also see site map form 208B)	15. Emergency Decon and Evacuation Steps		16. Site Security Measures
17. Prepared By:	18. Date/Time Briefed:	HAZARD LIST: Physical/Safety, Toxic, Explosion/Fire, Oxygen Deficiency, Ionizing Radiation, Biological, Biomedical, Electrical, Heat Stress, Cold Stress, Ergonomic, Noise, Cancer, Dermatitis, Drowning, Fatigue, Vehicle, & Diving			ICS-208-CG SSP-D (rev 4/15) Page ____ of ____

EMERGENCY RESPONSE PLAN (ICS-208-CG SSP-D)

Purpose: The Emergency Response Plan provides information on measures to be taken in the event of an emergency. It is used in conjunction with the Site Safety Plan (Form ICS-208-CG SSP-B). It is also required by Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Safety Officer, his/her staff member or the Site Supervisor/Leader prepares the Emergency Response Plan. A copy of the Medical Plan (ICS Form 206) must always be attached to this form.

Distribution: This form must be located with Site Safety Plan (ICS-208-CG SSP-B). It therefore follows the same distribution route.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
8	Attachments	Enter attachments. ICS Form 206 must be included.
9	Emergency Alarm	Enter a description of the sound of the emergency alarm and it's location.
10	Backup Alarm	Enter a description of the sound of the emergency alarm and it's location.
11	Emergency Hand Signals	Enter the emergency hand signals to be used.
12	Emergency Personal Protective Equipment Required	Enter the emergency personal protective equipment that may be needed in the event of an emergency.
13	Emergency Notification Procedures	Enter the procedures for notifying the appropriate personnel and organizations in the event of an emergency.
14	Places of Refuge	Enter by name the place of refuge personnel can go to in the event of an emergency.
15	Emergency Decon & Evacuation Steps	Enter emergency decontamination steps and evacuation procedures.
16	Site Security Measures	Enter site security measures needed for emergencies.
17	Prepared by	Enter the name and position of the person completing the worksheet.
18	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

CG ICS SSP: Exposure Monitoring Plan		1. Incident Name		2. Date/Time Prepared		3. Operational Period		4. Safety Officer (include method of contact):	
5. Specific Task/Operation	6. Survey Location	7. Survey Date/Time	8. Monitoring Methodology	9. Direct-Reading Instrument	10. Air Sampling/Analysis Method	11. Hazard(s) to Monitor	12. Monitoring Duration	13. Reasons to Monitor	14. Laboratory Support for Analysis
			☐ Personal Breathing Zone ☐ Area Air Monitoring ☐ Dermal Exposure ☐ Biological: ☐ Blood ☐ Urine ☐ Other ☐ Obtain bulk samples ☐ Other: _____	<u>Model:</u> <u>Manufacturer:</u> Last Mfr <u>Calibration Date:</u>	<u>Method:</u> <u>Collecting Media:</u> ☐ Charcoal Tube ☐ Silica Gel ☐ 37 mm MCE Filter ☐ 37 mm PVC Filter ☐ Other: _____			☐ Regulatory Compliance ☐ Assess current PPE adequacy ☐ Validate engineering controls ☐ Monitor IDLH Conditions ☐ Other _____	
			☐ Personal Breathing Zone ☐ Area Air Monitoring ☐ Dermal Exposure ☐ Biological: ☐ Blood ☐ Urine ☐ Other ☐ Obtain bulk samples ☐ Other: _____	<u>Model:</u> <u>Manufacturer:</u> Last Mfr <u>Calibration Date:</u>	<u>Method:</u> <u>Collecting Media:</u> ☐ Charcoal Tube ☐ Silica Gel ☐ 37 mm MCE Filter ☐ 37 mm PVC Filter ☐ Other: _____			☐ Regulatory Compliance ☐ Assess current PPE adequacy ☐ Validate engineering controls ☐ Monitor IDLH Conditions ☐ Other _____	
			☐ Personal Breathing Zone ☐ Area Air Monitoring ☐ Dermal Exposure ☐ Biological: ☐ Blood ☐ Urine ☐ Other ☐ Obtain bulk samples ☐ Other: _____	<u>Model:</u> <u>Manufacturer:</u> Last Mfr <u>Calibration Date:</u>	<u>Method:</u> <u>Collecting Media:</u> ☐ Charcoal Tube ☐ Silica Gel ☐ 37 mm MCE Filter ☐ 37 mm PVC Filter ☐ Other: _____			☐ Regulatory Compliance ☐ Assess current PPE adequacy ☐ Validate engineering controls ☐ Monitor IDLH Conditions ☐ Other _____	
			☐ Personal Breathing Zone ☐ Area Air Monitoring ☐ Dermal Exposure ☐ Biological: ☐ Blood ☐ Urine ☐ Other ☐ Obtain bulk samples ☐ Other: _____	<u>Model:</u> <u>Manufacturer:</u> Last Mfr <u>Calibration Date:</u>	<u>Method:</u> <u>Collecting Media:</u> ☐ Charcoal Tube ☐ Silica Gel ☐ 37 mm MCE Filter ☐ 37 mm PVC Filter ☐ Other: _____			☐ Regulatory Compliance ☐ Assess current PPE adequacy ☐ Validate engineering controls ☐ Monitor IDLH Conditions ☐ Other _____	
15. Prepared By:		16. Date/Time Briefed:		HAZARD LIST: <u>Potential Health Effects:</u> Bruise/Lacerations, Organ Damage, Central Nervous System Effects, Cancer, Reproductive Damage, Low Back Pain, Temporary Hearing Loss, Dermatitis, Respiratory Effects, Bone Breaks, & Eye Burning					
18. Safety Officer Review:			<u>Reporting:</u> Monitoring results shall be logged in the ICS-208-CG SSP-E-1 form (Air Monitoring Log) and attached as part of a current Site Safety Plan and Incident Action Plan. Significant Exposures shall be immediately addressed to the IC and General Staff for immediate correction.					ICS-208-CG SSP-E (rev 4/15) Page _____ of _____	

EXPOSURE MONITORING PLAN (FORM ICS-208-CG SSP-E)

Purpose: The Exposure Monitoring Plan provides plan of monitoring conducted during an incident. The plan is a supplement to the Site Safety Plan (ICS-208-CG SSP-B). It is only required when performing monitoring operations.

Preparation: The Safety Officer, his/her staff member or the Site Supervisor/Leader prepares the Exposure Monitoring Plan. If there is a decision not to monitor during a response, the reasons must be stated clearly in the Site Safety Plan (ICS-208-CG SSP-B).

Distribution: This form must be located with Site Safety Plan (ICS-208-CG SSP-B). It therefore follows the same distribution route.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Specific Task / Operation	Enter specific task or operation.
6	Survey Location	Enter the location to be monitored.
7	Survey Date/Time	Enter the date/time for the monitoring teams to survey.
8	Monitoring Methodology	Enter/Check the monitoring method to be used.
9	Direct-Reading Instrument	Enter the instrument model, manufacturer, last calibration date.
10	Air Sampling	Enter Air Sampling analysis method
11	Hazards to Monitor	Enter the hazards to monitor
12	Monitoring Duration	Enter duration of monitoring
13	Reasons to Monitor	Enter Reasons to Monitor
14	Laboratory Support for Analysis	Enter Laboratory Support needed for analysis of samples
15	Prepared by	Enter the name and position of the person completing the worksheet.
16	Date/Time Briefed	Enter the date/time the document was briefed to the appropriate workers and by whom.
17	Safety Officer Review	The Safety Officer must review and sign the form.

CG ICS SSP: AIR MONITORING LOG	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact)	
5. Site Location	6. Hazards of Concern	7. Action Levels (include references):		8. <u>Weather</u> : Air Temperature: Water Temp: Precipitation: Wind: Relative Humidity: Cloud Cover:	
9.a. Instrument, ID Number Calibrated? Indicate below.	9.b. Monitoring Person Name(s)	9.c. Results (units)	9.d. Location	9.f. Time	9.g. Interferences and Comments
10. Safety Officer Review:		Potential Health Effects: Bruise/Lacerations, Organ Damage, Central Nervous System Effects, Cancer, Reproductive Damage, Low Back Pain, Temporary Hearing Loss, Dermatitis, Respiratory Effects, Bone Breaks, & Eye Burning			ICS-208-CG SSP-E-1 (rev 4/15): Page _____ of _____

DAILY AIR MONITORING LOG (FORM ICS-208-CG SSP-E-1)

Purpose: The Exposure Monitoring Log provides documentation of air monitoring conducted during a spill. The log is a supplement to the Site Safety Plan (ICS-208-CG SSP-B). It is only required when performing air monitoring operations. The information used from the log can help update the Site Safety Plan.

Preparation: Persons conducting monitoring complete the Daily Air Monitoring Log. Normally these are air monitoring units under the Site Safety Officer. If there is a decision not to monitor during a spill, the reasons must be stated clearly in the Site Safety Plan (ICS-208-CG SSP-B).

Distribution: The Daily Air Monitoring Log when completed is copied and forwarded to the Site Safety Officer who must review and sign the form. The original form must be available on site, readily available and briefed to all impacted ICS personnel.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Location & size of site	Enter the geographical location of the site and the approximate square area.
6	Hazards of Concern	Enter the hazards being monitored.
7	Action Levels	Enter the action levels/readings for the monitoring teams.
8	Weather	Enter weather information. Ensure units of measure are listed.
9	Air Monitoring Data	Enter the instrument type and number, persons monitoring, results with appropriate units, location of reading, time of reading and interferences and comments.
10	Safety Officer Review	The Safety Officer must review and sign the form.

CG ICS SSP: PERSONAL PROTECTIVE EQUIPMENT		1. Incident Name		2. Date/Time Prepared		3. Operational Period		4. Safety Officer (include method of contact):	
5. Supervisor/Leader		6. Location and Size of Site		7. Hazards Addressed:			8. For Emergencies Contact:		
9. Equipment:								10. References Consulted:	
11. Inspection Procedures:		12. Donning Procedures:		13. Doffing Procedures:			14. Limitations and Precautions (include maximum stay time in PPE):		
15. Prepared By:		16. Date/Time Briefed:		Potential Health Effects: Bruise/Lacerations, Organ Damage, Central Nervous System Effects, Cancer, Reproductive Damage, Low Back Pain, Temporary Hearing Loss, Dermatitis, Respiratory Effects, Bone Breaks, Eye Burning				ICS-208-CG SSP-F: (Rev 4/15) Page ____ of ____	

PERSONAL PROTECTIVE EQUIPMENT (ICS-208-CG SSP-F)

Purpose: The Personal Protective Equipment form is a list of personal protective equipment to be used in operations. The listing of personal protective equipment is required by Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Personal Protective Equipment form is completed by the Site Safety Officer, or his/her staff. Personal protective equipment common to all ICS Operations personnel is addressed first. Jobs with unique personal protective equipment requirements (fall protection) are addressed next. When the form is delivered on site, the ICS Director, Supervisor, or Leader may amend the list to ensure personnel are adequately protected from job hazards. It must be completed prior to the onset of any operations, unless addressed elsewhere by Standard Operating Procedures.

Distribution: This form must be located with Site Safety Plan (ICS-208-CG SSP-B). It therefore follows the same distribution route.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	Hazard(s) Addressed:	Enter the hazards that need to be safeguarded.
8	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
9	Equipment	List the equipment needed to address the hazards. If pre-designed Safe Work Practices are used, indicate here and attach to form.
10	References consulted	List the references used in making the selection for PPE.
11	Inspection Procedures	Enter the procedures for inspecting the Personal Protective Equipment prior to donning. If pre-designed Safe Work Practices are used, indicate here and attach to form.
12	Donning Procedures	Enter the procedures for putting on the PPE. If pre-designed Safe Work Practices are used, indicate here and attach to form.
13	Doffing Procedures	Enter the information for removing the PPE. If pre-designed Safe Work Practices are used, indicate here and attach to form.
14	Limitations and Precautions	List the limitations and precautions when using PPE. Include the maximum time to be inside the PPE, Heat Stress concerns, psychomotor skill detracting and other factors.
15	Prepared by	Enter the name and position of the person completing the worksheet.
16	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

CG ICS SSP: DECONTAMINATION		1. Incident Name		2. Date/Time Prepared		3. Operational Period		4. Safety Officer (include method of contact):	
5. Supervisor/Leader		6. Location and Size of Site		7. For Emergencies Contact:			8. Hazard(s) Addressed:		
9. Equipment:								10. References Consulted:	
11. Contamination Avoidance Practices:		12. Decon Diagram: ☐ Attached, ☐ Drawn below						13. Decon Steps	
14. Prepared By:		15. Date/Time Briefed:		<u>Potential Health Effects:</u> Bruise/Lacerations, Organ Damage, Central Nervous System Effects, Cancer, Reproductive Damage, Low Back Pain, Temporary Hearing Loss, Dermatitis, Respiratory Effects, Bone Breaks, Eye Burning				ICS-208-CG SSP-G (rev 4/15): Page ____ of ____	

DECONTAMINATION (ICS-208-CG SSP-G)

Purpose: The Decontamination form provides information on how workers can avoid contamination and how to get decontaminated. It is a supplemental form to the Site Safety Plan.

Preparation: The Decontamination Form can be completed by the Site Safety Officer, a member of his/her staff or by the Group/Division Supervisor, Task Force/Strike Team Leader on the site

Distribution: This form must be located with Site Safety Plan (ICS-208-CG SSP-B). It therefore follows the same distribution route.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
8	Hazard(s) Addressed:	Enter the hazards that need to be safeguarded.
9	Equipment	Enter the decontamination equipment needed for the site. If pre-designed Safe Work Practices are used, indicate here and attach to this form.
10	References consulted	List the references used in making the selection for PPE.
11	Contamination Avoidance Practices	Enter procedures for personnel to avoid contamination. If pre-designed Safe Work Practices are used, indicate here and attach to form.
12	Decon Diagram	Draw a diagram for the decontamination operation. If pre-designed Safe Work Practices are used, indicate here and attach to form.
13	Decon Steps	List the decontamination steps.
14	Prepared by	Enter the name and position of the person completing the worksheet.
15	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

CG ICS SSP: ENFORCEMENT LOG	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact)	
5. Supervisor/Leader	6. For Emergencies Contact:			7. Attachments:	
8.a. Job Task/Activity	8.b. Hazards	8.c. Deficiency	8.d. Action Taken	8.e. Safety Plan Amended?	8.f. Signature of Supervisor/Leader
9. Prepared By:	10. Date/Time Briefed:	HAZARD LIST: Physical/Safety, Toxic, Explosion/Fire, Oxygen Deficiency, Ionizing Radiation, Biological, Biomedical, Electrical, Heat Stress, Cold Stress, Ergonomic, Noise, Cancer, Dermatitis, Drowning, Fatigue, Vehicle, & Diving			ICS-208-CG SSP-H (rev 4/15): Page ____ of ____

SITE SAFETY ENFORCEMENT LOG (ICS-208-CG SSP-H)

Purpose: The Site Safety Plan Enforcement Log is used to help enforce safety during an incident.

Preparation: The Safety Officer and/or his/her staff complete the Site Safety Plan Enforcement Log. The log is completed as Safety personnel are on scene reviewing the site. It should be completed at a minimum once per day. The number of enforcement logs to be completed depends on the size of the incident. Enough should be completed to ensure that site safety is being adequately enforced.

Distribution: The Site Safety Plan enforcement log when completed is delivered to the Safety Officer. The Safety Officer can use the form to amend the Site Safety Plan (ICS-208-CG SSP-A or B).

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
7	Attachments	List any attached supporting documentation.
8 a	Job/Task Activity	Enter only those Job Task/activities for which a deficiency is noted.
8 b	Hazards	Enter the hazard not being sufficiently addressed.
8 c	Deficiency	Enter the deficiency.
8 d	Action Taken	Enter the corrective action taken to address the deficiency.
8 e	Safety Plan Amended?	Enter whether the on site safety plan was amended.
8 f	Signature of Supervisor/Leader	Ensure the Supervisor/Leader signs the form to acknowledge the deficiency.
9	Prepared by	Enter the name and position of the person completing the worksheet.
10	Date/Time Briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

[illegible]

WORKER ACKNOWLEDGEMENT FORM (ICS-208-CG SSP-I)

Purpose: The Worker Acknowledgement form is used to document workers who have received safety briefings.

Preparation: Those personnel responsible for conducting safety briefings complete this form initially. Once the briefings are completed, workers who were briefed print their name, sign, date and indicate the time of the briefing.

Distribution: This form is returned to the Safety Officer or designated representative at the end of each operational period.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Site Location	Indicate the location where the briefings are held.
3	Attachments	Indicate any attachments used as part of the briefings.
4	Type of briefing	Check the block next to the type of briefing.
5	Presented by	Enter the name of the person conducting the briefing.
6	Date Presented	Enter the date of the briefing.
7	Time Presented	Enter the time of the briefing.
8	Worker Name, Signature, Date and Time	Workers receiving the briefing print their name, sign, date and enter the time they acknowledge the briefing.

CG ICS SSP: Emergency Safety & Response Plan 1910.120 Compliance Checklist (Form A)		1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Site Supervisor/Leader	5. Location of Site
6.a. Cite: 1910.120	6.b. Requirement(sections that duplicate or explain are omitted)	6.c. ICS Form	6.d. Check	6.e. Comments		
(q)(1)	Is the plan in writing?	SSP-A	☐			
(1)	Is the plan available for inspection by employees?	N/A	☐	Performance based		
(q)(2)(i)	Does the plan address pre-emergency planning and coordination?	SSP-A	☐			
(ii)	Does it address personnel roles?	SSP-A	☐			
(ii)	Does it address lines of authority?	SSP-A	☐			
(ii)	Does it address communications?	SSP-A	☐			
(iii)	Does it address emergency recognition?	SSP-A	☐			
(iii)	Does it address emergency prevention?	SSP-A	☐			
(iv)	Does it identify safe distances?	SSP-A	☐			
(iv)	Does it address places of refuge?	SSP-A	☐			
(v)	Does it address site security and control?	SSP-A	☐			
(vi)	Does it identify evacuation routes?	SSP-A	☐			
(vi)	Does it identify evacuation procedures?	SSP-A	☐			
(vii)	Does it address decontamination?	SSP-A	☐			
(viii)	Does it address medical treatment and first aid?	SSP-A	☐			
(ix)	Does it address emergency alerting procedures?	SSP-A	☐			
(ix)	Does it address emergency response procedures	SSP-A	☐			
(x)	Was the response critiqued?	N/A	☐	Performance based		
(xi)	Does it identify Personal Protection Equipment?	SSP-A	☐			
(xi)	Does it identify emergency equipment?	SSP-A	☐			
(q)(3)(ii)	All the hazardous substances identified to the extent possible?	N/A	☐	Performance based		
(ii)	All the hazardous conditions identified to the extent possible?	N/A	☐	Performance based		
(ii)	Was site analysis addressed?	N/A	☐	Performance based		
(ii)	Were engineering controls addressed?	N/A	☐	Performance based		
(ii)	Were exposure limits addressed?	N/A	☐	Performance based		
(ii)	Were hazardous substance handling procedures addressed?	N/A	☐	Performance based		
(iii)	Is the PPE appropriate for the hazards identified?	N/A	☐	Performance based		
(iv)	Is respiratory protection worn when inhalation hazards present?	N/A	☐	Performance based		
(v)	Is the buddy system used in the hazard zone?	N/A	☐	Performance based		
(vi)	Are backup personnel on standby?	N/A	☐	Performance based		
(vi)	Are advanced first aid support personnel standing by?	N/A	☐	Performance based		
(vii)	Has the ICS designated safety official been identified?	SSP-A	☐			
(vii)	Has the Safety Official evaluated the hazards?	N/A	☐	Performance based		
(viii)	Can the Safety Official communicate with IC immediately?	N/A	☐	Performance based		
(ix)	Are appropriate decontamination procedures implemented?	N/A	☐	Performance based		

Emergency Safety & Response Plan Compliance Checklist Form A (ICS-208-CG SSP-J)

Purpose: The Emergency Safety and Response Plan 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with Title 29, Code of Federal Regulations Part 1910.120, Hazardous Waste Operations and Emergency Response. It also identifies how form ICS-208-CG SSP-J can be used to satisfy the HAZWOPER requirements. This checklist is an optional form.

Preparation: The Emergency Safety and Response Plan 1910.120 Compliance Checklist is completed by the Safety Officer or his/her staff as frequently as necessary whenever the Safety Officer wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (ICS-208-CG SSP-H). Many of the requirements are performance based and are best evaluated on scene by the Safety Officer or his/her staff.

Distribution: The Safety Officer should maintain The Emergency Safety and Response Plan (ERP) 1910.120 Compliance Checklist.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
5	Location of Site	Enter the site location.
6 a	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included.
6 b	Requirement	This lists the requirement in a question format. Some require documentation or some form of action.
6 c	ICS Form	Lists those requirements covered by ICS-208-CG SSP-A.
6 d	Check Block	Enter the check if the site satisfies the requirement.
6 f	Comments	This provides additional information on the requirement. The user may also enter comments.
7	Prepared by	Enter the name and position of the person completing the worksheet.

CG ICS SSP: 1910.120 COMPLIANCE CHECKLIST (Form B)		1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Site Supervisor/Leader	5. Location of Site
6.a. Cite: 1910.120	6.b. Requirement(sections that duplicate or explain are omitted)	6.c. ICS Form	6.d. Check	6.e. Comments		
1910.120 (b)(1)(ii)(A)	Organizational structure?	203	☐			
(B)	Comprehensive workplan?	IAP	☐	Incident Action Plan		
(C)	Site Safety Plan?	SSP-B	☐			
(D)	Safety and health training program?	N/A	☐	Responsibility of each employer		
(E)	Medical surveillance program?	N/A	☐	Responsibility of each employer		
(F)	Employer SOPs?	N/A	☐	Responsibility of each employer		
(G)	Written program related to site activities?	N/A	☐			
(b)(1)(iii)	Site excavation meets shored or slope requirements in 1926?	N/A	☐			
(b)(2)(i)(D)	Lines of communication?	201 203 205	☐			
(b)3(iv)	Training addressed?	N/A	☐	Responsibility of each employer		
(v)-(vi)	Information and medical monitoring addressed?	N/A	☐	Responsibility of each employer		
(b)4(i)	Site Safety Plan kept on site?	N/A	☐			
(ii)(A)	Safety and health hazard analysis conducted?	N/A	☐			
(B)	Properly trained employees assigned to right jobs?	N/A	☐			
(C)	Personnel Protective Equipment issues addressed?	SSP-F	☐			
(E)	Frequency and types of air monitoring addressed?	SSP-E	☐			
(F)	Site control measures in place?	SSP-B	☐			
(G)	Decontamination procedures in place?	SSP-G	☐			
(H)	Emergency Response Plan in place?	SSP-D	☐			
(I)	Confined space entry procedures?	SSP-B	☐			
(J)	Spill containment program	SSP-B	☐			
(iii)	Pre-entry briefings conducted?	SSP-I	☐			
(iv)	Site Safety Plan effectiveness evaluated?	SSP-H	☐			
(c)(1)	Site characterization done?	N/A	☐			
(c)(2)	Preliminary evaluation done by qualified person?	N/A	☐			
(c)(3)	Hazard identification performed?	SSP-B	☐			
(c)(4)(i)	Location and size of site identified?	SSP-B	☐			
(ii)	Response activities, job tasks identified?	SSP-B	☐			
(iii)	Duration of tasks identified?	SSP-B	☐	Operational period		
(iv)	Site topography and accessibility addressed?	SSP-C	☐			
(v)	Health and safety hazards addressed?	SSP-B	☐			
(vi)	Dispersion pathways addressed?	SSP-B	☐			
(vii)	Status and capabilities of medical emergency response teams?	206	☐			
(c)(5)(i)(iv)	Chemical protective clothing addressed and properly selected?	SSP-F	☐			
(ii)	Respiratory protection addressed?	SSP-B and F	☐			
(iii)	Level B used for unknowns?	N/A	☐			

CG ICS SSP: 1910.120 COMPLIANCE CHECKLIST (Form B)		1. Incident Name	2. Date/Time Prepared	3. Operational Period	
6.a. Cite: 1910.120	6.b. Requirement(sections that duplicate or explain are omitted)	6.c. ICS Form	6.d. Check	6.e. Comments	
1910.120 (c)(6)(i)	Monitoring for ionization conducted?	SSP-E	☐		
(ii)	Monitoring conducted for IDLH conditions?	SSP-E	☐		
(iii)	Personnel looking out for dangers of IDLH environments?	N/A	☐		
(iv)	Ongoing air monitoring program in place?	SSP-E	☐		
(c)(7)	Employees informed of potential hazard occurrence?	SSP-B	☐		
(c)(8)	Properties of each chemical made aware to employees?	SSP-B	☐		
(d)(1)	Appropriate site control procedures in place?	IAP, SSP-B	☐		
(d)(2)	Site control program developed during planning stages?	IAP, SSP-B	☐		
(d)(3)	Site map, work zones, alarms, communications addressed?	IAP, SSP-B	☐		
(g)(1)(i)	Engineering, admin controls considered?	SSP-B	☐		
(iii)	Personnel not rotated to reduce exposures?	N/A	☐		
(g)(5)(i)	PPE selection criteria part of employer's program?	N/A	☐	Responsibility of employer	
(ii)	PPE use and limitations identified?	SSP-F	☐		
(iii)	Work mission duration identified?	SSP-F	☐		
(iv)	PPE properly maintained and stored?	N/A	☐	Responsibility of employer	
(vi)	Are employees properly trained and fitted with PPE?	N/A	☐	Responsibility of employer	
(vii)	Are donning and doffing procedures identified?	SSP-F	☐		
(viii)	Are inspection procedures properly identified?	SSP-F	☐		
(ix)	Is a PPE evaluation program in place?	SSP-F	☐		
(h)(3)	Periodic monitoring conducted?	SSP-E	☐		
(k)(2)(i)	Have decontamination procedures been established?	SSP-G	☐		
(ii)	Are procedures in place for contamination avoidance?	SSP-G	☐		
(iii)	Is personal clothing properly deconned prior to leaving the site?	SSP-G	☐		
(iv)	Are decontamination deficiencies identified and corrected?	SSP-H	☐		
(k)(3)	Are decontamination lines in the proper location?	SSP-C	☐		
(k)(4)	Are solutions/equipment used in decon properly disposed of?	N/A	☐		
(k)(6)	Is protective clothing and equipment properly secured?	N/A	☐		
(k)(7)	If cleaning facilities are used, are they aware of the hazards?	N/A	☐		
(k)(8)	Have showers and change rooms provided, if necessary?	N/A	☐		
(l)(1)(iii)	Are provisions for reporting emergencies identified?	SSP-D	☐		
(iv)	Are safe distances and places of refuge identified?	SSP-B and C	☐		
(v)	Site security and control addressed in emergencies?	SSP-D	☐		
(vi)	Evacuation routes and procedures identified?	SSP-D	☐		
(vii)	Emergency decontamination procedures developed?	SSP-D	☐		
(ix)	Emergency alerting and response procedures identified?	SSP-D	☐		
(x)	Response teams critiqued and followup performed?	SSP-H	☐		
(xi)	Emergency PPE and equipment available?	SSP-D	☐		

CG ICS SSP: 1910.120 COMPLIANCE CHECKLIST (Form B)		1. Incident Name	2. Date/Time Prepared	3. Operational Period	
6.a. Cite:	6.b. Requirement(sections that duplicate or explain are omitted)	6.c. ICS Form	6.d. Check	6.e. Comments	
1910.120 (l)(3)(i)	Emergency notification procedures identified?	SSP-D	☐		
(ii)	Emergency response plan separate from Site Safety Plan?	SSP-D	☐		
(iii)	Emergency response plan compatible with other plans?	SSP-D	☐		
(iv)	Emergency response plan rehearsed regularly?	SSP-D	☐		
(v)	Emergency response plan maintained and kept current?	SSP-H	☐		
1910.165 (b)(2)	Can alarms be seen/heard above ambient light and noise levels?	N/A	☐		
(b)(3)	Are alarms distinct and recognizable?	N/A	☐		
(b)(4)	Are employees aware of the alarms and are they accessible?	SSP-D	☐		
(b)(5)	Are emergency phone numbers, radio frequencies clearly posted?	206	☐		
(b)(6)	Signaling devices in place where there are 10 or more workers?	IAP	☐		
(c)(1)	Are alarms like steam whistles, air horns being used?	IAP	☐		
(d)(3)	Are backup alarms available?	IAP	☐		
(m)	Are areas adequately illuminated?	IAP	☐		
(n)(1)(i)	Is an adequate supply of potable water available?	IAP	☐		
(ii)	Are drinking water containers equipped with a tap?	IAP	☐		
(iii)	Are drinking water containers clearly marked?	IAP	☐		
(iv)	Is a drinking cup receptacle available and clearly marked?	IAP	☐		
(n)(2)(i)	Are non-potable water containers clearly marked?	IAP	☐		
(n)(3)(i)	Are their sufficient toilets available?	IAP	☐		
(n)(4)	Have food handling issues been addressed?	IAP	☐		
(n)(6)	Have adequate wash facilities been provided outside hazard zone?	IAP	☐		
(n)(7)	If response is greater than 6 months, have showers been provided?	IAP	☐		
7. Prepared By:		ICS-208-CG SSP-K (rev 4/15): Page 3. Page ____ of ____			

HAZWOPER 1910.120 COMPLIANCE CHECKLIST FORM B (ICS-208-CG SSP-K)

Purpose: The HAZWOPER 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with Title 29, Code of Federal Regulations Part 1910.120, Hazardous Waste Operations and Emergency Response. It also identifies how other ICS forms can be used to satisfy the HAZWOPER requirements. This is an optional form.

Preparation: The HAZWOPER 1910.120 Compliance Checklist is completed by the Safety Officer or his/her staff as frequently as necessary whenever the Safety Officer wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (ICS-208-CG SSP-H). The Site Safety Plan Forms (A-G) best meet some of the requirements. The Incident Action Plan is suited to address other requirements, and the Safety Officer should ensure the IAP addresses them. Other requirements are performance based and are best evaluated on scene by the Safety Officer or his/her staff.

Distribution: The HAZWOPER 1910.120 Compliance Checklist should be maintained by the Safety Officer.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
5	Location of Site	Enter the site location.
6.a.	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included.
6.b.	Requirement	This lists the requirement in a question format. Some require documentation or some form of action.
6.c.	ICS Form	Lists those ICS Forms that cover the requirement. IAP designations means it should be covered in IAP, it does not guarantee it is covered. The Safety Officer must ensure this.
6.d.	Check Block	Enter the check if the site satisfies the requirement.
6.e.	Comments	This provides information on where else the requirement may be met. The user may also enter comments.
7	Prepared by	Enter the name and position of the person completing the worksheet.

CG ICS SSP: 1910.120 DRUM COMPLIANCE CHECKSHEET	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Safety Officer (include method of contact):
5. Supervisor/Leader	6. Location and Size of Site	7. For Emergencies Contact:	8. Note: <u>tanks and vaults</u> should also be treated in the same manner as described below [1910.120(j)(9)]. Many can also pose confined space hazards.	
9.a. Cite: 1910.120 (Cites that duplicate or explain requirements are omitted)	9.b. Requirement		9.c. Check	9.d. Comments
(j)(1)(ii)	Drums meet DOT, OSHA, EPA regs for waste they contain, including shipment?		☐	
(iii)	Drums inspected and integrity ensured prior to movement?		☐	
(iii)	Or drums moved to an accessible location (staging area) prior to movement?		☐	
(iv)	Unlabelled drums treated as unknown until properly identified and labeled?		☐	
(v)	Site activities organized to minimize drum handling?		☐	
(vi)	Employers properly warned about the hazards of moving and handling drums?		☐	
(vii)	Suitable overpack drums are available for addressing leaking and ruptured drums?		☐	
(viii)	Leaking materials from drums properly contained?		☐	
(ix)	Are drums that cannot be moved, emptied of contents with transfer equipment?		☐	
(x)	Are suspect buried drums surveyed with underground detection system?		☐	
(xi)	Are soil and covering material above buried drums removed with caution?		☐	
(xii)	Is the proper extinguishing equipment on scene to control incipient fires?		☐	
(j)(2)(i)	Are airlines on supplied air systems protected from leaking drums?		☐	
(ii)	Are employees at a safe distance, using remote equipment, when handling explosive drums?		☐	
(iii)	Are explosive shields in place to protect workers opening explosive drums?		☐	
(iv)	Is response equipment positioned behind shields when shields are used?		☐	
(v)	Are non-sparking tools used in flammable or potentially flammable atmospheres?		☐	
(vi)	Are drums under extreme pressure opened slowly & workers protected by shields/distance?		☐	
(vii)	Are workers prohibited from standing and working on drums?		☐	
(j)(3)	Is the drum handling equipment positioned and operated to minimize sources of ignition?		☐	
(j)(5)(i)	For shock sensitive drums, have all non-essential employees been evacuated?		☐	
(ii)	For shock sensitive drums: is handling equipment provided with shields to protect workers?		☐	
(iii)	Are alarms that announce start/finish of explosive drum handling actions in place?		☐	
(iv)	Are continuous communications in place between the drum handling site & command post?		☐	
(v)	Are drums under pressure properly controlled for prior to handling?		☐	
(vi)	Are drums containing packaged laboratory wastes treated as shock sensitive?		☐	
(j)(6)(i)	Are lab packs opened by trained and experienced personnel?		☐	
(ii)	Are lab packs showing crystallization treated as shock sensitive?		☐	
(j)(8)(ii-iii)	Are drum staging areas manageable with marked access and egress?		☐	
(iv)	Is bulking of drums conducted only after drum contents have been properly identified?		☐	
10. Prepared By:			Form SSP-L (rev 4/15) Page ____ of ____	

HAZWOPER 1910.120 DRUM COMPLIANCE CHECKLIST (ICS-208-CG SSP-L)

Purpose: The HAZWOPER 1910.120 Drum Compliance Checklist is to ensure that incident response operations are in compliance with Title 29, Code of Federal Regulations Part 1910.120, Hazardous Waste Operations and Emergency Response whenever drums are encountered during an incident. This is an optional form.

Preparation: The HAZWOPER 1910.120 Drum Compliance Checklist is completed by the Safety Officer or his/her staff as frequently as necessary whenever the Safety Officer wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (ICS-208-CG SSP-H). The Site Safety Plan Forms (A-G) best meet some of the requirements. Other requirements are performance based and are best evaluated on scene by the Safety Officer or his/her staff.

Distribution: The HAZWOPER 1910.120 Drum Compliance Checklist should be maintained by the Safety Officer.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Safety Officer	Enter the name of the Safety Officer and means of contact.
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here.
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies.
8	Note	<u>Tanks and vaults</u> should also be treated in the same manner as described in the checklist (1910.120((j)(9))).
9.a.	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included.
9.b.	Requirement	This lists the requirement in a question format. Some require documentation or some form of action.
9.c.	Check Block	Enter the check if the site satisfies the requirement.
9.d.	Comments	This provides information on where else the requirement may be met. The user may also enter comments.
10	Prepared by	Enter the name and position of the person completing the worksheet.

1. Incident Name	2. Operational Period (Date / Time) From: To: Time of Report	INCIDENT STATUS SUMMARY ICS 209-CG	
3. Type of Incident			
☐ Oil Spill	☐ HAZMAT	☐ AMIO	
☐ SAR/Major SART	☐ SI/Terrorism	☐ Natural Disaster	
☐ Marine Disaster	☐ Civil Disturbance	☐ Military Outload	
☐ Planned Event	☐ Maritime HLS/Prevention	☐	
4. Situation Summary as of Time of Report:			
5. Future Outlook/Goals/Needs/Issues:			
6. Safety Status/Personnel Casualty Summary			
	Since Last Report	Adjustments To Previous Op Period	Total
Responder Injury			
Responder Death			
Public Missing (Active Search)			
Public Missing (Presumed Lost)			
Public Uninjured			
Public Injured			
Public Dead			
Total Public Involved			
7. Property Damage Summary			
Vessel		\$	
Cargo		\$	
Facility		\$	
Other		\$	
8. Attachments with clarifying information			
☐ Oil/HAZMAT	☐ SAR/LE	☐	
☐	☐	☐	
☐ Marine Disaster	☐ Civil Disturbance	☐	Military Outload

9. Equipment Resources					
Kind	Notes	# Ordered	# Available	# Assigned	# Out of Service
<u>USCG Assets</u>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – USCG Cutter					
Vessels – Boat					
Vehicles – Car					
Vehicles – Truck					
Pollution Equip – VOSS/SORS					
Pollution Equip – Portable Storage					
Pollution Equip – Boom					
<u>Non-CG/Other Assets</u>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – SAR/LE Boat					
Vessels – Work/Crew Boat					
Vessels – Tug/Tow Boat					
Vessels – Pilot Boat					
Vessels – Deck Barge					
Vessels –					
Vehicles – Car					
Vehicles – Ambulance					
Vehicles – Truck					
Vehicles – Fire/Rescue/HAZMAT					
Vehicles – Vac/Tank Truck					
Vehicles –					
Pollution Equip – Skimmers					
Pollution Equip – Tank Vsl/ Barge					
Pollution Equip – Portable Storage					
Pollution Equip – OSRV					
Pollution Equip – Boom					
Pollution Equip –					
10. Personnel Resources					
Agency					Total # of People
USCG					
DHS (other than USCG)					
NOAA					
FBI					
DOD (USN Supsalv, CST, etc.)					
DOI (US Fish & Wildlife, Nat Parks, BLM, etc.)					
RP					
State					
Local					
Total Personnel Resources Used From all Organizations:					
11. Prepared by:					Date/Time Prepared:

1. Incident Name	2. Operational Period (Date / Time) From: To: Time of Report	ICS 209-CG OIL/HAZMAT ATTACHMENT				
3. HAZMAT/Oil Spill Status (Estimated, in gallons)						
Common Name(s):						
UN Number:	☐ Secured	☐ Unsecured				
CAS Number:	Remaining Potential (bbl):					
	Rate of Spillage (bbl/hr):					
	Adjustments To Previous Operational Period	Since Last Report				
Volume Spilled/Released		Total				
Mass Balance - HAZMAT/Oil Budget						
Recovered HAZMAT/Oil						
Evaporation/Airborne						
Natural Dispersion						
Chemical Dispersion						
Burned						
Floating, Contained						
Floating, Uncontained						
Onshore						
Total HAZMAT/Oil accounted for:	N/A	N/A				
Comments:						
4. HAZMAT/Oil Waste Management (Estimated, Since Last Report)						
	Recovered	Disposed				
HAZMAT/Oil (bbl)						
Oily Liquids (bbl)						
Liquids (bbl)						
Oily Solids (tons)						
Solids (tons)						
Comments:						
5. HAZMAT/Oil Shoreline Impacts (Estimated in miles)						
Degree of Impact	Affected	Cleaned				
Light						
Medium						
Heavy						
Total						
Comments:						
6. HAZMAT/Oil Wildlife Impacts (Since Last Report)						
					Died in Facility	
Type of Wildlife	Captured	Cleaned	Released	DOA	Euthanized	Other
Birds						
Mammals						
Reptiles						
Fish						
Total						
Comments:						
7. Prepared by:					Date/Time Prepared:	

1. Incident Name	2. Operational Period (Date / Time) From: To: Time of Report	ICS 209-CG SAR/LE ATTACHMENT
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3. Evacuation Status			
	Since Last Report	Adjustments To Previous Operational Period	Total
Total to be Evacuated			
Number Evacuated			

4. Migrant Interdiction Status			
	Since Last Report	Adjustments To Previous Op Period	Total
Vessels Interdicted			
Migrants Interdicted at Sea			
Migrants Interdicted Ashore			
Injured			
MEDEVAC'd			
Deaths			
Migrants Repatriated			

5. Sorties/Patrols Summary (List of Sorties Since Last Report)		
<u>Air</u>	Since Last Report	Total
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		
<u>Surface</u>	Since Last Report	Total
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		

6. Use of Force Summary		
<u>Category</u>	Since Last Report	Total
III - Soft Empty Hand Control		
IV - Hard Empty Hand Control		
V - Intermediate Weapons		
VI - Deadly Force		
VSL - Force to Stop Vessel from Cutter/Boat		
A/C - Force to Stop Vessel From Aircraft		
Arrests		
Seizures		
Deaths		

7. Operational Controls Summary				
<u>Currently In Force</u>				
Type	Initiating Unit	Initiated Date	Activity #	
<u>Removed Since Last Report</u>				
Type	Initiating Unit	Initiated Date	Date Removed	Activity #

18. Prepared by:	Date/Time Prepared:
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INCIDENT STATUS SUMMARY (ICS FORM 209-CG)

Purpose. The Status Summary:

1. Is used by Situation Unit personnel for posting information on Status Boards or attaching as a file to the MISLE Case.
2. Is duplicated and provided to Command Staff members, giving them basic information for planning for the next operational period.
3. Provides information to the Information Officer for preparing news media releases.
4. Summarizes incident information for local and off-site coordination/operations centers.

Preparation. The Situation Unit prepares the Status Summary. Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. Suggested sources of information are noted in brackets.

Note: The values on the ICS form 209-CG are the **best available estimates at the Time of Report** (Item # 2 on form). This form is usually in high demand and should be filled out early and often. A suggested source within the ICS organization is noted in brackets [] at the top right of each section of the form. **All fields need not be completed in order to distribute the form.**

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and staff, and all Section Chiefs, Planning Section Unit Leaders, and the Joint Information Center. It is also posted on a status board located at the ICP. All completed original forms **MUST** be given to the Documentation Unit.

How to Save and Use the Word Template Form:

The 209 template (.dot file) can be edited to match most incident situations and can be saved into the Word template directory. Open the blank 209 (ICS 209 CG.dot) – do not add any content. Save the blank in the Templates directory. Create a new 209 from File>new picking the 209 template. Type in the file to add any desired content and use “save as” to save the work using a new file name. The file will automatically become a .doc file.

Comments: Please send comments/corrections about this form to the ICS Program Manager, Ms. Kristy Plourde, email: kplourde@tcyorktown.uscg.mil

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
	Time of Report	Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3.	Type of Incident	Indicate (check box) and/or fill-in the type of incident(s).
4.	Situation Summary	Summary of current situation at time of report.
5.	Future Outlook	This section is for the IC/UC to discuss/project their future outlook, goals, requirements, needs and issues.
6.	Safety Status/Personnel Casualty	This information pertains to responders and assisted public personnel. Indicate the number of serious injuries, death, and missing. Values entered in the column labeled since Last Report are from the start of the

- Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Property Damage Enter estimated dollar values for each item, if known.
 8. Attachments Indicate (check box) and/or fill-in the attachment(s) the help further clarify the incident status.
 9. Equipment Resources Indicate the number of each type of resource in each status category. There are blank lines below each general type of resource for additional equipment.

Ordered Available Assigned Out of Service	Ordered but not yet arrived/available. Arrived on scene, stored in staging, not assigned to any task, available for use. Assigned to a specific task. Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
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 10. Personnel Resources Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
 11. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

OIL/HAZMAT ATTACHMENT

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.

Time of Report	Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
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3. Spill Status This information is only tracked if there is spilled HAZMAT or Oil. Enter Common Name(s) of the released substance or spilled oil (i.e. Ethyl Alcohol/Ethanol or No. 2 Fuel Oil/Light Fuel Oil). Enter UN number and CAS Registry number, if known. Indicate whether the spill source is secured or unsecured (check box) and estimate the remaining potential and the rate of spillage discharge or release. Enter the estimated amounts in barrels for each category. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).

Mass Balance	This information is only tracked if there is spilled HAZMAT or Oil whether recovered, evaporated, dispersed, burned, floating, or on shore. The total of these estimates should approximate the total volume spilled, discharged, or released. Values for evaporation, dispersion, etc. can be obtained from the Environmental Unit and/or the Scientific Support Coordinator (SSC).
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4. Waste Management This information is only tracked if there is spilled HAZMAT or Oil. Enter the estimated amounts in barrels or tons for each category. Total HAZMAT/ Oil (bbl) is the sum of the estimate of HAZMAT/oil in oily

liquids and HAZAMT/oil in oily solids, and is the value to be entered under "Recovered HAZMAT/Oil" in Item 4.

5. Shoreline Impacts This information is only tracked if there is spilled HAZMAT or Oil. Enter the total miles in each category for each degree of oiling. Definitions for Light, Medium, and Heavy oiling can be obtained from the EUL/SSC and should be consistent throughout the incident.
6. Wildlife Impacts This information is only tracked after an animal is captured. Indicate the actual number of oiled wildlife in each category. Use numbers in parentheses to indicate the subtotal of threatened / endangered species included in the numbers given.
7. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

SAR/LE ATTACHMENT

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
Time of Report Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3. Evacuation Status This information is only tracked if the incident involves evacuation of personnel. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
4. Migrant Interdiction Status This information is only tracked if the incident involves Migrant Interdiction. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
5. Sorties/Patrols This information is only tracked if the incident involves sorties tracked in MISLE Incident Management Activity. List Sorties since last report both Air and Surface. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
6. Use of Force This information is only tracked if the incident involves Use of Force activities. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Operational Controls This information is only tracked if the incident involves Operational Control activities initiated, in force and removed.
8. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

DAILY SIGN-IN SHEET (ICS 211a-CG)

Purpose. This is an optional form to use as a daily sign-in sheet to track personnel hours worked on the incident for personnel already checked-in at the incident. Personnel who have not checked in on the incident must first check-in on the ICS-211 Check-In List.

Preparation. The Daily Sign-In Sheet is initiated daily (up to 24-hour period) at a number of incident locations including ICP, JIC, base, camps, helibase and in the field. Leaders and Managers at these locations record the personnel sign-in information. The same form is used when personnel sign-out. When all personnel are signed out for the day, the completed form is turned in to the Resources Unit. This form is not used for tactical equipment which are noted on the ICS-204 Assignment List because these resource hours are tracked by the operations section personnel on an ICS-214 Unit Log.

Distribution. Daily Sign-In Sheets are provided to both the Resources Unit and the Finance Section (Time Unit) to track time of incident personnel. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident and uses the Daily Sign-In Sheet to track hours for these personnel. Time Unit tracks the hours personnel have worked for pay purposes. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date (day, month, year) prepared.
3.	Sign-In Location	Enter the name of the Sign-in location. For Camp, DIVS, Staging and Other; note specific location.
4.	Agency	Enter agency name or agency designator (USCG for U.S. Coast Guard)
5.	Name	Enter Name
6.	Paygrade	Enter military or government paygrade. If other organization or company, leave blank.
7.	A / R / C	Enter A for Active Duty, R for Reserve, C for Civilian
8.	Order # / EMPLID	Enter Order Number if known. Order number will be assigned by Agency dispatching the resources or personnel to the incident. If unknown, or not available, use EMPLID.
9.	Incident Assignment	Enter location at which the resource / individual is normally assigned.
10.	Date/Time Sign-In	Enter date (month, day, year) and time (24-hour clock) at time of Sign-in.
11.	Date/Time Sign-Out	Enter date (month, day, year) and time (24-hour clock) at time of Sign-out.
12.	Hours Worked	Time Unit (TIME) enters total hours worked.
13.	Page	Indicate page no. and no. of pages being used for Sign-In at this location.
14.	Prepared By	Enter the name of the person completing the form and position held.
15.	Date/Time	Enter the time this form was completed and sent to Resources Unit.

ICS-211-CG CHECK-IN LIST					1. INCIDENT NAME:			2. CHECK-IN LOCATION: ☐ BASE ☐ CAMP _____ ☐ STAGING AREA _____ ☐ ICP ☐ OTHER _____					3. DATE/TIME:		
CHECK-IN INFORMATION															
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies H=Helicopter O=Overhead VL=Vessels E=Equipment C=Crew A=Aircraft VH=Vehicle					5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
AGENCY	SINGLE ST/ TF	KIND	TYPE	ID NO. /NAME – RESOURCE ID	ORDER/ NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	INCIDENT CONTACT INFORMATION	INCIDENT LODGING INFO/CONTACT INFO	HOME UNIT	METHO D OF TRAVEL	INCIDENT ASSIGNMENT	OTHER QUALIFICATION	SENT TO RESTAT TIME/INT
16.					17. PREPARED BY (Name and Position) USE BACK FOR REMARKS OR COMMENTS										
ICS 211-CG PAGE _____ of _____															

CHECK-IN LIST (ICS 211-CG)

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the name of the check-in location.
3.	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
4.	Agency	Enter agency name or agency designator (USCG for U.S. Coast Guard)
	Single/ST/TF	Enter whether resource is Single, part of Task Force (TF) or Strike Team(ST).
	Kind	Enter kind of resource using format listed for followed by sub-kind (e.g. workboat would be VL-WB).
	Type	Enter type of resource (1-4).
	Resource Identifier	Enter individual names for all overhead personnel. When listing equipment, use name or designator, indicate if resource is a single resource, task force or strike team;
5.	Order Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date/Time Check-In	Enter date (month, day, year) and time (24-hour clock) of check-in.
7.	Leader's Name	Self-explanatory.
8.	Total # Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Contact Information	Enter contact information while at the incident (e.g. cell phone, pager, radio, etc.)
10.	Lodging/Contact Info	Enter lodging location and phone number/contact info while at the incident.
11.	Home Unit	Location from which resource / individual departed for this incident.
12.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
13.	Incident Assignment	Enter location at which the resource / individual is normally assigned.
14.	Other Qual	Enter Other Qualifications held.
15.	Sent to Restat	Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit.
16.	Page	Indicate page no. and no. of pages being used for Check-In at this location.
17.	Prepared By	Enter the name of the person completing the form and position held.

Note: Use back for remarks or comments, including Other Qualifications or any other ICS position the individual has been trained to fill.

Resource Request Message				Purpose: The 213RR CG is used by all incident personnel to request tactical and non-tactical resources.								ICS-213 RR CG (2/07)	
1. Incident Name:				2. Date/Time:				3. Resource Request Number:					
4. ORDER Note: Use additional forms when requesting different resource sources of supply													
Requestor	a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.				f. Requested Reporting Location: Date/Time:		g. Order # (LSC)	h. ETA (LSC)	i. Cost
5. Suggested source(s) of supply - POC phone number if known and suitable substitutes:								6. Requestor Position and Signature: Date/Time:					
								7. Section Chief/Command Staff Approval: Date/Time:					
Plans	8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.			a. ☐	b. ☐ Resources available as noted in block 12				9. RESL Review/Signature: Date/Time:				
				c. ☐	c. Resources not available								
Logistics	10. Requisition/Purchase Order #:			11. Supplier Name/Phone/Fax/Email:				13. Logistics Section Signature: Date/Time:					
	12. Notes:												
14. Order placed by (check box): ☐ SPUL ☐ PROC ☐ OTHER _____													
Finance	15. Reply/Comments from Finance:							16. Finance Section Signature: Date/Time:					

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

1. Incident Name				2. Period (Date/Time)		Chronology of Events Log ICS 214A-CG
				From:	To:	
3. Activity Log						
TIME	Briefing	Display	209/ SITREP	EVENTS		
	☐	☐	☐			
	U/R					
	☐	☐	☐			
	U/R					
	☐	☐	☐			
	U/R					
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	☐	☐	☐			
	U/R					
4. Prepared by:				Date/Time		

CHRONOLOGY OF EVENTS LOG (ICS FORM 214A-CG)

Purpose The Chronology of Events Log records details of unit activity, including strike team activity or individual activity that has been deemed relevant to the incident. Ensure all events are logged including when the data is received **and** when it is distributed, displayed, or briefed.

Preparation A Chronology of Events Log is initiated and maintained by the Situation Unit Leader but may also be used by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit. Use additional ICS 214A forms as necessary during an operational period.

Distribution The Documentation Unit maintains a file of all Unit Logs. All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Activity Log	Time. Enter the time the event is logged. Briefing U / R – Check block if the information needs to be briefed? Circle whether it is Urgent or Routine. Urgent means immediate briefing (e.g. meets the Critical Information Reporting Criteria) and Routine means at the next briefing in the Operational Cycle or informally passed along to appropriate unit leader. Display – Check block if the information needs to be displayed visually. 209/SITREP – Check block if the information needs to be distributed in a written format. Events –Enter the event that you are logging. If the data is relevant to the incident then it needs to be logged on the form. In addition enter any methods for confirming the validity of the data and when/how the data is confirmed. Log the actions taken with the information as well.
4.	Prepared By	Print Name and enter date (month, day, year) and time prepared (24-hour clock).

Date/Time:

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

ICS 215A-CG INCIDENT ACTION PLAN SAFETY ANALYSIS (rev 2/15)
Instructions for filling out the form

Purpose: The purpose of this worksheet is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards and develop appropriate controls. The 2015 change removed the GAR terminology from the form – this is the only change from the 2006 version.

Preparation: During the Incident Action Planning cycle where the Operations Section Chief (OSC) is preparing for the tactics meeting, the Safety Officer works alongside the OSC and completes the Incident Action Plan Safety Analysis. This sheet mirrors the ICS 215 form. Work assignments are listed along with associated hazards. A calculation is made that determines what level of risk each work assignment poses. For those assignments having significant risk, controls are developed for safeguarding responders. The net risk is evaluated against the gain. The Incident Commander should be alerted to all safety hazards that receive high risk rating (e.g. red) after controls have been established.

Distribution: The Operational Hazard Worksheet is attached to the Incident Site Safety Plan and is distributed according to the instruction for Site Safety Plans.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) and time prepared.
3	Division/Group	Enter the Branch, Division or Group title in abbreviated form.
4	Work Assignment	List the work assignment for each Branch, Division or Group.
5	Gain	Check the gain that is achieved when the work assignment is accomplished. There MUST be a gain if personnel will be put at risk.
6	Hazards	Using the IAP Safety Analysis Aid (page 2), list the type of hazards likely to be encountered for the work assignment. Place a check mark in the box below the hazard.
7	Controls	Using the IAP Safety Analysis Aid (page 2), list the type of controls likely to be used for addressing the hazards listed. Place a check mark in the box below the control.
8	ORM	Using the "Key", assign a number from 1 to 5 based on the level of severity, probability and exposure. Multiply all numbers together to get a total. Enter this number into the total column. Using the scale on the bottom of the sheet, assign a color, risk level or action phrase in this block.
9	Prepared by	Enter the name of the person who completed this worksheet.

ICS-215A-CG INCIDENT ACTION PLAN SAFETY ANALYSIS AID

HAZARDS:

Physical	Chemical/Biological	Human
• Slipping	• Explosion	• Violence
• Tripping	• Flammable	• Poor Lifting
• Fall	• Air Reactive	• Repetition
• Overhead	• Water Reactive	• Excessive Force
• Heat Stress	• Chem Reactive	• Poor posture
• Cold Stress	• Alpha Rad	• Awkward motion
• Electrical	• Beta Rad	• Fatigue
• Blunt Objects	• Gamma Rad	• Poor hygiene
• Sharp Objects	• X Rad	• Illness
• Noise	• Bio-weapon	• Alcohol/Drugs
• Vehicle	• Chem-weapon	• Over crowding
• Fire	• Irritant	• Poor comms
• Sun/UV Glare	• Asphyxiant	• Noise interference
• Sun Burn	• Oxidizer	• Smoking
• Moving Pinch Points	• Carcinogen	• Driving
• Unguarded Machinery	• Corrosive	Animal/Plant
• Lightning	• Cryogenic	• Bites/Stings
• Drowning	• Toxic	• Poison
• Engulfment	• Biomed/pathogen	• Thorns/burrs
• Limited Egress/Access	• Particulates	• Swarms
	• Fumes (weld etc.)	• Disease
	• O2 Deficiency	• Feces/Coliforms

CONTROLS:

Types of Engineering Controls:

• Barriers	• Shields	• Dams
• Capping	• Covering	• Fencing
• Terminating	• Shutting	• Blocking
• Chocks	• Enclosures	• Diverters
• Flanging	• Guarding	• Substitution
• Scaffolding	• Grounding	• Substitution
• Bonding	• Insulation	• Lighting
• Locks, Tags	• Kill-switches	• Shut-off valves
• Taglines	• Circuit Breakers	• Process change
• Plugging, patching	• Sealing	• Absorbers

Types of Administrative Controls:

• Reduced work duration	• Worker rotation	• Safety plans
• Training	• Safety briefs	• Relief personnel
• Maintenance	• Drinking fluids	• Work/rest periods
• Good housekeeping	• Roving security	• Signs
• Warning lights	• Alarms	• Break areas
• Pre-inspections	• Field checks	• Buddy system
• Line of sight comms	• Comms schedule	• Equipt staging
• Load shifting	• Hazard marking	• Placarding
• Labeling	• Hand signals	• Safety observers
• Fendering	• Work plans	• Replenish fluids
• Handcarts/trolleys	• Fire extinguishers	• Drum bulking
• Eye Wash Station	• Hand washers	• Showers

Types of Personal Protective Equipment Controls:

• Hard hats	• Steel-toed shoes	• Safety glasses
• Safety goggles	• Face shields	• Hearing Protection
• Life jacket	• Fall arrests	• SCBA
• APRs	• Chemical suits	• Flash suits
• Fire resistant suits	• Work gloves	• Chemical gloves
• Sun glasses	• Sun-block	• Life rings
• Eye wash stations	• Night vision	• Thermal protection
• Dry/wet suits	• Hand warmers	• Wind breaker coat
• Knee pads	• Over garments	• Coveralls
• Booties	• Cooling vests	• Chap lip protection
• Hats for warming	• Gloves (warmth)	• Clothing (warmth)

OPERATIONAL PLANNING WORKSHEET

1. INCIDENT NAME

4. DIVISION/
GROUP/
OTHER
LOCATION

5. WORK ASSIGNMENTS

KINDS OF RESOURCES

6

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ES ON HAND

2. DATE & TIME PREPARED	

3. OPERATIONAL PERIOD (DATE & TIME)	
--	--

7. OVERHEAD

8. SPECIAL EQUIPMENT & SUPPLIES

9. REPORTING LOCATION

10. REQUESTED
ARRIVAL TIME

ICS 215 USCG 12-02

11. TOTAL RESOURCES REQUIRED

12. TOTAL RESOURCES ON HAND

13. TOTAL RESOURCES NEEDED

14. PREPARED BY (NAME & POSITION)

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET										1. Frequency Band		2. Description	
3. Channel Configuration	4. Channel Name/Trunked Radio System Talkgroup	5. Eligible Users	6. Rx Freq	N or W	7. Rx Tone/NAC	8. Tx Freq	N or W	9. Tx Tone/NAC	10. Mode A, D or M	11. Remarks			
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25													
12. Prepared By:		13. Date Prepared:											
The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or "W" depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.													

1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		AIR OPERATIONS SUMMARY ICS 220-CG																											
3. Distribution ☐ Fixed-Wing Bases _____ ☐ Helibase _____																															
4. Personnel and Communications <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Air Operations Director</td> <td style="width: 20%; text-align: center;">Air / Air Frequency</td> <td style="width: 20%; text-align: center;">Air / Ground Frequency</td> </tr> <tr> <td>Air Operations Director</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Air Tactical Supervisor</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Air Support Supervisor</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Helicopter Coordinator</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fixed-Wing Coordinator</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>							Air Operations Director	Air / Air Frequency	Air / Ground Frequency	Air Operations Director	_____	_____	_____	Air Tactical Supervisor	_____	_____	_____	Air Support Supervisor	_____	_____	_____	Helicopter Coordinator	_____	_____	_____	Fixed-Wing Coordinator	_____	_____	_____	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities) 	
	Air Operations Director	Air / Air Frequency	Air / Ground Frequency																												
Air Operations Director	_____	_____	_____																												
Air Tactical Supervisor	_____	_____	_____																												
Air Support Supervisor	_____	_____	_____																												
Helicopter Coordinator	_____	_____	_____																												
Fixed-Wing Coordinator	_____	_____	_____																												
6. Location / Function	7. Assignment	8. Fixed-Wing		9. Helicopter		10. Time		11. Aircraft Assigned	12. Operating Base																						
		NO.	TYPE	NO.	TYPE	Available	Commence																								
		13. TOTALS																													
14. Air Operation Support Equipment					15. Prepared by _____ Date / Time _____																										
AIR OPERATIONS SUMMARY								ICS 220-CG (Rev.07/04)																							

AIR OPERATIONS SUMMARY (ICS 220-CG)

Purpose. The Air Operations Summary provides the Air Operations Branch with the number, type, location, and specific assignments of aircraft.

Preparation. The Operations Section Chief or the Air Operations Branch Director completes the summary during each Planning Meeting. General air resource assignment information is obtained from the Operational Planning Worksheet (ICS 215-CG). The Air and Fixed-Wing Support Groups provide specific designators of the air resources assigned to the incident.

Distribution. After the summary is completed by Air Operations personnel (except item 11), the form is given to the Air Support Group Supervisor, who completes the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Distribution	Check the block and enter the time and date when ICS 220-CG and attachments were sent to all fixed-wing bases and helibases supporting the incident.
4.	Personnel and Communications	List the names of those assigned to each position, and the air-air and air-ground frequencies to be used.
5.	Remarks	Enter the special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
6.	Location/Function	Enter the assigned location and function of the aircraft.
7.	Assignment	Enter the scope of work the aircraft is assigned to complete.
8.	Fixed Wing	Indicate the number and type of fixed-wing aircraft available for this Location / Function.
9.	Helicopters	Indicate the number and type of helicopters available for this Location / Function.
10.	Time	Indicate when aircraft will be available for use and when operations commence (use 24 hour clock).
11.	Aircraft Assigned	Enter the designators of the aircraft assigned. Gather information from Resources Unit, helibases, and fixed-wing bases.
12.	Operating Base	Enter the base (helibase, helispot, fixed-wing base) from which each air resource is expected to initiate operations.
13.	Totals	Enter the total number of fixed-wing and helicopter aircraft assigned to the incident in the Number columns. Enter the total number of each type of aircraft assigned in the Type columns.
14.	Air Operations Support Equipment	List the designators and location of other support resources assigned to Air Operations.
15.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	DEMOB. CHECK-OUT ICS 221-CG
3. Unit / Personnel Released		4. Release Date / Time
5. Unit / Personnel You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es)) Logistics Section ☐ Supply Unit _____ ☐ Communications Unit _____ ☐ Facilities Unit _____ ☐ Ground Unit _____ Planning Section ☐ Documentation Unit _____ Finance / Admin. Section ☐ Time Unit _____ Other ☐ _____ ☐ _____ ☐ _____		
6. Remarks _____ _____ _____ _____		
7. Prepared by: _____		Date / Time _____
DEMOB. CHECK-OUT		ICS 221-CG (Rev.07/04)

DEMOB. CHECK-OUT (ICS 221-CG)

Purpose. This form provides the Planning Section information on resource releases from the incident.

Preparation. The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

Distribution. The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		DAILY MEETING SCHEDULE ICS 230-CG	
3. Meeting Schedule (Commonly-held meetings are included)					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members		
	Command & General Staff Meeting	IC/UC gives direction to Command & General staff including incident objectives and priorities	IC/UC, Command & General Staff		
	Tactics Meeting	Develop/Review primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OSC, LSC, RESL & SITL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command & General Staff, Branch Directors, Div/Gru Sups., Task Force/Strike Team Leaders and Unit Leaders		
4. Prepared by: (Situation Unit Leader)			Date/Time		
DAILY MEETING SCHEDULE				ICS 230-CG (Rev.07/04)	

DAILY MEETING SCHEDULE (ICS 230-CG)

Purpose. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

Preparation. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

[illegible]

ACP SITE INDEX (ICS 232a-CG)

Special Note. This optional form is designed to be a key to the site numbers or site names shown on the Situation Map. The information on priorities for environmentally-sensitive areas and archaeo-cultural and socio-economic issues from the ICS 232-CG may be transferred to ICS 232a-CG, which provides more information on the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers or names shown on the Situation Map.

Purpose. If used, this form is posted next to the Situation Map, providing a key to the ACP/GRP sites shown on the map.

Preparation. The Situation Unit personnel responsible for the Situation Map prepare this form, using ICS 232-CG prepared by the Environmental Unit.

Distribution. This form is posted next to the Situation Map and copies of this form should accompany any distributed copies of the Situation Map. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Index to ACP/GRP sites	Enter site information from the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or other sources specific to this incident.
	Site Number	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Action	Actions to be taken for designated protection and collection strategies or for other sites identified specifically for this incident.
	Status	Status of site action implementation (e.g., scheduled, in progress, completed).
4.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date/Time) From: To:		RESOURCES AT RISK SUMMARY ICS 232-CG	
3. Environmentally-Sensitive Areas and Wildlife Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative					
4. Archaeo-cultural and Socio-economic Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative					
5. Prepared by: (Environmental Unit Leader)			Date/Time		
RESOURCES AT RISK SUMMARY			ICS 232-CG (Rev.07/04)		

RESOURCES AT RISK SUMMARY (ICS 232-CG)

Purpose. The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS 232a-CG, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

Preparation. The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

Distribution. This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Env- Sensitive Area & Wildlife Issues	
	Site Number	Enter site number. Can come from Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Environmental concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
4.	Archaeo-cultural and Socio-economic Issues	
	Site Number	Enter site number. Can come from an ACP/GRP or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Archaeo-cultural or socio-economic concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name					INCIDENT OPEN ACTION TRACKER		
					ICS 233-CG		
2. No.	3. Item	4. For/POC	5. POC Briefed	6. Start Date	7. Status	8. Target Date	9. Actual Date
1							
2							
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4							
5							
6							
7							
8							
9							
10							
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12							
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Open Actions Tracker (ICS 233-CG - revision 07-12)

Purpose. Open Actions Tracker

1. Is used by the Incident Commander/Unified Command (IC/UC) to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective.
2. Is duplicated and provided to Command and General Staff members, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

Note: This form may also be used by Command and General Staff for tracking tasks/actions within a Section/Staff element.

Preparation. The Planning Section Chief (PSC) is responsible for maintaining the Open Actions Tracker for the IC/UC and typically utilizes the Documentation Unit Leader (DOCL) to assist in this forms development and updating. The PSC should ensure all Command and General Staff are prepared to discuss their assigned tasks/actions during the Command and General Staff and Planning Meetings.

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and Command and General Staff. It is also posted on a status board located at the ICP. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task/action to be completed. Tasks/Actions are important to be completed but are not an Incident Objective which are documented on the ICS-202 form.
4.	For/POC	Enter the Point of Contact (POC), the responsible person/section.
5.	Briefed to POC	Enter "X", when the task/action has been briefed to the POC/responsible person. This is to ensure that tasks/actions identified outside of the POC's presence (during Unified Command Meeting for example) are briefed to and acknowledged by the identified POC.
6.	Start Date	Enter the date the task/action was initially assigned under "Start Date."
7.	Status	Enter status of item. For example; "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED."
8.	Target Date	Enter deadline task/action should be completed. In the Excel Worksheet, there is a hidden formula that shows green, yellow and red blocks. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When the block is yellow, it serves as a reminder to the UC/POC that the target date is nearing and the POC needs to complete the task or the target date needs to be updated.
9.	Actual Date	Enter actual date task/action completed.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.

		WORK ANALYSIS MATRIX ICS 234-CG	
1. Incident Name		2. Operational Period From: To:	
3. Operation's Objectives DESIRED OUTCOME	4. Strategies HOW	5. Tactics/Work Assignments WHO, WHAT, WHERE, WHEN	
6. Prepared by: (Operations Section Chief)		7. Date/Time:	

WORK ANALYSIS MATRIX FORM INSTRUCTIONS (ICS FORM 234-CG) Rev. 8/05

Purpose. The Work Analysis Matrix is designed to help select the best strategies and tactics to achieve the operational objectives. This optional form assists staff in carrying out incident objectives by outlining the who, what, where, when, and how of the response. The tactics from this form carry forward to the "Work Assignment" on the ICS-215. Another purpose of the ICS-234 is that it presents alternative (or what-if) strategies and tactics to respond to bad weather, sudden changes in operational conditions, etc. This form is simply a formalized version of how most OSCs tend to think in order to turn objectives into tactical field work.

Preparation. The Work Analysis Matrix, if used, is usually completed by the Operations Section Chief and Planning Section Chief prior to the Tactics Meeting.

Distribution. All completed original forms must be submitted to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name of the incident
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operational Objectives	Enter the relevant Operational Objectives from the ICS 202, with numbers
4.	Strategies	Enter all strategies that could be used to meet the objective ("how")
5.	Tactics/Work Assignments	Enter details, including as much as possible, who, what, where, and when, of work assignments to carry out Operational Strategies
6.	Prepared By	Enter the name and position of the person preparing the form
7.	Date/Time	Enter the date and time (24-hour format) the form was prepared

FACILITY NEEDS ASSESSMENT WORKSHEET ICS-235-CG (Rev 12/11)		4. Requirements																								
2. LOCATION	3. FACILITIES	# Expected Personnel	Internal/Building Workspace Sq Ft (80 sq ft/pers)	Wall Space Linear Sq Ft	Multi-Purpose Mtg Rm Sq Ft (20 sq ft/pers + display space)	External/Outside Laydown Sq Ft	Parking Space Sq Ft (120 sq ft/vehicle x 1.4 circulation factor)	Climate Control (HVAC) needed - yes/no	Toilet Rooms	Work Tables	Conf Table	Chairs	Telephones	Speaker Phone	Fax Machines	Power Outlets	Comp Workstations	Printers	Chart Printer/ChartPro	Video Projectors	Copy Machines	Paper Shredders				
ICP	Unified Command	REQ																								
	Liaison Officer & Agency Reps	REQ																								
	Safety Officer	REQ																								
	Public Information Officer	REQ																								
	Planning Section	REQ																								
	Operations Section	REQ																								
	Logistics Section	REQ																								
	Finance/Admin Section	REQ																								
	Common Areas	REQ																								
Base	Base	REQ																								
		REQ																								
JIC	JIC	REQ																								
		REQ																								
Staging		REQ																								
		REQ																								
		REQ																								
		REQ																								
		REQ																								
		REQ																								
		REQ																								
		REQ																								
5. Prepared By:		6. Total																								
7. Date/Time Prepared:		8. Comments:																								

FACILITY NEEDS ASSESSMENT WORKSHEET (ICS-235-CG (rev 12/11))

Instructions for filling out the form

Purpose. The ICS-235 USCG Facility Needs Assessment Worksheet is a planning tool used to develop the Incident Command Post (ICP) Plan in a structured and disciplined manner.

Preparation. The Facility Needs Assessment Worksheet is completed by the Logistics Section Chief but may also be completed by Command and General Staff to help them determine their ICP or other space needs.

Distribution. The Facility Needs Assessment Worksheet is found as page-sized form.

<u>Item # & Title</u>	<u>Instructions</u>
1. Incident Name	Enter the name assigned to the incident.
2. Location	Location (ICP, JIC, etc).
3. Facilities	Enter the specific entity being supported (e.g. Unified Command). This is already filled in for the ICP. There is space to fill in for other facilities or entities that may need to be supported (e.g. Volunteer processing center). For Staging Area – note specific staging area supported (as there may be more than one).
4. Requirements	Fill in the information requested as best as possible. Use open space beyond Paper Shredders to add additional support requirements, if needed.
Expected Personnel	Expected Number of personnel in the location.
Internal/Building Workspace	Enter workspace square feet requirement. Multiply expected number of personnel by 50 to 80 to get this number.
Wall Space	Enter linear wall space requirement in square feet.
Multi-Purpose Meeting Rm	If needed, enter Multi-Purpose Meeting Rm square feet requirement.
External/Outside Lay down	If needed, enter External/Outside Lay down square feet requirement.
Parking Space	If needed, enter Parking Space square feet requirement. This would be multiplication of number of parking spaces needed times 120 sq ft per vehicle times 1.4 circulation factor.
Climate Control	Enter Yes or No if Climate Control is needed in the building.
Toilet Rooms	Enter number of Toilet Rooms/Water Closets required. This is based on the OSHA requirement for the number of personnel expected to be supported at that facility (see 29CFR1910.141) – 1 to 15 personnel = 1 fixture, 16 to 35 = 2, 36 to 55 = 3, 56 to 80 = 4, 81 to 110 = 5, 111 to 150 = 6, and over 140 personnel one fixture for each additional 40 personnel. See CFR for more specific information.
Work Tables	Enter the number of work tables required. Note dimensions in work table name block or note dimensions in comments.
Conf Table	Enter the number of conference tables, if needed. Note dimensions in work table name block or note dimensions in comments.
Chairs	Enter the number of chairs, if needed.
Telephones	Enter the number of telephones required.
Speaker Phone	Enter the number of speaker phones, if needed.
Fax Machines	Enter the number of fax machines, if needed.
Power Outlets	Enter the number of power outlets required.
Comp Workstations	Enter the number of computer workstations required.
Printers	Enter the number of printers required. Note color or black and white.
Chart Printer/ChartPro	Enter the number of Chart Printer/ChartPro, if needed.
Video Projectors	Enter the number of Video Projectors, if needed.
Copy Machines	Enter the number of copy machines, if needed.
5.. Prepared by	Enter the name of the person completing the form, normally the Logistics Section Chief.
6. Total	Enter totals for each support item (if desired).
7.. Date/Time Prepared	Enter the date/time prepared.
8. Comments	Enter comments as desired.

INFORMATION MANAGEMENT PLAN (ICS 240-CG)

Purpose. The Information Management Plan is an optional form used the Situation Unit Leader to track Critical Information Requirements (CIRs) during incident.

Preparation. The Information Management Plan is prepared by the Situation Unit Leader (or Deputy Planning Section Chief for Information Management or Deputy Incident Commander for Information Management). If this form is completed in Excel, the information can be sorted based on a particular column (e.g. requested by block) to help sort and utilize information.

Distribution. The Information Management Plan is prepared by and used by the Situation Unit Leader (or Deputy Planning Section Chief for Information Management or Deputy Incident Commander for Information Management) to track status of CIRs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Critical Information Requirement	Enter the Critical Information Requirement (CIR).
4.	Requested By	Enter agency name or agency requesting the information.
5.	Collected By	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Reporting Timeline	Check boxes as to when reporting timeline is needed and note timeframe CIR is required if needed.
7.	Dissemination Method	Check boxes as to dissemination method of CIR information.

**PORTLAND MONTREAL PIPE LINE SYSTEM
MEDIA CONTACT LOG
(Proactive Contact)**

Publication: _____

Contact/Phone Number: _____

Story Angle: _____

Discussion: _____

Date: _____ Time: _____ a.m./p.m

Contacted By: _____

Next Steps: _____

+

☐ **CONTACT COMPLETED/ LOG FILED**

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Qualified Individual (QI) Notification Exercise

Internal Exercise Documentation

1. Date performed: _____
2. Exercise or actual response: _____
3. Person initiating exercise: _____
4. Name of person notified: _____
Is this person identified in the response plan as the: ☐ QI ☐ AQI
5. Time initiated: _____
Time QI or AQI responded: _____
6. Method used to contact:
☐ Telephone ☐ Pager ☐ Radio
☐ Other _____
7. Description of notification procedure:

8. Identify which components of your response plan were exercised during this particular exercise:

Organizational Design

- ☐ Notifications
- ☐ Staff mobilization
- ☐ Ability to operate within the response management system described in the plan

Response Support

- ☐ Communications
- ☐ Transportation
- ☐ Personnel support
- ☐ Equipment maintenance and support
- ☐ Procurement
- ☐ Documentation

Operational Response

- ☐ Discharge control
- ☐ Assessment of discharge
- ☐ Containment of discharge
- ☐ Recovery of spilled material
- ☐ Protection of economically and environmentally sensitive areas
- ☐ Disposal of recovered product

Certifying Signature: _____ Name (Printed): _____
Date: _____

Response Team Tabletop Exercise Internal Exercise Documentation

1. Date(s) performed: _____
2. Exercise or actual response: _____
Exercise type: ☐ Announced ☐ Unannounced
3. Location of exercise: _____
4. Time started: _____
Time completed: _____
5. Response plan scenario used (check one):
☐ Small ☐ Medium ☐ Worst case discharge
Size of (simulated) spill _____ Bbls
6. Describe how the following objectives were exercised:

a) Response Team's knowledge of oil spill response plan:

b) Proper notifications:

c) Communications System:

Response Team Tabletop Exercise

Internal Exercise Documentation (Cont'd)

- d) Response Team's ability to access contracted OSRO:

- e) Response Team's ability to coordinate spill response with OSC, state and applicable agencies:

- f) Response Team's ability to access sensitive site and resource information in Area Contingency Plan:

7. Identify which components of your response plan were exercised:

8. Attach description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

Certifying Signature: _____ Name (Printed): _____

Date: _____

**Equipment Deployment Exercise
(Semiannual)
Internal Exercise Documentation Form**

1. Date(s) performed: _____
2. Exercise or actual response? _____
If an exercise, announced or unannounced? _____
3. Deployment location(s):

4. Time started: _____
Time completed: _____
5. Equipment deployed was:
_____ Facility - owned
_____ Oil spill removal organization - owned if so, which OSRO? _____
_____ Both
6. List type and amount of all equipment (e.g., boom and skimmers) deployed and number of support personnel employed:

7. Describe goals of the equipment deployment and list any Area Contingency Plan strategies tested (Attach a sketch of equipment deployments and booming strategies):

8. For deployment of facility-owned equipment, was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill?

Was the equipment deployed in its intended operating environment?

Equipment Deployment Exercise (cont'd) **(Semiannual)** **Internal Exercise Documentation Form**

9. For deployment of OSRO - owned equipment, was a representative sample (at least 1000 feet of each boom type and at least one of each skimmer type) deployed?

Was the equipment deployed in its intended operating environment?

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? _____

If so, describe the program: _____

Date of last equipment inspection: _____

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? _____

12. Was all deployed equipment operational? If not, why not?

Response Equipment Inspection Log

Inspector	Date	Comments

REVISION RECORD

Note: It is the responsibility of the holder of this plan to ensure that all changes and updates are made. The holder shall:

- Remove and discard obsolete pages.
- Replace obsolete pages with the updated pages.
- Record each revision on this form.

[illegible]

The 12-2012 revision of the PHMSA Form 7000-1 (Accident Report Form) is available in the PHMSA Portal.

Online submission via PHMSA portal is required unless alternative reporting method is granted by PHMSA

PHMSA Portal: <https://portal.phmsa.dot.gov/portal>

See Online Submission Registration Requirements at
http://opsweb.phmsa.dot.gov/portal_message/PHMSA_Portal_Registration.pdf:

If electronic reporting imposes an undue burden and hardship, an operator may submit a written request for an alternative reporting method to the Information Resources Manager, Office of Pipeline Safety, Pipeline and Hazardous Materials Safety Administration, PHP-20, 1200 New Jersey Avenue, SE Washington DC 20590. The request must describe the undue burden and hardship. PHMSA will review the request and may authorize, in writing, an alternative reporting method. An authorization will state the period for which it is valid, which may be indefinite. An operator must contact PHMSA at 202-366-8075, or electronically to informationresourcesmanager@dot.gov or make arrangements for submitting a report that is due after a request for alternative reporting is submitted but before an authorization or denial is received. Operators should request and receive authorization from PHMSA prior to the use of alternative reporting methods.



RESPONDING TO OIL & HAZARDOUS MATERIALS SPILLS DEP Initial Spill Information Report Form

Please fill in as much of the following as possible, using information provided by the caller/reporting official. Bold fields are of primary importance.

Name of caller **Date of Report** _____ and Time ____:____ AM ____ PM ____

Date of Spill/Event _____ and Time ____:____ AM ____ PM ____

Telephone number(s) of caller (include area code)

Company Name (if applicable)

Address

Town _____ State _____ Zip Code

Name of other informed party _____ Phone Number

Type of product alleged spilled

Estimated amount of spill

Is more spillage possible? _____ (Yes or No) Amount? _____

Is the situation **URGENT**? _____ (Yes or No) Is **HELP** needed? _____ (Yes or No)

Nature of call or complaint

Actions taken so far:

What resources are at risk? (check all that apply)

_____ Public Safety	_____ Surface Drainage
_____ Public Water or Well	_____ Storm Sewer
_____ Private Water or Well	_____ Sanitary Sewer
_____ Atmosphere	_____ Vapors in Building
_____ Land or Ground	_____ None (complaint only)
_____ Open Water	

Location of incident (Town name)

Specific directions to site

**OIL DISCHARGE REPORT TO STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
(SAMPLE)**

- (a) Date, time, and place of discharge:
- (b) Licensee:
 Name of Vessel: N/A
 Owner of Vessel: N/A
- (c) Amount and type of oil discharged and recovered:
- (d) Description of circumstances causing discharge:
- (e) Control and recovery operations:
- (f) Recommendations to the Department of Environmental Protection
arising from incident pertaining to PPLC procedures, methods,
precautions, or operations:
- g) PPLC damages suffered:
- (h) Other damages suffered:

Location: _____

Date: _____

SPCC SPILL REPORT (SAMPLE)

§112.4 Submittal of Information to Regional Administrator for Qualified Discharge(s)

In the event of a reportable discharge or discharges, this page can be utilized to provide official notification to the Regional Administrator. If the Facility has had a discharge or discharges, which meet one of the following two criteria, then this report must be submitted to the Regional Administrator within 60 days. (Check as appropriate)

☐ This Facility has experienced a reportable spill as referenced in 40 CFR Part 112.1(b) of 1,000 gallons or more.

☐ This Facility has experienced two (2) reportable spills (as referenced in 40 CFR Part 112.1(b) of greater than 42 gallons each within a 12-month period.

Facility Name and Location: _____

Facility Contact Person (Name, address/phone number): _____

Facility maximum storage or handling capacity: _____

Facility normal daily throughput: _____

Describe the corrective action and countermeasures taken (include description of equipment repairs and replacements): _____

Describe the Facility (maps, flow diagrams and topographical maps attached as necessary):

Describe the cause of discharge (as referenced in 40 CFR Part 112.1(b)) including failure analysis of the system is: _____

Describe the preventative measures taken, or contemplated to be taken, to minimize the possibility of recurrence: _____

Other pertinent information: _____

- A copy of this report is also to be sent to the appropriate state agency in charge of oil pollution control activities.

DISCHARGE PREVENTION MEETING LOG (SAMPLE LOG)

Date:		
Attendees:		
Subject/Issue	Required Action	Implementation

**BRITTLE FRACTURE EVALUATION
(Sample Log)**

Tank / Container ID: _____

- ☐ Field-constructed aboveground container.
- ☐ Repair: _____
or,
- ☐ Alteration: _____
or,
- ☐ Reconstruction: _____.
- ☐ Alterations, repairs or reconstruction meets API 653 (Tank Inspection, Repair, Alteration and Reconstruction).
- ☐ Continue Use: _____
- ☐ Change of service that might affect the risk of a discharge: _____
1. ☐ Tank (container) meets API 650 (Welded Steel Tanks for Oil Storage – 7th Edition or later) and the tank continues to operate in ☐ same service or ☐ equivalent or less severe service.
- ☐ Continue Use: _____
- OR**
2. ☐ Tank (container) does not meet API 650 or other equivalent standard:
- ☐ Prior hydro demonstrates fitness for continued service.
- ☐ Continue Use: _____
- ☐ No prior hydrostatic test. **(Go to Step 3.)**
- ☐ Further evaluation or appropriate action: _____
- OR**
3. ☐ Alteration, repairs or reconstruction does not meet API 653.
- ☐ Tank thickness ≤ 0.5 inch: _____
- ☐ Continue Use: _____
- ☐ Further evaluation or appropriate action: _____
- OR IF NOT,**
- ☐ Tank operates at metal temperature above 60°F: _____
- ☐ Continue Use: _____
- ☐ Further evaluation or appropriate action: _____
- OR IF NOT,**
- ☐ Membrane stress below 7 ksi: _____
- ☐ Continue Use: _____
- ☐ Further evaluation or appropriate action: _____

Inspector/Supervisor

Date



PORTLAND PIPE LINE CORPORATION
Safety, Environment, Customer, Community

Informal Monthly Inspection (IMI) Summary

LOCATION	INSPECTION DATE	INSPECTED BY
TERMINAL		
Tank 1		-
Tank 2		-
Tank 27		-
Tank 28		-
T-2 MANIFOLD AREA		
Tank 3		-
Tank 4		-
Tank 5		-
Tank 6		-
Tank 18		-
Tank 19		-
Tank 20		-
Tank 21		-
Tank 22		-
Tank 26		-
T-1 MANIFOLD AREA		
Tank 8		-
Tank 9		-
Tank 10		-
Tank 11		-
Tank 12		-
Tank 13		-
Tank 23		-
Tank 24		-
Tank 25		-
OTHER AREAS		
Oil-Water Separator		-
Fuel Oil Tank		-



Informal Monthly Inspection (IMI) Checklist (API 653)

Tank: 1
Level:
Crude: #REF!

Inspected By: -
Inspection Date:
Req'd W/O Completion Date: 1/15/1900

DESCRIPTION	ITEM	OK	MONITOR	REPAIRED	WORK ORDER	COMMENTS
Access	Walkway					
	Stairs					
	Platform					
	Footings					
	Grading					
Foam Lines	Valves					
	Caps					
	Piping					
Lights	Switch					
	Fixtures					
	Bulbs					
Piping & Valves	Lateral Piping					
	Shell Valve					
	Transfer Piping & Valves					
	Sump Piping & Valves					
Transfer Pump	Packing					
	Casing					
	Petcock					
	Power					
	Ground Wire					
	Area					
Mixers (Two)	Pivot					
	Casing					
	Hatch					
	Power					
	Ground Wire					
	Area					
Manways	Condition					
Chime	Clearly Visible					
	Undermining					
	Condition					
Leak Detection	Piping					
	Valves					
	No Discharge					
Inspection Well	No Oil Sheen					
Paint	Stairs & Walkways					
	Foam Lines					
	Piping					
	Valves					
	Mixers					
	Transfer Pump					
	Hatches					
	Gauging Shack					
	Wind Girder					
	Shell					
	Roof					
	Roof	Debris				
Wax/Oil						
Water						
Ladder						
Pontoon Covers						
Vents						
Shunt Straps						
Legs						
Air Pockets						
Hi-Hi Level Alarm	Microswitch					
Dike Area	Animal Burrows					
	Erosion					
	Water Ponding					
	Drainage/Culverts					
	Debris					
Hazards (Provide LPS Entry)	Trip/Falls					
	Other					



PORTLAND PIPE LINE CORPORATION
Safety, Environment, Customer, Community

Informal Monthly Inspection (IMI) Checklist (API 653)

Tank: 1
Level:
Crude: #REF!

Inspected By: -
Inspection Date: -
Req'd W/O Completion Date: 1/15/1900

DESCRIPTION	ITEM	OK	MONITOR	REPAIRED	WORK ORDER	COMMENTS
SEAL INSPECTION						
Seal Condition	Clean					
	Wax/Oil/Water					
	Gaps (Provide Measurement)					
	Damage					
	Drains					
Gap Location (Parasone)	Gap Length (feet)					Gap Measurement at Widest Point (inches)
1 - 2						
2 - 3						
3 - 4						
4 - 5						
5 - 6						
6 - 7						
7 - 8						
8 - 9						
9 - 10						
10 - 1						



PORTLAND PIPE LINE CORPORATION
Safety, Environment, Customer, Community

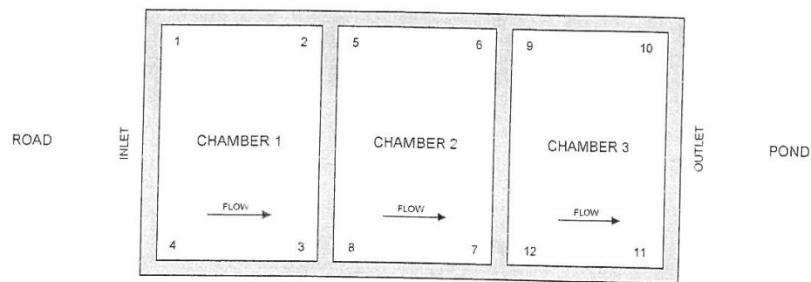
Informal Monthly Inspection (IMI) Checklist (API 653)

Item: OIL-WATER SEPARATOR

Inspected By: -
Inspection Date: -
Req'd W/O Completion Date: 1/15/1900

DESCRIPTION	OK	MONITOR	REPAIRED	WORK ORDER	COMMENTS
Surface water clear of oil or sheen					
Concrete free of cracks and spalls					
Chambers free of plant growth and vegetation					
Inlet grating free of debris and in good condition					
Outlet grating free of debris and in good condition					
Inlet gate valve operable and in good condition					
Outlet gate valve operable and in good condition					
Chambers free of excessive sediment (record depth below)					

LOCATION	SEDIMENT DEPTH	OK	MONITOR	REPAIRED	WORK ORDER	COMMENTS
Chamber 1						
Point 1						
Point 2						
Point 3						
Point 4						
Chamber 2						
Point 5						
Point 6						
Point 7						
Point 8						
Chamber 3						
Point 9						
Point 10						
Point 11						
Point 12						



OIL-WATER SEPARATOR
PLAN VIEW



Item: FUEL OIL TANK
AT HEATING PLANT

[illegible]

PREP EXERCISE PROGRAM RECORDS (SAMPLE)

SAMPLE CHART

20XX PREP EXERCISE PROGRAM RECORDS OIL SPILL RESPONSE EXERCISES & EVENTS ACCORDING TO INTEGRATED CONTINGENCY PLAN - SECTION 4.6

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept	Oct.	Nov.	Dec.
QI Notification Drill (quarterly)												
Facility Notification Drill (semi-annual)												
Equipment Deployment Drill (semi-annual)												
Spill Management Team Table Top (annual)												
Internal Unannounced Exercise (annual)												

CANADA SPECIFIC FORMS

Reporting instructions

1. Incident Accident Report Forms (TSB / NEB)

The Quebec Area Manager will complete these reports, as necessary, and copies shall be submitted to:

- Appropriate Governmental Authorities;
- Quebec Area Manager ;

2. Hazardous Occurrence Investigation Report

This report will be sent within 14 days after the occurrence of the accident, occupational disease or other hazardous occurrence to the Ministry of
The report will be forwarded to:

- Quebec Area Manager ;
- President of MPL;
- Police Department, if necessary.

3. Spill Report Log

The Ministry of Natural Resources requires that the owner of petroleum product facilities, keeps a record of all events. The MPL Quebec Area Manager will maintain a register of all the spills. A spill identification number is to be issued for each occurrence. The information in the sample log is to be recorded in the log for each spill.

TSB Notification of an Accident/Incident Form

To be completed by the Quebec Area Manager (or delegate), within 30 days after the accident or incident.	
1)	Type of certificate issued under section 52 of the NEB Act: _____ Number of certificate issued under section 52: _____
2)	Name of Operator _____
3)	Date of the accident or incident: _____ Time of the accident or incident: _____
4)	Location of the accident or incident: _____
5)	Number of persons that were killed or sustained a serious injury: _____
6)	A Description of the accident or incident and extent of any damage to the commodity pipeline, the environment and other property _____ _____ _____ _____ _____ _____ _____ _____ _____
7)	A description of any dangerous goods contained in or released (volume released) from the commodity pipeline and a description of any action taken by the operator to protect the public: _____ _____ _____ _____ _____ _____ _____ _____ _____
8)	In the case of a reportable accident ¹ , the anticipated arrival time of repair equipment: _____
9)	Name of the person making the report: _____ Address: _____ Title: _____

* See definition of accident / incident on Page K-34.

How to make a report:

Pipeline occurrences shall be reported as soon as possible to the TSB
Rail/Pipeline Occurrence Hot Line at 819-997-7887

This information shall be faxed to the Rail/Pipeline Branch as soon as possible
after the initial call at 819-953-7876

1. A "Reportable Pipeline Accident" is an accident resulting directly from the operation of a pipeline, where:
 - A. A Person sustains a serious injury or is killed as a result of being exposed to:
 - a. A fire, ignition or explosion, or
 - b. A commodity released from the pipeline, or
 - B. The Pipeline
 - a. Sustains damage affecting the safe operation of the pipeline as a result of being contacted by another object or as a result of a disturbance of its supporting environment,
 - b. Causes or sustains an explosion, or a fire or ignition that is not associated with normal operating circumstances, or
 - c. Sustains damage resulting in the release of any commodity.
2. A "Reportable Pipeline Incident" means an incident resulting directly from the operation of a pipeline where
 - a) an uncontained and uncontrolled release of a commodity occurs,
 - b) The pipeline is operated beyond design limits,
 - c) The pipeline causes an obstruction to a ship or to a surface vehicle owing to a disturbance of its supporting environment,
 - d) Any abnormality reduces the structural integrity of the pipeline below design limits,
 - e) Any activity in the immediate vicinity of the pipeline poses a threat to the structural integrity of the pipeline, or
 - a) The pipeline, or a portion thereof, sustains a precautionary or emergency shut-down for reasons that relate to or create a hazard to the safe transportation of a commodity



1

Appendix 1
DETAILED INCIDENT REPORT
Type or print in black pen

Board Use Only		
NEB Incident No. _____	Date Received _____	NEB Investigator _____
Investigator's Comments _____		

Secretary
National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta T2P 0X8 • Fax: (403) 292-5503

PART A - OPERATOR INFORMATION
Name of Company _____
Address of Company _____

Pipeline Name _____
PART B - TIME, WEATHER AND LOCATION OF INCIDENT
Date (month) _____ (day) _____ (year) _____
Hour (24 hour system & time zone) _____
Weather temperature: _____ °C precipitation: _____ windspeed & direction: _____
CSA Class Location ☐ 1 ☐ 2 ☐ 3 ☐ 4
Location (provide specific location using a chainage description (MLV, kmP), land survey description or prominent landmarks)

PART C - ORIGIN OF SPILL/RELEASE
Facility Involved:
☐ Line Pipe ☐ Tank Farm ☐ Pump Station ☐ Compressor Station ☐ Regulator/Meter Station ☐ Gas Plant
☐ Other Related Facility (specify) _____
Equipment Involved:
☐ Pipe ☐ Valve ☐ Pressure relief device ☐ Fitting ☐ Compressor ☐ Pump ☐ Pressure vessel ☐ Tank
☐ Instrumentation
☐ Other (specify) _____
PART D - SPILLS AND RELEASES (Report LVP and HVP spills only if in excess of 1.5 m³)
☐ Gas ☐ LVP ☐ HVP ☐ Toxic Substance
Name of product/substance _____
Volume spilled/released _____ m ³ Volume recovered _____ m ³
Was there a fire? ☐ Yes ☐ No Was there an explosion? ☐ Yes ☐ No

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PART F - LINE PIPE DATA

PART G - CORROSION FAILURES

Circumferential Position Looking Downstream
(mark an X)



PART I - EQUIPMENT MALFUNCTION/FAILURE

PART J - ESTIMATE OF TOTAL INCIDENT COST (Including repair, cleanup and restoration)

PART K - REPAIR DESCRIPTION *(Description of all repairs to the pipeline made necessary by the incident and date of return to service of the pipeline)*

*Local reproduction of this form is permitted

PART L - INJURY AND FATALITY DESCRIPTIONS ☐ Number of Fatalities ☐ Number of Serious Injuries		<i>Serious Injury - includes an injury that results in: fracture of a major bone, amputation of a body part, loss of sight - one or both eyes, internal haemorrhage, third degree burns, unconsciousness, or loss of a body part or function of a body part</i>
NAME	AFFILIATION	FATALITY OR INJURY DESCRIPTION AND CURRENT PATIENT CONDITION
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	
	☐ Company Employee ☐ Contractor Public	

PART M - IMMEDIATE INCIDENT CAUSE OF SERIOUS INJURY/FATALITY (<i>Immediate Cause - means unsafe acts and conditions</i>)	
☐ Defective/inadequate safety devices, tools or equipment ☐ Improper loading or placement ☐ Congested work area/disorderly workplace	☐ Improper operation of safety devices, tools or equipment ☐ Hazardous environment (gases, dust, smoke, fumes or vapours) ☐ Other (<i>specify</i>)

PART N - NARRATIVE OF INCIDENT
Provide a complete description of the incident, including events leading up to, and following the incident. Also include additional information as specified in the guidelines to section 52 of the Onshore Pipeline Regulations. Attach any additional information that may supplement the narrative such as 1) drawing of the incident site 2) photographs 3) schematics 4) maps 5) reports (metallurgical, NDT, inspection, pressure test, etc.) Attach additional sheets of narrative as required.

*Local reproduction of this form is permitted

Spill Report for Ministry of Natural Resources

Spill Report for Ministry of Natural Resources	
ID Number:	
Date of the Release:	
Name and Title of Person in Charge of the Sector Where the Spill Has Arrived::	
Date of the Follow-up Investigation:	
Description of the Corrective Actions:	
Date when the Corrective Action Was Completed:	

ANNEXE L

GLOSSAIRE DES TERMES / ACRONYMES

	<u>PAGE</u>
Glossaire des termes	L-2
Acronymes	L-13

GLOSSAIRE DES TERMES ET ACRONYMES

GLOSSAIRE DES TERMES

Ce lexique contient les définitions des termes qui seront fréquemment utilisés au cours des opérations d'urgence.

Zones d'accès / de transition : Zones désignées et accessibles proches du site pour la collecte et le déploiement d'équipements et /ou de personnel.

Activation : Le processus de mobilisation du personnel et/ou de l'équipement au sein de l'organisation d'intervention en vue de participer aux opérations d'intervention d'urgence.

Activateur : La personne de l'organisation d'intervention dont les responsabilités incluent d'informer d'autres personnes ou groupes de l'organisation qui sont concernées par la mobilisation de personnel et/ou d'équipements.

Conditions météorologiques défavorables : Les conditions météorologiques qui seront prises en compte lors de l'identification des méthodes et des équipements d'intervention dans un plan d'intervention applicable à cet environnement. Les facteurs à prendre en compte avec le capitaine du port (COPT) sont notamment la hauteur des vagues, la glace, la température, la visibilité liée aux conditions météorologiques et les courants dans la zone dans laquelle les systèmes ou les équipements sont censés fonctionner.

Représentant d'organisme : La personne affectée par un organisme à un incident à qui on a délégué le plein pouvoir de prendre des décisions sur toutes les questions ayant une incidence sur la participation de cet organisme aux interventions d'urgence.

Comité de la zone : Désigne, tel que défini aux sections 311(a)(18) et (j)(4) du CWA (*Clean Water Act*, Loi américaine sur protection de l'eau) et selon la modification par la OPA (*Oil Pollution Act*, Loi sur la pollution pétrolière), l'entité nommée par le président et composée de membres des organismes fédéraux, d'état et locaux ayant pour responsabilités d'inclure la préparation d'un plan d'urgence pour la zone désignée par le président. Le comité peut inclure des membres d'office (c.-à-d. sans droit de vote) et d'autres membres (par ex. : des groupes de l'industrie et d'intérêts locaux).

Plan d'urgence de la zone : Comme défini aux sections 311(a)(19) et (j)(4) du CWA (*Clean Water Act*, Loi américaine sur protection de l'eau) et selon la modification par la OPA (*Oil Pollution Act*,

Loi sur la pollution pétrolière), désigne le plan élaboré par un comité de la zone qui, conjointement avec le PUN, doit traiter de la suppression d'un rejet, y compris un pire cas de déversement, ainsi que de l'atténuation ou de la prévention d'une menace substantielle d'un tel déversement par un navire, une installation en mer ou sur terre opérant dans ou à proximité d'une zone désignée par le président.

Déversement moyen le plus probable : Un déversement du moindre de 50 barils ou 1 % du volume du pire déversement.

Baril (bbl) : Mesure de l'espace occupé par 42 gallons américains à 60 degrés Fahrenheit.

Agents de bio remédiation : Désignent les cultures microbiologiques, les additifs enzymatiques ou les additifs nutritifs délibérément introduits dans un déversement d'hydrocarbures et qui augmenteront considérablement le taux de biodégradation pour atténuer les effets du rejet.

Barrage : Un équipement ou une stratégie pour contenir du pétrole flottant librement dans une zone confinée ou pour protéger une zone non contaminée de toute intrusion de pétrole.

Stratégies d'expansion de barrage : Les techniques stratégiques qui identifient l'emplacement et la grandeur du barrage nécessaire pour protéger certaines zones. Ces techniques sont appliquées en identifiant une source potentielle de déversement et en supposant certaines conditions qui pourraient affecter le mouvement du déversement dans l'eau.

Vrac : Les matériaux qui sont stockés ou transportés sous forme liquide, en poudre ou en granulé en vrac et non emballés, pouvant être acheminés par un tuyau, un seau, une goulotte ou un système de courroies.

Zone du capitaine du port (COTP) : La zone spécifiée dans la partie 3 de l'article 33 du CRF (Code des règlements fédéraux aux États-Unis) comme étant l'extension de cette zone vers la mer jusqu'à la limite extérieure de la zone économique exclusive (EE2).

Agents chimiques : Les éléments, les composés

GLOSSAIRE DES TERMES ET ACRONYMES

GLOSSAIRE DES TERMES (suite)

ou les mélanges qui coagulent, se dispersent, se dissolvent, s'émulsifient, moussent, se neutralisent, se précipitent, réduisent, se solubilisent, s'oxydent, se concentrent, se congèlent, se piègent, se fixent, rendent la masse polluante plus rigide ou visqueuse, ou encore, facilitent l'atténuation des effets néfastes ou l'élimination du polluant pétrolier dans l'eau. Les agents chimiques comprennent les additifs biologiques, les dispersants, les agents de sédimentation, divers agents de lutte contre les déversements d'hydrocarbures et les agents de combustion, à l'exclusion des solvants.

Entrepreneur en nettoyage : Les personnes engagées pour entreprendre le nettoyage d'un déversement.

Nettoyage : Aux fins du présent document, le terme nettoyage désigne l'enlèvement et/ou le traitement du pétrole, des substances dangereuses et/ou des déchets ou des matériaux contaminés générés par l'incident. Le nettoyage comprend la restauration du site et de ses ressources naturelles.

Eaux côtières : Aux fins de la classification de la taille des rejets, désignent les eaux de la zone côtière à l'exception des Grands Lacs et des ports déterminés, ainsi que des ports sur les rivières intérieures.

Zone côtière : Selon le PUN, désigne toutes les eaux américaines sujettes à la marée, les eaux américaines des Grands Lacs, des ports déterminés et des ports sur les rivières intérieures, les eaux contigües, les autres eaux de haute mer soumises au PUN, ainsi que les substrats de surface et de sol, les eaux souterraines et l'air ambiant à proximité de ces eaux. Le terme zone côtière délimite un domaine de responsabilité fédérale en matière d'intervention. Les limites précises sont déterminées par les accords EPA/USCG et identifiées dans les plans d'urgence régionaux fédéraux.

Zone d'intervention de district de la Garde côtière (DRG): Selon les articles 311(a)(20) et (j)(3) de la CWA (*Clean Water Act*, Loi américaine sur protection de l'eau), désigne l'entité créée par le secrétaire du département dans lequel le USCG opère dans chacun de ses districts, et comprend : la combinaison du personnel et de l'équipement du USCG, incluant le matériel de lutte contre les incendies de chaque port du district, l'équipement pré-positionné supplémentaire, et une équipe consultative d'intervention de district.

Commandement : L'acte de contrôler des ressources en main-d'œuvre et en équipement en vertu d'un pouvoir explicite ou délégué.

Poste de commandement : Un site situé à une distance sécuritaire du site du déversement, où les décisions d'intervention sont prises, les équipements et la main-d'œuvre déployés et les communications gérées. Le commandant sur le lieu de l'incident et les coordonnateurs sur place peuvent diriger l'intervention à partir de cet endroit.

Équipement de communication : L'équipement qui sera utilisé pendant les opérations pour maintenir la communication entre les employés de la compagnie, les entrepreneurs, les organismes fédéraux / d'état / locaux. (Équipement radio, téléphonique et de liaisons).

Barrage de confinement : Un dispositif de flottaison/franc-bord, constitué d'une jupe/d'un rideau, d'un longeron et d'un ballast, conçu pour piéger et contenir le produit à récupérer.

Plan d'urgence : Un document utilisé par (1) les organismes fédéraux, d'état et locaux pour orienter leurs procédures de planification et d'intervention en cas de déversement de pétrole, de substances dangereuses ou pour d'autres situations d'urgence; (2) un document utilisé par l'industrie comme plan d'intervention en cas de déversement de pétrole, de substances dangereuses ou d'autres situations d'urgence survenant sur leurs navires ou à leurs installations.

Contrat ou autre approbation : Selon l'OPA 90, désigne un contrat écrit avec un entrepreneur en intervention d'urgence, une attestation du propriétaire de l'installation ou de l'exploitant attestant que le personnel et les équipements leur appartiennent, qu'ils sont exploités ou sous le contrôle direct de l'installation et disponibles dans les délais impartis, qu'ils adhèrent activement à une organisation locale ou régionale de lutte contre les déversements de pétrole, et/ou que l'équipement appartient à l'installation.

Zones critiques à surveiller : Les zones qui, si elles étaient touchées par du pétrole déversé, pourraient menacer la sécurité ou la santé du public.

Ressources culturelles : Les ressources actuelles, historiques, préhistoriques et archéologiques comprenant des gisements, des structures, des ruines, des sites, des bâtiments,

GLOSSAIRE DES TERMES ET ACRONYMES

GLOSSAIRE DES TERMES (suite)

des tombes, des artefacts, des fossiles ou d'autres objets antiques qui fournissent des informations sur la culture historique ou préhistorique des habitants et également de l'histoire naturelle du pays.

Évaluation des dommages : Le processus d'appréciation et de mesure des dommages et des atteintes à l'environnement humain et aux ressources naturelles, y compris les ressources culturelles. Les dommages incluent les différences entre les conditions et l'utilisation des ressources naturelles et l'environnement humain sans l'incident et les conditions et l'utilisation après l'incident. L'évaluation des dommages inclut la planification et l'évaluation des coûts de la restauration.

Décontamination : Le retrait des substances dangereuses du personnel et de leurs équipements qui est nécessaire pour prévenir les effets néfastes sur la santé.

Déversement : Toute fuite, déversement, pompage, émission, vidange, écoulement ou décharge.

Dispersants : Désigne les agents chimiques qui émulsifient, dispersent ou solubilisent les hydrocarbures dans la colonne d'eau ou qui favorisent l'épandage en surface des nappes d'hydrocarbures pour faciliter la dispersion du pétrole dans la colonne d'eau.

Barrage de déviation : Un dispositif de flottaison/franc-bord, constitué d'une jupe/rideau, d'un longeron et d'un ballast, conçu pour dévier ou détourner le produit vers un point de collecte ou pour l'éloigner de certaines zones.

Alimentation en eau potable : Selon la définition de la section 101(7) du *CERCLA*, désigne toute source d'eau brute ou traitée qui est ou peut être utilisée par un réseau public de distribution d'eau (au sens de la Loi sur l'approvisionnement en eau potable) ou comme eau potable par un ou plusieurs individus.

Zones économiquement sensibles : Les zones d'importance économique pour le public qui, en raison de leur proximité avec des sources potentielles de déversement, peuvent nécessiter une protection particulière et qui comprennent notamment, mais sans s'y limiter : les prises d'eau potable et industrielle, les écluses et barrages, et les marinas publiques et privées.

Centre de commandement d'urgence/ Poste de

commandement sur le terrain : Un site situé à une distance sécuritaire du site du déversement, où sont prises les décisions d'intervention, les équipements et la main-d'œuvre déployés et les communications gérées. Le commandant sur le lieu de l'incident et les coordonnateurs sur place peuvent diriger l'intervention à partir de cet emplacement ou peuvent être situés dans un poste de commandement de l'incident à distance. (Voir aussi - Poste de commandement de l'incident).

Plan d'intervention d'urgence : Un document utilisé par (1) les organismes fédéraux, provinciaux, d'état ou locaux pour orienter les procédures de planification et d'intervention en cas de déversement de pétrole, de substances dangereuses ou dans d'autres situations d'urgence; (2) un document utilisé par l'industrie comme plan d'intervention en cas de déversements de pétrole, de substances dangereuses ou dans d'autres situations d'urgence survenant sur leurs navires ou leurs installations.

Service d'urgence : Les activités organisées par les gouvernements d'état et locaux pour préparer et mener à bien toute activité visant à prévenir, à minimiser, à intervenir ou à récupérer après une urgence.

Sensibilité de l'environnement socio-économique : Une ressource naturelle particulièrement délicate ou sensible qui nécessite une protection en cas d'incident polluant. (Voir Zones économiquement sensibles et Zones écologiquement sensibles).

Zones écologiquement sensibles : Ruisseaux et plans d'eau, zones d'alimentation des aquifères, sources, zones humides, zones agricoles, zones d'élevage d'oiseaux, espèces en danger ou menacées (faune et flore), réserves fauniques ou zones de conservation, parcs, plages, dunes ou toute autre zone protégée ou gérée pour sa valeur en ressources naturelles.

Installation : Installation terrestre ou sur l'eau comprenant, sans s'y limiter, les structures, l'équipement et les accessoires associés, utilisés ou pouvant être utilisés pour transférer du pétrole vers ou à partir d'un navire privé ou public. Une installation comprend des installations fédérales, d'état, municipales et privées.

Opérateur de l'installation : La personne qui

GLOSSAIRE DES TERMES ET ACRONYMES

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possède, exploite ou est responsable de l'exploitation de l'installation.

Fonds fédéraux : Le fonds en fiducie créé par l'OPA pour les actions en cas de déversement.

Équipe fédérale d'intervention régionale : L'organisation fédérale d'intervention (composée de représentants d'organismes fédéraux et d'état sélectionnés) qui agit en tant qu'organisme régional responsable de la planification et de la préparation avant un déversement de pétrole et conseille le FOSC en cas de déversement majeur ou important.

Plan fédéral d'intervention (FRP) : Désigne l'accord signé par 25 ministères et organismes fédéraux en avril 1987 et élaboré aux termes de la loi de 1977 sur la réduction des risques de tremblements de terre et de la loi de 1974 sur les secours en cas de catastrophe, modifiée par la loi de Stafford de 1988 sur les secours en cas de catastrophe.

Poste de commandement sur le terrain – Voir Centre des opérations d'urgence.

Premiers répondants, organisme de première intervention : Un organisme de sécurité ou de santé publique (par exemple, service d'incendie ou de police) chargé d'intervenir lors d'un déversement pendant la phase d'urgence et d'atténuer les risques immédiats pour la vie, la santé, la sécurité ou les biens.

Manipuler : Transférer, transporter, pomper, traiter, transformer, entreposer, éliminer, forer ou produire.

Quantité nocive de pétrole : La présence de pétrole provenant d'un déversement non autorisé en quantité suffisante pour créer un film visible ou un lustre ou une décoloration sur la surface de l'eau ou d'un rivage, un fond de marée, une plage, un marais, ou créant de la boue ou une émulsion qui sera déposée sous la surface de l'eau ou sur un rivage, un fond de marée, une plage ou un marais.

Matériau dangereux : Toute substance solide, liquide ou gazeuse non radioactive qui, si elle n'est pas contrôlée, peut être nocive pour l'homme, les animaux et l'environnement, y compris, sans s'y limiter, les substances définies comme déchets dangereux, déchets extrêmement dangereux, pétrole ou polluants.

Substance dangereuse : Toute substance désignée comme telle par l'administrateur de l'EPA en vertu de la loi CERCLA, réglementée en

vertu de l'article 311 de la loi fédérale sur la lutte contre la pollution des eaux ou libéré par le SERC.

Déchets dangereux : Tout déchet solide identifié ou répertorié comme déchet dangereux par l'administrateur de l'EPA conformément à la loi fédérale sur l'élimination des déchets solides, amendée par la Loi sur la conservation et la récupération des ressources (RCRA), 42 U.S.C., section 6901, et seq. telle qu'amendée. L'administrateur de l'EPA a identifié les caractéristiques des déchets dangereux et a énuméré certains déchets comme dangereux au chapitre 40 du Code de réglementations fédérales, Partie 261, sous parties C et D respectivement.

HAZMAT : Matières ou substances dangereuses, dont l'exposition peut avoir des effets néfastes sur la santé et la sécurité des employés.

HAZWOPER : L'OSHA a publié un règlement sur les opérations de traitement des déchets dangereux et les interventions d'urgence visant à couvrir les aspects de la sécurité et de la santé des travailleurs liés à l'intervention d'urgence.

Stress thermique : Une condition physique dangereuse causée par une surexposition à des températures extrêmement élevées.

Hypothermie : Une condition physique dangereuse causée par une surexposition au gel.

Incident : Tout événement entraînant un déversement ou une fuite de pétrole ou de matières dangereuses. Il peut être nécessaire que le personnel des services d'urgence intervienne pour prévenir ou minimiser les pertes de vies ou les dommages aux biens et/ou aux ressources naturelles.

Plan d'action en cas d'incident : Le plan d'action en cas d'incident qui a été préparé lors de la première réunion, qui contient des objectifs généraux de contrôle reflétant la stratégie globale en matière d'incident.

Réunion d'information sur l'incident : Une réunion tenue pour assurer une compréhension complète, précise et à jour de l'incident, de la nature et de l'état des opérations de contrôle ainsi que de la nature et de l'état des opérations d'intervention, assurer la pertinence des opérations de contrôle et d'intervention, commencer à organiser les opérations de contrôle et d'intervention, et préparer les interactions avec le monde extérieur.

Poste de commandement d'incident (PCI) :

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L'emplacement où toutes les fonctions principales de commandement sont exécutées.

Système de commandement d'incident (SCI) : La combinaison des installations, des équipements, du personnel, des procédures et des communications fonctionnant dans une structure organisationnelle commune, avec la responsabilité de la gestion des ressources affectées lors d'un incident.

Commandant de l'incident (CI) : La seule personne responsable à tout moment d'un incident. Le Commandant de l'incident sera chargé d'établir un commandement unifié avec tous les coordonnateurs sur place.

Tribu indienne : Au sens de l'article 1001 de l'OPA, désigne toute tribu, bande, nation ou autre groupe organisé ou communauté indienne, à l'exclusion des sociétés régionales ou villageoises autochtones d'Alaska, reconnues comme éligibles aux programmes et aux services spéciaux fournis par les États-Unis aux Indiens en raison de leur statut d'Indien et a l'autorité gouvernementale sur les terres appartenant à la tribu ou contrôlées par celle-ci.

Nettoyage initial : Une action corrective sur un site pour éliminer les risques aigus liés à un déversement. Une action initiale de nettoyage est mise en œuvre sur un site lorsqu'un déversement de matériau constitue une menace imminente, réelle ou potentielle, pour la santé publique ou l'environnement, ou lorsque le niveau de difficulté du nettoyage augmente considérablement s'il n'y a pas d'action corrective en temps opportun. Tous les sites doivent être évalués pour déterminer si le nettoyage initial est un nettoyage complet. Toutefois, cela ne sera pas possible dans tous les cas en raison des conditions du site (c.-à-d. un site où un transport terrestre ou une inondation peut se produire).

Notification initiale : Le processus consistant à informer le personnel de la compagnie et des organismes fédéraux/provinciaux/locaux lorsqu'un déversement s'est produit, y compris toutes les informations pertinentes disponibles concernant l'incident.

Interventions initiales : Les mesures immédiates que doit prendre l'observateur du déversement après la détection d'un déversement.

Zone intérieure : Désigne la zone côtière des

limites définies dans le chapitre 46 du *CRF*, partie 7, à l'exception de la zone située dans le golfe du Mexique, c'est la zone côtière des lignes de démarcation (lignes *COLREG*) définies aux §80.740 à 80.850 de ce chapitre. La zone intérieure ne comprend pas les Grands Lacs.

Eaux intérieures : Les eaux d'état non considérées comme des eaux côtières; lacs, rivières, étangs, sources, eaux souterraines et autres.

Zone intérieure : Désigne l'environnement intérieur de la zone côtière à l'exclusion des Grands Lacs, ainsi que des ports déterminés situés sur des rivières intérieures. Le terme « zone intérieure » délimite un domaine de responsabilité fédérale en matière d'intervention. Les limites précises sont déterminées par les accords *EPA/USCG* et identifiées dans les plans d'urgence régionaux fédéraux.

Plan d'urgence intégré : Un plan qui regroupe la préparation et les procédures d'intervention en un seul document 1) pour plusieurs emplacements dans une entreprise ou 2) qui satisfait plusieurs organismes de réglementation avec un seul document.

Site de stockage provisoire : Un site utilisé pour stocker temporairement les déchets de pétrole ou le pétrole récupéré jusqu'à ce qu'ils soient éliminés dans un site de dépôt permanent. Les sites de stockage provisoires comprennent des camions, des barges et d'autres véhicules utilisés pour stocker les déchets jusqu'au début du transport.

Organisme responsable : Organisme gouvernemental qui assume la direction des activités d'intervention.

Organisme fédéral responsable : L'organisme qui coordonne l'intervention fédérale en cas d'incident survenu dans les eaux navigables. Les principales agences fédérales sont :

- **Garde côtière des États-Unis :** Incidents liés aux hydrocarbures et aux produits chimiques dangereux dans les eaux navigables.
- **Agence de protection de l'environnement :** Incidents impliquant des hydrocarbures et des produits chimiques dangereux dans les eaux intérieures.

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Agence d'état responsable : L'organisme qui coordonne le soutien de l'état aux organismes fédéraux et/ou locaux ou qui assume la direction en l'absence d'intervention fédérale.

Chargement : Transfert à partir d'une installation à un véhicule.

Comité local de planification d'urgence (LEPC) : Un groupe de représentants locaux nommés par la Commission d'état d'intervention d'urgence (SERC) devant préparer un plan d'urgence complet pour le district de planification d'urgence local, comme requis par la loi sur la planification d'urgence et le droit du public à l'information (*Emergency Planning and Community Right-to-know Act - EPCRA*).

Gouvernement local : Toute métropole, municipalité, ville, village ou autre subdivision politique de l'état ou de la province, ainsi que toute tribu indienne ou organisation tribale.

Équipe locale d'intervention : Les personnes désignées qui rempliront les rôles définis dans le plan d'intervention en cas de déversement de pétrole ou de substances dangereuses. Ils superviseront et contrôleront toutes les opérations d'intervention et de nettoyage.

Limite inférieure d'explosivité : La mesure de l'air qui est utilisée pour déterminer la concentration la plus basse de vapeurs alimentant la combustion. Cette mesure doit être effectuée avant d'entrer dans une zone de déversement.

Marinas : Petits ports avec quais, services, etc. pour des bateaux de plaisance.

Installation liée au transport maritime : Une installation terrestre, y compris la tuyauterie et toute structure utilisée pour transférer du pétrole vers ou à partir d'un navire, et soumise à la réglementation en vertu de la norme 33 *CRF* partie 154 et, tout port en eau profonde, soumise à la norme 33 du *CRF* section 150.

Déversement moyen : Désigne un déversement supérieur à 2,100 gallons (50 barils) et inférieur ou égal à 36,000 gallons (85 barils ou +) ou à 10 % de la capacité du réservoir le plus grand, selon la valeur la plus basse et ne pas dépasser le pire cas de déversement.

Plan d'urgence national : Le plan élaboré en vertu de la loi fédérale sur la lutte contre la

pollution des eaux - *Federal Water Pollution Control Act* - (Code 33 des États-Unis, §1321 et suivantes) et le *Comprehensive Environmental Response, Compensation, and Liability Act* de 1980 (42 United State Code § 9601 et seq.), révisés de temps à autre.

Centre national des fonds de lutte contre la pollution (National Pollution Funds Center - NPFC) : Désigne l'entité créée par le secrétaire aux transports chargé d'administrer le fonds fiduciaire pour la responsabilité en cas de déversement de pétrole (*OSLTF*). Les attributions du *NPFC* sont notamment les suivantes : fournir au *OSLTF* un accès approprié aux organismes fédéraux et d'état pour les actions de récupération, ainsi qu'aux mandataires fédéraux afin d'entamer l'évaluation des dommages causés aux ressources naturelles; fournir un accès approprié au *OSLTF* pour les réclamations; et coordonner la récupération des coûts.

Système national d'intervention (SNI) : Est le mécanisme de coordination des interventions de tous les ordres de gouvernement à l'appui du Coordonateur sur le site. Le SNI se compose des ÉNI, des ÉIR, de CSS, des comités régionaux, des équipes spéciales et des entités d'appui connexes.

Équipe de frappe nationale : Est une équipe spéciale créée par la *USCG*, comprenant les trois équipes d'intervention de la *USCG*, l'équipe de soutien à l'information du public, et le centre national de coordination des équipes de frappe. L'équipe de frappe nationale est disponible pour aider les CSS dans leurs tâches de préparation et d'intervention.

Centre de coordination de l'équipe de frappe nationale : Les alinéas 311(a)(23) et (j)(2), définissent l'unité d'intervention nationale. Il s'agit de l'unité créée par le secrétaire du département à l'intérieur duquel le *USCG* exerce ses activités à Elizabeth City, en Caroline du Nord, avec comme responsabilités : l'administration des équipes d'intervention du *USCG*, la maintenance des inventaires d'équipement de prévention et des réseaux logistiques et la réalisation d'un programme national d'exercices.

Ressource naturelle : Les terres, les poissons, les espèces sauvages, les biotes, l'air, les nappes phréatiques, les réserves d'eau potable et les autres ressources de ce type appartenant à, gérées par, détenues ou confiées à, contrôlées

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par l'état, le gouvernement fédéral ou une municipalité.

Eaux navigables : Comme défini au chapitre 40 du *CRF* 110.1, les eaux des États-Unis y compris les mers territoriales. Ce terme inclut :

Toutes les eaux qui sont actuellement utilisées, ont été utilisées dans le passé ou sont susceptibles d'être utilisées dans le commerce entre États ou à l'étranger, y compris toutes les eaux soumises aux marées.

Les eaux inter-états, y compris les zones humides inter-états.

Toutes les autres eaux comme les lacs, les rivières, les ruisseaux (y compris les cours d'eau occasionnels), les vasières, les plaines sablonneuses et les zones humides inter-états, dont l'utilisation, la dégradation ou la destruction affecterait ou pourrait affecter le commerce entre états ou le commerce extérieur y compris de telles eaux.

Les eaux qui sont ou pourraient être utilisées par des voyageurs internationaux ou étrangers à des fins récréatives ou autres.

Desquelles des poissons ou crustacés sont ou pourraient être prélevés ou vendus dans le commerce entre états ou à l'étranger, et

Qui sont utilisées ou pourraient être utilisées à des fins industrielles par des entreprises de commerce entre états.

Tous les bassins de retenue des eaux autrement définis comme eaux navigables en vertu de la présente section.

Les affluents des eaux identifiés aux paragraphes (a) à (d) de la présente définition, y compris les zones humides adjacentes; et,

Les zones humides adjacentes aux eaux identifiées aux paragraphes (a) à (e) de cette définition : à condition que le système de traitement des déchets (autres que les bassins de refroidissement répondant aux critères de ce paragraphe) ne soit pas des eaux des États-Unis.

Les eaux des États-Unis n'incluent pas les terres cultivées converties antérieurement. Nonobstant la détermination du statut d'une région de terres cultivées converties antérieurement par un autre organisme fédéral,

aux fins de la Loi sur la protection de l'eau (Clean Water Act), la compétence reste à l'EPA.

Zone littorale : Selon l'OPA 90, la zone s'étendant au large à 12 milles des lignes de démarcation définies dans le chapitre 46 du *CRF* partie 7, sauf dans le golfe du Mexique. Pour le golfe du Mexique, il s'agit d'une zone qui s'étend au large à 12 milles de la ligne de démarcation aux articles §80.740 à 80.850 du chapitre 33 du *CRF*.

Huile non persistante ou du groupe 1 : Une huile à base de pétrole qui, au moment de l'expédition est composée de fractions d'hydrocarbures :

1. Au moins 50 % de ce volume, se distille à une température de 340 degrés C (645 degrés F);
2. Au moins 95% de ce volume, se distille à une température de 350 C (700 degrés F).

Océan : La haute mer, la zone extracôtière et la zone littorale définies dans la présente sous-partie.

Zone extracôtière : La zone allant jusqu'à 38 milles marins au large de la limite extérieure de la zone littorale.

Pétrole ou huiles : Les hydrocarbures naturels à la température et à la pression atmosphérique provenant de la terre, incluant les condensats et l'essence naturelle et leurs fractionnements, y compris, sans toutefois s'y limiter, le pétrole brut, l'essence, le mazout, les boues de vidange, les résidus d'huile et des hydrocarbures mélangés à des déchets autres que les déblais de dragage. Le pétrole ne contient aucune des substances énumérées au tableau 302.4 du chapitre 40 du *CRF* partie 302 adopté le 14 août 1989, à la section 101(14) de la loi fédérale de 1980 sur la protection, l'environnement et la responsabilité en matière d'environnement, telle qu'amendée par P. L. 99-499.

Fonds fiduciaire pour les interventions en cas de déversement de pétrole : Désigne le fonds créé en vertu de la section 9509 du *Internal Revenue Code* de 1986 (26 U.S.C. 9509).

Déchets huileux : Des déchets contaminés par le produit résultant d'un déversement ou des opérations d'intervention en cas de déversement.

Coordonnateur sur le site (CSS) : Désigne le fonctionnaire fédéral préalablement désigné par

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l'EPA ou le USCG pour coordonner et diriger l'intervention selon la sous-partie D.

Sur le site : Désigne l'étendue géographique de la contamination et toutes les zones appropriées très proches de la contamination qui sont nécessaires à la mise en œuvre d'une action d'intervention.

Haute mer : La zone comprise entre 38 milles nautiques au large de la limite extérieure de la zone littorale et la limite au large de la zone économique exclusive.

Cédant ou opérateur : Toute personne, personne physique, société de personnes, compagnie, association, unité gouvernementale ou organisation publique ou privée de toute nature.

Huile persistante : Une huile à base de pétrole qui ne répond pas aux critères de distillation pour une huile non persistante. Aux fins de la présente annexe, les huiles persistantes sont classées en fonction de leur densité comme suit :

1. Groupe II densité inférieure à 0,85
2. Groupe III densité comprise entre 0,85 et de 0,95
3. Groupe IV densité de 0,95 à 1,0
4. Groupe V densité supérieure à 1.0

Titulaire du plan : Le titulaire du plan est l'installation de transport liée à l'industrie pour laquelle un plan doit, en vertu de la réglementation fédérale, être soumis par le propriétaire de l'installation ou l'exploitant du navire.

Intervention après une situation d'urgence : La partie de l'intervention effectuée après la menace immédiate d'un déversement ayant été stabilisée ou éliminée et que le nettoyage des sites a commencé.

Après la situation d'urgence : La phase des opérations d'intervention menée après que la menace immédiate de déversement ait été stabilisée et que les opérations de nettoyage aient commencé.

Entrepreneurs de première intervention ou entrepreneurs : Un particulier, une entreprise ou une coopérative qui a le mandat directement par le titulaire du plan de fournir du matériel et /ou du personnel pour le confinement ou le nettoyage des hydrocarbures déversés.

Personne qualifiée (PQ) : Une personne ou une entité habilitée à mobiliser un entrepreneur en nettoyage de déversement, à assurer la liaison

avec le coordonnateur sur le site et à engager les fonds nécessaires à l'exécution des activités d'intervention.

Aires de loisirs : Lieux accessibles au public où se déroulent des événements sociaux/sportifs.

Équipe d'intervention régionale (ÉIR) : L'organisme fédéral d'intervention (composé de représentants d'organismes fédéraux et d'état sélectionnés) qui joue un rôle d'organisme régional responsable de l'ensemble de la planification et de la préparation envers des rejets d'hydrocarbures et de matières dangereuses et qui conseille le CSS en cas de déversement majeur ou important.

Confinement ou élimination : Comme défini à la section 311(a)(8) de la CWA, « Clean Water Act » fait référence au confinement et à l'élimination des hydrocarbures ou substances dangereuses de l'eau, des rivages ou l'application de toute autre mesure nécessaire pour réduire au minimum ou atténuer les dommages causés à la santé publique ou au bien-être (y compris, sans toutefois s'y limiter, les poissons, les crustacés, les animaux sauvages, les propriétés publiques ou privées, les rives et les plages) ou à l'environnement. Dans le cadre du PUN, le terme inclut également la surveillance des actions visant à éliminer les rejets.

Activités d'intervention : Le confinement et l'extraction des hydrocarbures des eaux et des rivages, le stockage temporaire et l'élimination des hydrocarbures récupérés, ou la prise de toute autre mesure nécessaire pour minimiser ou atténuer les dommages causés à la santé publique ou au bien-être ou à l'environnement.

Entrepreneurs en intervention : Les personnes et/ou compagnies sous contrat pour entreprendre une action d'intervention visant à contenir et/ou nettoyer un déversement.

Directives générales d'intervention : Les lignes directrices pour la première intervention basées sur le type de produit impliqué dans le déversement. Elles sont utilisées pour déterminer les méthodes et l'équipement de nettoyage.

Plan d'intervention : Le manuel pratique utilisé par l'industrie pour réagir à un déversement. Ses éléments clés comprennent : (1) identifier la séquence des notifications, les responsabilités, les techniques d'intervention, etc. dans un format

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facile à utiliser; (2) utiliser un arbre de décision, des organigrammes et des listes de contrôle pour assurer l'intervention appropriée aux déversements présentant des caractéristiques variables; et, (3) séparer les informations nécessaires pendant l'intervention des données requises par les organismes de réglementation pour éviter toute confusion lors d'un incident de déversement.

Ressources d'intervention : Tout le personnel et les principaux équipements disponibles ou potentiellement disponibles pour l'affectation à des tâches d'incident pour lesquelles l'état est maintenu.

Partie responsable : Toute personne, propriétaire/exploitant ou installation qui a le contrôle sur le pétrole ou sur une substance dangereuse immédiatement avant son entrée dans l'atmosphère, dans ou sur l'eau, la surface ou le sous-sol de l'état.

Priorité d'intervention : Le mécanisme utilisé pour optimiser l'utilisation efficace des ressources humaines et matérielles en fonction de leur disponibilité au cours d'une période opérationnelle.

Ressources d'intervention : Tout le personnel et les principaux équipements disponibles ou potentiellement disponibles pour l'affectation à des tâches d'incident pour lesquelles l'état est maintenu.

Restauration : Les actions nécessaires pour remettre le site dans son état initial.

Rivières et canaux : Un plan d'eau confiné à l'intérieur des terres et dont la profondeur est égale ou inférieure à 12 pieds, y compris la voie navigable inter-côtière frontalière et d'autres voies navigables créées artificiellement pour la navigation.

Sécurisation de la source : Les mesures à prendre pour arrêter le déversement de pétrole à la source du déversement.

Agents d'affaissement : Désigne les additifs appliqués aux rejets d'hydrocarbures pour immerger les polluants flottant sous la surface de l'eau.

Caractérisation du site : L'évaluation du site de nettoyage afin de déterminer les procédures de

sécurité et de santé appropriées nécessaires pour protéger les employés des dangers identifiés.

Conditions du site : Les détails de la zone entourant l'installation, y compris la description des rives, les conditions météorologiques typiques, les répartitions socio-économiques, etc.

Plan de santé et de sécurité sur le site : Le plan spécifique au site élaboré au moment d'un incident qui traite :

- L'analyse des risques pour la santé et la sécurité pour chaque opération.
- L'équipement de protection individuelle à utiliser.
- Les exigences en matière de formation pour les travailleurs du site.
- Les exigences en matière de surveillance médicale.
- Les exigences en matière de surveillance de la qualité de l'air.
- Les mesures de contrôle du site.
- Les procédures de décontamination.
- Les procédures d'intervention d'urgence.
- Les procédures d'entrée dans un espace clos.

Sécurité et contrôle du site : Les mesures à prendre pour fournir les garanties nécessaires à la protection du personnel, des propriétés et du grand public, afin d'assurer l'efficacité des opérations de nettoyage.

Écrèmeurs : Les dispositifs mécaniques utilisés pour écrémer la surface de l'eau et récupérer les hydrocarbures flottants. Il y a quatre catégories d'écrèmeurs (têtes d'aspiration, barrages flottants, unité de surface oléophiles et dispositifs hydrodynamiques) dont l'efficacité varie en fonction du type de pétrole et de la taille du déversement.

Barrage piège (Snare boom) : Le pétrole adhère au matériau du barrage et ainsi le récupère.

Absorbants : Des matériaux allant des produits naturels aux mousses polymères synthétiques placées dans des zones confinées pour absorber de petites quantités de pétrole. Les absorbants sont efficaces pour protéger les passerelles, les ponts de bateau, les zones de travail et les zones nettoyées ou non contaminées.

Déversement : Un déversement non autorisé d'hydrocarbure ou de substance dangereuse dans les eaux de l'état.

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Équipe de gestion des déversements (ÉGD) : Le personnel affecté dans la structure organisationnelle pour gérer la mise en œuvre du plan d'intervention.

Observateur de déversement : Le premier individu de l'installation qui découvre le déversement. Cette personne doit agir en tant que premier intervenant et en tant que responsable jusqu'à sa relève par un superviseur autorisé.

Déversement d'importance nationale (DIN) : Désigne un déversement qui, en raison de sa gravité, de sa taille, de son emplacement, de son impact réel ou potentiel sur la santé publique, le bien-être ou l'environnement, ou qui exige des efforts d'intervention si complexes qu'il nécessite une coordination extraordinaire des autorités fédérales, d'état, locales et des ressources de la partie responsable pour confiner et nettoyer le déversement.

Équipe de gestion des déversements (ÉGD) : Le personnel affecté dans la structure organisationnelle pour gérer la mise en œuvre du plan d'intervention.

Intervention lors d'un déversement : Toutes les mesures prises pour faire face aux déversements d'hydrocarbures et de substances dangereuses, par exemple : recevoir et transmettre des notifications, collecter des informations et les conseils techniques téléphoniques, la préparation et les déplacements vers et depuis les sites de déversements, diriger les opérations de nettoyage, évaluer les dommages, rédiger les rapports, les la mise en application et les actions des enquêtes, récupérer les coûts et développer le programme.

Personnel d'intervention en cas de déversement : Le personnel du gouvernement fédéral, d'état, des organismes locaux et de l'industrie responsable de la participation ou d'une autre implication dans l'intervention en cas de déversement. Tous les membres du personnel d'intervention en cas de déversement seront pré-approuvés sur une liste conservée dans chaque région.

Zones de transition : Les zones désignées à proximité du site du déversement, accessibles pour la collecte et le déploiement d'équipement et/ou du personnel.

Commission d'état d'intervention d'urgence (CÉIU - « SERC ») : Un groupe de fonctionnaires nommés par le gouverneur pour mettre en œuvre

les dispositions du Titre III « *Federal Superfund Amendments and Re-authorization Act of 1986 – SARA* ». Le « *SERC* » approuve le plan national de prévention des déversements d'hydrocarbures et de substances dangereuses et les plans d'intervention d'urgence locaux.

Agents de collecte de surface : Désigne les agents chimiques qui forment un film de surface pour contrôler l'épaisseur de la couche de pétrole.

Agent de nettoyage de surface : Tout produit qui élimine le pétrole des surfaces solides, comme les plages, les rochers, par un mécanisme de détergence et n'implique pas la dispersion du pétrole dans la colonne d'eau

Bateau-citerne : Un bateau-citerne autopropulsé construit ou adapté principalement pour transporter des matières dangereuses en vrac dans les espaces de cargaison.

Tableaux des courants de marée : Les tableaux contenant les heures et les hauteurs prévues des marées hautes et basses pour chaque jour de l'année pour la zone désignée.

Analyse de trajectoire : Les estimations faites concernant la taille, l'emplacement et les déplacements d'un déversement au moyen d'une surveillance aérienne ou par des modèles informatiques.

Transfert : Tout mouvement du pétrole à destination ou en provenance d'un navire, par pompage, gravité ou déplacement.

Fiduciaire : Désigne un responsable d'un organisme fédéral de gestion des ressources naturelles signalé dans la sous-partie G du PUN, ou un représentant de l'état ou une tribu indienne désignée ou, dans le cas d'un déversement couvert par la « *OPA* », un représentant d'un gouvernement étranger qui peut soumettre des réclamations pour des dommages en vertu de l'article 1006 de la « *OPA* ».

Assureur : Un assureur, une compagnie de cautionnement, un garant ou toute autre personne autre que le propriétaire ou l'exploitant d'un navire ou d'une installation qui s'engage à assumer en tout ou en partie la responsabilité du propriétaire ou de l'exploitant.

Commandement unifié : La méthode par laquelle les organismes locaux, d'état et fédéraux

GLOSSAIRE DES TERMES ET ACRONYMES

GLOSSAIRE DES TERMES (suite)

et la partie responsable collaborent avec le commandant sur les lieux de l'incident pour :

- Déterminer leurs rôles et responsabilités pour un incident donné.
- Déterminer leurs objectifs globaux pour la gestion d'un incident.
- Choisir une stratégie pour atteindre les objectifs convenus.
- Déployer des ressources pour atteindre les objectifs convenus.

Réunion du commandement unifié ou coordonné : Elle est tenue pour obtenir un accord sur les objectifs stratégiques et les priorités d'intervention, pour revoir les stratégies tactiques, pour participer à la planification conjointe, pour intégrer les opérations d'intervention, pour optimiser l'utilisation des ressources et minimiser les conflits.

Secteur du « USCG »: Est une unité opérationnelle terrestre de la garde côtière des États-Unis. Chaque secteur est responsable de l'exécution de toutes les missions de la garde côtière dans sa zone de responsabilité, avec le soutien opérationnel des garde-côtes (*Coast Guard Cutters*) et des bases aériennes. Les sous-unités d'un secteur comprennent les stations et les équipes d'aide à la navigation. Certains secteurs ont également des sous-unités comme des bureaux de secteur et des unités de sécurité maritime responsables de l'exécution de la mission dans la zone de responsabilité du secteur. Il y a 35 secteurs dans neuf districts et 2 zones.

Bénévoles : Une personne qui fait le don de ses services ou de son temps sans recevoir de compensation monétaire.

Déchets : Le pétrole ou les sols contaminés, les débris et les autres substances retirés des eaux côtières et des eaux adjacentes, des rives, des estuaires, des vasières, des plages ou des marais lors d'une intervention pour un déversement non autorisé. Les déchets désignent toute matière solide, liquide ou autre destinée à être éliminée ou jetée et générée à la suite d'un déversement non autorisé. Les déchets ne comprennent pas les substances destinées à être recyclées si elles le sont dans les 90 jours de leur génération ou si elles sont acheminées vers une installation de recyclage dans ce délai.

Eaux des États-Unis. – Voir les eaux navigables.

Zones humides : Les zones inondées ou saturées par des eaux de surface ou souterraines à une fréquence ou une durée suffisante pour permettre, et qui, dans des circonstances normales, entretiennent une prévalence de végétation typiquement adaptée à la vie dans les sols saturés. Les zones humides comprennent généralement les lacs temporaires, les marécages, les marais, les tourbières et des zones similaires telles que les bourbiers, les marmites torrentielles des Prairies, les prairies humides, les débordements de rivières des prairies, les vasières et les étangs naturels (40 CRF 112.2(y)).

Sauvetage de la faune : Les efforts faits en collaboration avec des organismes fédéraux et d'état pour récupérer, nettoyer et réhabiliter les oiseaux et la faune touchés par un déversement d'hydrocarbures.

Pire cas de déversement : Le plus grand déversement prévisible dans des conditions météorologiques défavorables. Pour les installations situées au-dessus de la ligne des hautes eaux côtières, le rejet dans le pire des cas inclut les conditions météorologiques les plus susceptibles de faire pénétrer les hydrocarbures rejetés par l'installation dans les eaux côtières.

GLOSSAIRE DES TERMES ET ACRONYMES

ACRONYMES

AC	- Area Committee	-	Loi globale sur la protection, la réparation et la responsabilité environnementale
CR	- Comité régional		
ACP	- Area Contingency Plan	CRF	- Code of Federal Regulations
PUR	- Plan d'urgence régional	CRF	- Code des règlements fédéraux
AOR	- Area of Review	CHEMTREC	- Chemical Transportation Emergency Center
ZR	- Zone de responsabilité		- Centre d'urgence des transports de matières dangereuses
AQI	- Alternate Qualified Individual		
PQR	- Personne qualifiée remplaçante	COE	- U. S. Army Corps of Engineers
BBLS	- Barrels		- Unité des ingénieurs de l'armée américaine
BBLs	- Barils		
BIA	- Bureau of Indian Affairs	COSEWIC	- Commission on the Status of Endangered Wildlife in Canada
BAI	- Bureau des affaires indiennes	COSEPAC	- Comité sur la situation des espèces en péril au Canada
BLM	- Bureau of Land Management		
BGT	- Bureau de gestion des terres	CPI	- Corrugated Plate Interceptor
BPD	- Barrels Per Day	CPI	- Séparateur à plaques ondulées
BPJ	- Barils par jour		
BOD	- Biological Oxygen Demand	CRZ	- Contamination Reduction Zone
DOB	- Demande en oxygène biologique	ZRC	- Zone de réduction de la contamination
BOM	- Bureau of Mines	CSST	- Commission of Health and Safety at Work (Commission de la Santé et Sécurité au Travail)
BDM	- Bureau des mines		
CAER	- Community Awareness and Emergency Response	CWA	- Clean Water Act (Federal - Public Law 100-4)
SCIU	- Sensibilisation de la communauté et intervention d'urgence		- Loi sur la protection de l'eau
CEPA	- Canadian Environment Protection Act	CWS	- Community Water System
LCPE	- Loi canadienne sur la protection de l'environnement (1999)	SAC	- Système d'aqueduc communautaire
CERCLA	- Comprehensive Environmental Response, Compensation and Liability Act	CZM	- Coastal Zone Management
		GZC	- Gestion des zones côtières
		DECON	- Decontamination
		DÉCON	- Décontamination

DOC	- Department of Commerce	EMS	- Emergency Medical Service
DDC	- Département du Commerce	SUM	- Service d'urgence médicale
DOD	- Department of Defense	EOC	- Emergency Operations Center
DDF	- Département de la Défense	COU	- Centre des opérations d'urgence
DOE	- Department of Energy	EPA	- U. S. Environmental Protection Agency
DDE	- Département de l'Énergie		- Agence américaine de protection de l'environnement
DOI	- Department of Interior	EPCRA	- The Emergency Planning and Right-to-Know Act of 1986 (Title III of SARA)
	- Département de l'intérieur		- Loi de 1986 sur la planification des mesures d'urgence et le droit de savoir (Titre III du SARA)
DOJ	- Department of Justice	EQ	- Environmental Quality
DDJ	- Ministère de la Justice	QE	- Qualité environnementale
DOL	- Department of Labor	ERT	- Environmental Response Team
DDT	- Département du Travail	ÉIE	- Équipe d'intervention environnementale
DOS	- Department of State	ESA	- Endangered Species Act
DE	- Département d'État	ESA	- Loi sur les espèces en voie de disparition
DOT	- Department of Transportation	ESD	- Emergency Shutdown Device
DDT	- Département des Transports	DAU	- Dispositif d'arrêt d'urgence
DRAT	- District Response Advisory Team	ETA	- Estimated Time of Arrival
	- Équipe consultative d'intervention du district	HAP	- Heure d'arrivée prévue
DRG	- District Response Group	FAA	- Federal Aviation Administration
	- Groupe d'intervention du district	FAA	- Administration fédérale de l'aviation
DWT	- Dead Weight Tonnage	FACT	- First Assessment Crisis Team
TPL	- Tonnage de port en lourd	PÉEC	- Première équipe d'évaluation de crise
EBS	- Emergency Broadcast System	FAX	- Facsimile Machine
SDU	- Système de diffusion d'urgence	FAX	- Télécopieur
EHS	- Extremely Hazardous Substance		
SED	- Substance extrêmement dangereuse		
EMA	- Emergency Management Agency		
AGU	- Agence de gestion des urgences		

des produits

FCC	- Federal Communications Commission	IBRRC	- International Bird Rescue Research Center
CFC	- Commission fédérale des communications	CIRSO	- Centre international de recherche sur le sauvetage des oiseaux
FEMA	- Federal Emergency Management Agency	IC	- Incident Commander
AFGU	- Agence fédérale de gestion des urgences	CI	- Commandant du lieu d'incident
FOSC	- Federal On-Scene Coordinator	IOCC	- Interstate Oil Compact Commission
CFSS	- Coordonnateur fédéral sur le site		- Commission du pacte pétrolier inter-états
FR	- Federal Register	LEL	- Lower Explosive Limit
RF	- Registre fédéral	LIE	- Limite inférieure d'explosivité
FRDA	- Freshwater Resource Damage Assessment	LEPC	- Local Emergency Planning Committee
ÉDRE	- Évaluation des dommages causés aux ressources en eau douce	CLPU	- Comité local de planification d'urgence
FRF	- Federal Revolving Fund	LFL	- Lower Flammable Limit
FFR	- Fonds fédéral renouvelable	LII	- Limite inférieure d'inflammabilité
GIS	- Geographic Information System	LOSC	- Local On-Scene Coordinator
SIG	- Système d'information géographique	CLSS	- Coordonnateur local sur le site
GSA	- General Services Administration	LRT	- Local Response Team
ASG	- Administration des services généraux	ÉLI	- Équipe locale d'intervention
HAZWOPER	- Hazardous Waste Operations and Emergency Response	MAPAQ	- Quebec Department of Agriculture, Fisheries and Food
HAZWOPER	- Opérations liées aux déchets dangereux et intervention d'urgence	MAPAQ	- Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec
HHS	- Department of Health and Human Services	m³/sec	- Cubic Meters per Second
DSSS	- Département de la santé et des services sociaux	m³/sec	- Mètre cubique par seconde
HOPD	- Head Office Products Distribution	MDDELCC	- Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques
SSDP	- Siège social de la distribution		

MENV	- Quebec Ministry of Environment	NMFS	- National Marine Fisheries Service
MEQ	- Ministre de l'Environnement du Québec	SNPM	- Service national des pêches maritimes
MSRC	- Marine Spill Response Corporation - Société d'intervention en cas de déversement marin	NOAA	- National Oceanic and Atmospheric Administration (Department of Commerce)
MMS	- Minerals Management Service	NOAA	- Administration nationale océanique et atmosphérique (Département du Commerce)
SGM	- Service de gestion des minéraux	NPDES	- National Pollution Discharge Elimination System
MMT	- Marine Management Team	SNÉDP	- Système national d'élimination des déversements polluants
ÉGM	- Équipe de gestion maritime		
MOU	- Memorandum of Understanding	NPFC	- National Pollution Funds Center
PE	- Protocole d'entente	CNFP	- Centre national des fonds pour la pollution
MSDS	- Material Safety Data Sheet	NPS	- National Park Service
FSS	- Fiche signalétique de sécurité	SPN	- Service des parcs nationaux
MBL	- Mobile - Mobile	NRC	- National Response Center
		CNI	- Centre national d'intervention
MER	- Marine Emergency Response	NRDA	- Natural Resource Damage Assessment
IUM	- Intervention d'urgences maritimes	EDCRN	- Évaluation des dommages causés aux ressources naturelles
NCP	- National Contingency Plan		
PUN	- Plan d'urgence national	NRS	- National Response System
SS	- Non-Community Water System	SNI	- Système national d'intervention
SANC	- Système d'aqueduc non communautaire	NRT	- National Response Team
		ÉNI	- Équipe nationale d'intervention
NEB	- National Energy Board	NSF	- National Strike Force
ONÉ	- Office national de l'énergie	FIN	- Équipe de frappe nationale
NEPA	- National Environmental Policy Act	NSFCC	- National Strike Force Coordination Center
NEPA	- Loi sur la politique environnementale nationale	CCFIN	- Centre de coordination de l'équipe de frappe nationale
NIOSH	- National Institute for Occupational Safety and Health		
INSST	- Institut national pour la sécurité et la santé au travail	NTNCWS	- Non -Transient Non-Community Water System

SANCNT	- Système d'aqueduc non communautaire et non transitoire	PMPL	- Portland Pipe Line Corporation
		PLPM	- Pipe-lines Portland Montréal
OPA	- Oil Pollution Act	PNGTS	- Portland Natural Gas Transmission System
	- Loi sur la pollution pétrolière		- Réseau de transport de gaz naturel de Portland
OPS	- Office of Pipeline Safety (DOT)	POLREP	- Pollution Report
BSP	- Bureau de la sécurité des pipelines (Département des transports)	RAPPOL	- Rapport de pollution
OSC	- On-Scene Coordinator	PPE	- Personal Protective Equipment
CSS	- Coordonnateur sur le site	ÉPI	- Équipement de protection individuelle
OSHA	- Occupational Safety and Health Administration (USDH)	PPM	- Parts Per Million
ASST	- Administration de la sécurité et de la santé au travail (ministère du Travail)	PPM	- Partie par million
OSLTF	- Oil Spill Liability Trust Fund	PSD	- Prevention of Significant Deterioration
FFRDP	- Fonds fiduciaire pour la responsabilité en cas de déversement d'hydrocarbures	PDS	- Prévention de la détérioration significative
OSPRA	- Oil Spill Prevention and Response Act	QI	- Qualified Individual
	- Loi sur la prévention et l'intervention en cas de déversement d'hydrocarbures	PQ	- Personne qualifiée
OSRO	- Oil Spill Response Organization	RACT	- Reasonably Achievable Control Technology
OIDP	- Organisation d'intervention en cas de déversement pétrolier	TCRR	- Technologie de contrôle raisonnablement réalisable
PCB	- Polychlorinated Biphenyls	RCP	- Regional Contingency Plan
BPC	- Biphényle polychloré	PUR	- Plan d'urgence régional
PFD	- Personal Flotation Device	RCRA	- Resource Conservation and Recovery Act
VFI	- Vêtement de flottaison individuel	RCRA	- Loi sur la conservation et la récupération des ressources
PGR	- Pager	RECON	- Reconnaissance
TAV	- Téléavertisseur	RECON	- Reconnaissance
PIAT	- Public Information Assist Team	REET	- Regional Environmental Emergency Team
ÉIP	- Équipe de soutien à l'information du public	ÉRUE	- Équipe régionale d'urgence environnementale
		REP	- Radiological Emergency Preparedness
		PUR	- Préparation aux urgences radiologiques

RERT	- Radiological Emergency Response Team	SOP	- Standard Operating Procedure
ÉIUR	- Équipe d'intervention aux urgences radiologiques	PON	- Procédure opérationnelle normalisée
RQ	- Reportable Quantity	SPCC	- Spill Prevention Control and Countermeasures
QD	- Quantité à déclarer	PCCD	- Prévention, contrôle et contremesures des déversements
RRT	- Regional Response Team	SSC	- Scientific Support Coordinator (NOAA)
ÉIR	- Équipe d'intervention régionale	CSS	- Coordonnateur de soutien scientifique (NOAA— <i>National Oceanic and Atmospheric Administration</i>)
RSPA	- Research and Special Programs Administration (DOT - OPS)	STEL	- Short Term Exposure Limits
ARPS	- Administration de la recherche et des programmes spéciaux (Département des transports – Bureau de la sécurité de pipelines)	LECT	- Limite d'exposition à court terme
SARA	- Superfund Amendments and Reauthorization Act - Loi sur les amendements et la ré-autorisation des « superfunds »	SUPSALV	- United States Navy Supervisor of Salvage - Superviseur de sauvetage de la marine américaine
SCBA	- Self Contained Breathing Apparatus	SWD	- Salt Water Disposal
APRA	- Appareil de protection respiratoire autonome	ÉES	- Élimination de l'eau salée
SDWA	- Safe Drinking Water Act - Loi sur la salubrité de l'eau potable	TSB	- Transportation Safety Board
SERC	- State Emergency Response Commission	BST	- Bureau de la sécurité des transports
CÉIU	- Commission d'état d'intervention d'urgence	TSCA	- Toxic Substances Control Act - Loi sur le contrôle des substances toxiques
SIC	- State Implementation Plan	TSDF	- Treatment, Storage or Disposal Facility
PRÉ	- Plan de réalisation de l'état	ITSÉ	- Installation de traitement, de stockage ou d'élimination
SMT	- Spill Management Team	UCS	- Unified Command System
ÉGD	- Équipe de gestion des déversements	SCU	- Système de commandement unifié
SONS	- Spill of National Significance	USACOE	- U.S. Army Corps of Engineers
DIN	- Déversement d'importance nationale		- Unité d'ingénierie de l'armée américaine

USCG	- U.S. Coast Guard - Garde côtière des États-Unis	USDW	- Underground Source of Drinking 'Water
		SSEP	- Source souterraine d'eau potable
USDA	- U.S. Department of Agriculture - Département américain de l'agriculture	USFWS	- U. S. Fish and Wildlife Services - Services américains de la pêche et de la faune
USDL	- U.S. Department of Labor - Département américain du travail	USGS	- U. S. Geological Survey - Institut d'études géologiques des États-Unis
USDOD	- U.S. Department of Defense - Département américain de la défense	WCD	- Worst-Case Discharge
		PCD	- Pire cas de déversement
		WHMIS	- Workplace Hazardous Materials Information System
USDOE	- U.S. Department of Energy - Département américain de l'énergie	SIMDUT	- Système d'information sur les matières dangereuses utilisées au travail

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(Remarque : Seules les descriptions des installations québécoises seront traduites)

APPENDIX M

RESPONSE PLAN COVER SHEET

US ONLY

Response Plan Cover Sheet

General Information	
Owner/Operator of Facility	Portland Pipe Line Corporation
Facility Name:	South Portland Marine Terminal and Tank Farm
Facility's Physical Address:	30 Hill Street South Portland, ME 04106-2590
Date of Initial Oil Storage	November 4, 1941
Facility Acreage:	Tank Farm: 101.60 Acres Marine Terminal: 26.85 Acres
Facility Phone Number:	(207) 767-3231 or 1-866-253-7351 (207) 767-0411 FAX
Latitude:	43° 37' 40" N
Longitude:	70° 16' 25" W
Dun & Bradstreet Number:	006949416
Standard Industrial Classification (SIC) Code:	4612
Number of Aboveground Oil Storage Tanks: (23 crude tanks; 1 fuel oil tank)	24
Number of Oil Containing Drum and Transformer:	Drum: 8 Capacity: 440 gallons Transformer: 19 Capacity: 7,445 gallons
Capacity of Largest Aboveground Oil Storage Tank:	268,000 (Bbls)
Maximum Oil Storage Capacity:	3,829,028 (Bbls)
Worst Case Oil Discharge Amount:	268,000 (Bbls)
Facility Distance to Navigable Water:	☒ 0 – ¼ mile ☐ ½ - 1 mile ☐ ¼ - ½ mile ☐ >1 mile
Protected Waterways or Environmentally Sensitive Areas:	Fore River, Portland Harbor, and Casco Bay (Pathway is Anthoine Creek)

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA

FACILITY NAME: South Portland Marine Terminal and Tank Farm
FACILITY ADDRESS: 30 Hill Street
South Portland, ME 04106-2590

1. Does the facility transfer oil over water to or from vessels **and** does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

YES ✓ NO

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

YES NO ✓

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula¹) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (59 FR 14713, March 29, 1994) and the applicable Area Contingency Plan.

YES ✓ NO

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula¹) such that a discharge from the facility would shut down a public drinking water intake²?

YES NO ✓

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

YES NO ✓

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.



Signature
J.C. Gillies

Name (please type or print)

President

Title
November 20, 2020

Date

¹ If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

² For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).