

WP 12-ER4902

Revision 12

Hazardous Material Spill and Release Response

Emergency Response Procedure

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APPROVED FOR USE

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1.0 ENTRY CONDITIONS

Central Monitoring Room Operator (CMRO) receives notification of a potential hazardous material spill or release within the 16-section land withdrawal area, or within the right-of-way of either the North Access Road to the Hobbs Highway or the South Access Road from the Jal Highway.

NOTE

Dry chemical fire suppression discharges are exempt from this procedure. Cognizant individuals should contact the CMR to report the discharge. The residue must be disposed of as a nonhazardous waste in accordance with WP 02-RC3108, Request for Disposal. If release is in the underground, contact Radcon due to Station A filters.

2.0 IMMEDIATE ACTIONS

2.1 CMRO, perform the following:

2.1.1 Contact Emergency Services **AND** FSM to evaluate the nature and extent of the spill.

2.1.2 **IF** the spill is in the underground,
THEN contact the Underground Facility Engineer (UGFE)

2.2 FSM, **IF** the incident involves any **ONE** of the following conditions, **THEN** implement the Contingency Plan and WP 12-ER3002, Emergency Operations Center Activation **AND GO TO** Step 2.5:

- Tanker truck transporting diesel or gasoline has released its contents (in excess of 1,000 gallons).
- The contents of one standard waste box or two or more 55-gallon drums of CH/RH TRU waste have been spilled.
- Leak to the environment involving more than 50% (approximately 1,500 gallons) of the contents of the Waste Handling Building (WHB) chiller system ethylene glycol.

2.3 **IF** the FSM's spill evaluation results in any of the following, **THEN** FSM, contact the CMRO and immediately **GO TO** Step 2.5:

- The spill or release implements the Contingency Plan
- The spill or release involves, or has the potential to result in, health hazard injury or equipment damage
- The spill or release involves a hazardous waste

NOTE

WIPP is not expected to possess the quantities stated in the bullet below.

- A confirmed spill has occurred that can affect the environment **AND** the spill involves more than five times the reportable quantity of hazardous materials as determined by the FSM in consultation with Site Environmental Compliance (SEC).¹

2.4 **IF** the FSM's evaluation determines the spill is minor, **THEN GO TO** Step 3.9.²

2.5 CMRO, sound INTRO alarm for approximately 5 seconds.

2.6 CMRO, use public address (PA) system and Plectron to announce the following to site personnel:

2.6.1 HAZARDOUS MATERIAL SPILL OR RELEASE IN/AT (state area).

2.6.2 PERSONNEL REMAIN CLEAR **AND** UPWIND OF (state area).

2.6.3 ACTIVATE FIRE BRIGADE AND EMERGENCY RESPONSE TEAM (ERT).

2.7 **IF** spill or release is **UNDERGROUND**, **THEN** CMRO, use mine pager phone to activate First Line Initial Response Team (FLIRT).

3.0 SUBSEQUENT ACTIONS

WARNING

Personnel shall remain upwind **AND** on high ground and remain out of the path of vapors or fumes **OR** with ventilation configured as necessary to prevent possible personal contamination.

3.1 FSM/Crisis Manager, determine emergency category and classification in accordance with WP 12-ER3906, Categorization and Classification of Operational Emergencies, performing subsequent appropriate notification and protective actions.

3.2 CMRO, monitor wind speed and direction on METEOROLOGICAL TOWER DISPLAY.

- 3.3 CMRO, inform FSM and Emergency Services of the following:
- Wind speed and direction
 - Type and quantity of material spilled or released (if known)
 - Number of personnel involved (if known)
 - Person reporting spill or release (if known)
- 3.4 FSM and Emergency Services, attempt to identify the following in accordance with National Fire Protection Association (NFPA) 471:
- Character of released materials
 - Areal extent of spill or release
 - Amount of material released
 - Exact source of material released ⁴
- 3.5 Emergency Services, complete appropriate actions for the following:
- **STOP WORK AND EVACUATE** personnel from impacted area.
 - **WARN OTHERS.**
 - **ISOLATE AREA** by posting personnel at all entries to area until appropriate barriers are established and posted.
 - **MINIMIZE** exposure to chemical/radiological contamination.
 - **SECURE** impacted area.
 - **EVALUATE** need to evacuate nearby areas, including the underground, due to possible vapors.

NOTE

The Operations Assessment Team (OAT) and/or the Emergency Operations Center (EOC) may be activated, if additional support is needed, using the Site Public Address and pager 422 for the EOC.

- 3.6 FSM, using input from Emergency Services, determine if off-site assistance is required per applicable memorandum of understanding.³
- 3.7 **IF** the spill or release has the potential to be contaminated with radioactive constituents,
THEN FSM, contact Radiological Control for surveys and assistance.⁵
- 3.8 **IF** the spill or release has the potential to be contaminated with polychlorinated biphenyls (PCBs),
THEN FSM, contact SEC for assistance.

NOTE

The following notifications should be made within 15 minutes of initial notification to CMRO to provide adequate time for evaluation.

- 3.9 CMRO, notify the following of spill or release:
- Facility Manager/designee
 - Site Environmental Compliance on-call representative
 - Industrial Safety (Safety representative on-call for back shift)
- 3.10 FSM, determine if ongoing work needs to be suspended.
- 3.11 Emergency Services, complete EST/FPT portion of Attachment 1, WIPP Hazardous Material Incident Log, as soon as possible. (See Attachment 2, Instructions for Completing WIPP Hazardous Material Incident Log.)
- 3.12 **IF** spill or release occurs during back shift, weekends, or holidays **AND** on-call SEC representative is **NOT** on-site, **THEN** Emergency Services, perform the following:
- 3.12.1 Contact on-call SEC representative.
- 3.12.2 Complete Telecom section of Attachment 1 by telephone conversation with on-call SEC representative.
- 3.12.3 Obtain signature of on-call SEC representative in SEC section of Attachment 1 by close of next business day.
- 3.12.4 Emergency Services, place material in 474 area on sump, unless otherwise necessary.
- 3.13 On-call SEC representative, complete appropriate section of Attachment 1 as soon as possible.
- 3.14 FSM, complete appropriate section of Attachment 1.

NOTE

Before performing Step 3.15, personnel should refer to Attachment 4, Instructions for Completing WIPP Hazardous Material Incident Report.

- 3.15 **IF** spill or release is determined reportable by SEC representative **OR** Contingency Plan is implemented, **THEN** Emergency Services, complete applicable sections of Attachment 3, WIPP Hazardous Material Incident Report, as soon as possible.
- 3.16 FSM/Designee, determine if an accident as defined in 30 CFR §50.2(h), "Accident," has occurred in accordance with WP 04-AD3025, State Mine Accident Emergency Operations Center Notification Plan.

- 3.17 Emergency Services, obtain signatures and information required on remaining section of Attachment 3.
- 3.18 Emergency Services, initiate a request for disposal of items in accordance with WP 02-RC3108.

4.0 EXIT CONDITIONS

- 4.1 Emergency Services, verify the following quality records have been completed and submitted to the Records Coordinator:

- Attachment 1
- Attachment 3

- 4.2 **WHEN** FSM determines that the event is over,
THEN FSM, perform the following:

- 4.2.1 **IF** spill or release was a reportable quantity, but the Contingency Plan was **NOT** implemented,
THEN verify that appropriate notifications were completed in accordance with WP 02-EC3506, Environmental Incident Reporting, Attachment 1, Immediate Reporting Requirements.

- 4.3 FSM, when any of the following conditions have been confirmed to exist, exit this procedure:

- Spill was reportable quantity, but the Contingency Plan was not implemented, all dangers have been mitigated, and Attachments 1 or 3 have been completed.
- The Contingency Plan and WP 12-ER3002 have been implemented, and Attachment 3 has been completed.
- Spill was a nonreportable quantity, and Attachment 1 and/or 3 has been completed.

Attachment 1 - WIPP Hazardous Material Incident Log

WIPP HAZARDOUS MATERIAL INCIDENT LOG

<u>EST/FPT EVALUATION</u>		
Date: _____	Time: _____	Location: _____
Material involved: _____	Quantity: _____	
Cleanup method: _____		
Request for Disposal (WP 02-RC3108) <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, Explain) _____		
<u>EST TELECOM WITH SEC REPRESENTATIVE</u> [] N/A		
Date: _____	Time: _____	Person contacted: _____
EST/FPT: _____		
Print name	Signature	Date
<u>SEC EVALUATION</u>		
Date: _____	Time: _____	Reportable quantity: [] YES [] NO
Basis for Determination: _____		
Disposition of Material: _____		
SEC: _____		
Print name	Signature	Date
<u>FSM EVALUATION</u> Contingency Plan implemented: [] YES [] NO		
FSM: _____		
Print name	Signature	Date
<u>EST/FPT EVALUATION</u>		
Date: _____	Time: _____	Location: _____
Material involved: _____	Quantity: _____	
Cleanup method: _____		
Request for Disposal (WP02-RC3108) <input type="checkbox"/> Yes <input type="checkbox"/> No, (if No, Explain) _____		
<u>EST TELECOM WITH SEC REPRESENTATIVE</u> [] N/A		
Date: _____	Time: _____	Person contacted: _____
EST/FPT: _____		
Print name	Signature	Date
<u>SEC EVALUATION</u>		
Date: _____	Time: _____	Reportable quantity: [] YES [] NO
Basis for Determination: _____		
Disposition of Material: _____		
SEC: _____		
Print name	Signature	Date
<u>FSM EVALUATION</u> Contingency Plan implemented: [] YES [] NO		
FSM: _____		
Print name	Signature	Date

Attachment 2 - Instructions for Completing WIPP Hazardous Material Incident Log

1. EST/FTP EVALUATION

Emergency Services, complete the following information:

- Indicate that Request for Disposal was initiated.
- Date - Date spill or release reported.
- Time - Time spill or release reported.
- Location - Location of spill or release.
- Material Involved - Name or names of materials in spill or release.
- Quantity - Amount of material spilled or released.
- Cleanup Method - Identify method of cleanup used.

2. EST TELECOM WITH SEC REPRESENTATIVE

Emergency Services, if SEC representative is present, check N/A after "EST Telecom with SEC Representative."

Emergency Services, if SEC representative was contacted by telephone, complete the following information:

- Date - Date SEC representative was contacted.
- Time - Time SEC representative was contacted.
- Person Contacted - Name of SEC representative.

EST/FPT Sign-off - Emergency Services responding to spill or release print name, sign, and date.

Attachment 2 - Instructions for Completing WIPP Hazardous Material Incident Log

3. SEC EVALUATION

SEC Representative performing evaluation, complete the following information in the corresponding sections:

- Date - Date of evaluation.
- Time - Time of evaluation.
- Reportable Quantity - Indicate YES if a reportable quantity was spilled or released or NO if spill or release quantity was not reportable.
- Disposition of Material - Indicate disposition method.
- SEC Sign-off - SEC representative responding to spill or release print name, sign, and date.

4. FSM EVALUATION

FSM responding to spill or release, complete the following information:

- Check appropriate box (YES or NO) indicating if Contingency Plan was implemented.
- FSM Sign-off - FSM responding to spill or release print name, sign, and date.

Attachment 3 - WIPP Hazardous Material Incident Report

WIPP HAZARDOUS MATERIAL INCIDENT REPORT		
Date: _____ Location: _____		
VI. EQUIPMENT USED FOR CLEANUP AND CONTROL MEASURES		
<u>EQUIPMENT/MATERIAL/PPE</u>	<u>QUANTITY</u>	<u>DISPOSITION (decon or replacement)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
VII. DESCRIPTION OF INCIDENT AND RESPONSE (including containment and control)		

VIII. SITE ENVIRONMENTAL COMPLIANCE		
Date: _____ Time: _____ of evaluation.		
Waste Category: _____		
Disposition: _____		
<u>ORGANIZATION</u>	<u>DATE</u>	<u>TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
SEC Representative: _____		
Print name	Signature	Date

Attachment 3 - WIPP Hazardous Material Incident Report

WIPP HAZARDOUS MATERIAL INCIDENT REPORT			
Date: _____		Location: _____	
IX. INITIAL NOTIFICATION BY CMRO			
<u>DEPARTMENT</u>	<u>PERSON CONTACTED</u>	<u>TIME</u>	<u>NOTIFIED BY</u>
Facility Ops. (FSM) _____	_____	_____	_____
Emerg. Svs. (EST) _____	_____	_____	_____
SEC _____	_____	_____	_____
Industrial Safety _____	_____	_____	_____
Facility Ops. (FM/FMD) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
CMRO: _____			
	Print name	Signature	Date
FSM: _____			
	Print name	Signature	Date
X. CONTINGENCY PLAN IMPLEMENTATION			
Contingency Plan implemented []YES []NO,			
FSM: _____			
	Print name	Signature	Date
XII. REVIEWS			
Report submitted by: _____			
	Print name	Signature	Date
Emergency Services Manager: _____			
	Print name	Signature	Date
SEC Manager: _____			
	Print name	Signature	Date
COMMENTS: _____			

Attachment 4 - Instructions for Completing WIPP Hazardous Material Incident Report

NOTE: It is important to route this report quickly so the FSM and CMRO on duty during the spill or release response can complete Section IX.

1. Emergency Services, complete date and location entries on pages 1, 2, and 3.
2. Emergency Services, complete Section I, INITIAL INFORMATION. Include information requested about initial report.
3. Emergency Services, complete Section II, WEATHER CONDITIONS. Include wind direction, wind speed, temperature, and any observable conditions.
4. Emergency Services, complete Section III, TYPE OF INCIDENT. Include materials involved, UN/NA number, quantity of material, hazard class, and NFPA classification. Check YES or NO for fire involvement. If fire was involved, attach copy of fire report.
5. Emergency Services, complete Section IV, PERSONNEL INVOLVED IN CLEANUP ACTIVITIES. Include name, department, and any decon or medical treatment received for personnel involved in cleanup activities.
6. Emergency Services, complete Section V, PERSONNEL CONTAMINATED NOT INVOLVED IN CLEANUP ACTIVITIES. Include name, department, material contacted, decon, and medical treatment given for personnel contaminated, but not involved in cleanup.
7. Emergency Services, complete Section VI, EQUIPMENT USED FOR CLEANUP AND CONTROL MEASURES. Include equipment, materials, and personal protective equipment used plus quantity and disposition of materials.
8. Emergency Services, complete Section VII, DESCRIPTION OF INCIDENT AND RESPONSE. Include detailed description of the incident and response including containment and control of the spill or release.
9. Emergency Services, hand report to SEC representative responding to spill or release.
10. SEC representative, complete Section VIII, SITE ENVIRONMENTAL COMPLIANCE. Include date and time spill or release was evaluated. Complete "Waste Category" and "Disposition." List organizations notified of spill or release and dates and times of notifications. Print, sign, and date. Hand document to Emergency Services.
11. Emergency Services, hand report to CMRO or FSM on duty during spill or release.

Attachment 4 - Instructions for Completing WIPP Hazardous Material Incident Report

12. CMRO and FSM, complete Section IX, INITIAL NOTIFICATION BY CMRO. Include person contacted, department, time, and person making notification. CMRO and FSM print name, sign, and date.
13. FSM, complete Section X, CONTINGENCY PLAN IMPLEMENTATION, print name, sign, and date. Return report to Emergency Services.
14. Emergency Services, hand report to HWM representative responding to spill or release.
15. Emergency Services, print name, sign, and date report in Section XII, REVIEWS.
- | 16. Emergency Services, hand report to Emergency Services Manager.
- | 17. Emergency Services Manager, review report, print name, sign, and date in Section XII, REVIEWS. Hand report to SEC Manager.
18. SEC Manager, review report, print name, sign, and date in Section XII, REVIEWS. Return report to Emergency Services.
19. Emergency Services, file report.

NOTE: Any person may provide comments in the comment area of Section XII, REVIEWS.