

ISSUED

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WP 12-10
Revision 6

WIPP Incident/Accident Response Team Plan

Cognizant Section: Transportation Management /
External Emergency Management

Approved By: Angela Johnson



**WIPP Incident/Accident Response Team Plan
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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
5	11/18/14	<ul style="list-style-type: none">• Editorial revision to update CBFO organizational titles.
6	01/04/18	<ul style="list-style-type: none">• Deleted Appendix A-G.• Renamed attachments.• Updated Acronyms and Abbreviations.• Deleted Notification Cards.• Updated Team Training and Exercises for the Incident Command System.• Updated the IART Equipment Inspection Form – Kit #4.• Added required QA record signoff.• Updated to comply with 15-PS.2 and PPA.

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ACRONYMS AND ABBREVIATIONS

CBFO	Carlsbad Field Office
CFR	Code of Federal Regulations
CMR	Central Monitoring Room
CMRO	Central Monitoring Room Operator
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
EOC	Emergency Operations Center
IART	Incident/Accident Response Team
IC	Incident Commander
NRC	U.S. Nuclear Regulatory Commission
NTP	Office of Program Management National TRU Program
PIO	Public Information Officer
RIDS	Records Inventory and Disposition Schedule
SWB	Skeen Whitlock Building
TECC	Transportation Emergency Control Center
TSA	Transportation Security Administration
TRU	Transuranic
WIPP	Waste Isolation Pilot Plant
WIPP M&O	WIPP Management and Operating Contractor
WIPPTREX	WIPP Transportation Exercise (program)

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this plan is to provide guidance for Incident/Accident Response Team (IART) established within U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO). IART provides off-site transportation related emergency response and recovery support for public and environmental protection, recovery of CBFO assets, and rapid field resolution of transportation incidents/accidents involving Type-B Transuranic (TRU) Waste Packages/Packaging used by CBFO.

1.2 Scope

This plan applies to the function of IART members as they procure and maintain equipment, select and train members, maintain records, and respond to transportation emergencies involving any aspect, package, or mode of Waste Isolation Pilot Plant (WIPP) transportation system, and programmatic management by CBFO, and WIPP Management and Operating Contractor (M&O).

1.3 Concept of Operations

IART is a CBFO program, administered by WIPP M&O, for the purpose of providing expertise in packaging and transportation to safely expedite recovery of Type B TRU Waste Package/Packaging involved in an incident/accident. The Director of National TRU Programs (NTP) Operations Division or on-call CBFO Transportation Manager will make initial call to activate IART by Central Monitoring Room Operator (CMRO). On-call Transportation Manager is usually CBFO Transportation Logistics Manager. Other members of NTP may assume the role of on-call Transportation Managers. IART consists of Director of NTP-O Division Director, CBFO Transportation Logistics Manager, CBFO Institutional Affairs Manager, CBFO Transportation Certification Specialist, WIPP M&O Packaging Cognizant Engineer, WIPP M&O Trailer Cognizant Engineer, WIPP M&O States Training Person, WIPP M&O Transportation Engineer, WIPP M&O Public Information Officer (PIO), and Ad Hoc members.

WIPP M&O External Emergency Management staff provides administrative support to maintain team readiness. Duties include maintaining IART equipment and records and conducting training. Primary function of IART is ensuring safe and uneventful recovery of TRU Waste Packages.

There are two ways IART is utilized. IART may be used as a technical advisory resource to on-scene Incident Commander (IC) and as a group that assists Carrier Contractors in locating and obtaining needed recovery and cleanup resources. In an advisory capacity, IART will operate from EOC Skeen-Whitlock Building (EOC-SWB). Although unlikely, IART can be deployed to scene of an incident. Travel can be by ground vehicle or by air. Air travel can be charter or commercial aircraft. If IART deploys, CBFO will work with WIPP M&O to arrange travel. Upon arrival at scene, IART Team Leader will report to IC. News releases on an incident must be cleared by IC prior to release. EOC staff will function in support role.

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2.0 NOTIFICATIONS AND COMMUNICATIONS

2.1 On-Call Notification Lists

IART members will be on on-call list and will be notified when CMRO is directed to activate IART. List will include name of each team member and telephone number.

2.2 Team Membership List

WIPP M&O IART Coordinator will provide a copy of team list to IART members and to Central Monitoring Room (CMR) with contact information. Record copy of current list will be maintained in fireproof cabinet in IART Communications folder.

2.3 Initial Evaluation

Upon notification of incident/accident, on-duty/on-call DOE/CBFO Transportation Manager or Designee must determine magnitude of incident and decide appropriate response. The goal is to determine what notifications and resources are required for response. Initial notification/information about the incident will come from CMRO (575-234-8457), Carrier Contractor Manager, Individual Truck Driver, and/or IC. When communications are established with on-scene IC, maintain open/working line or establish a specific time interval for teleconference.

Incident/accidents requiring immediate notifications:

- Accident with injuries requiring medical treatment and transport or fatalities.
- Incidents involving vehicle transporting radioactive material.
- Incidents requiring wrecker, other than vehicle breakdown or flat tire.
- Incidents involving damaged Type B TRU Package.
- Shutdown of major transportation artery or major facility.
- Sabotage.

If any of above apply, immediately notify CBFO Director of the National TRU Program (NTP) Operations Division and CBFO Manager. If it appears to be sabotage or a security issue, notify CBFO Security and Emergency Operations Program Manager. Activate IART and assemble in EOC-SWB. Until relieved by Director of the Office of NTP or qualified IART Team Leader, on-call CBFO Transportation Manager performs the duties of IART Team Leader.

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2.4 IART Activation

CMRO receives notification of incident/accident and, In Accordance With (IAW) WP 04-CM2002, *Transportation Communications Operator's Actions for Transportation Irregularities*, notifies on-call CBFO Transportation Manager. If IART response is necessary, IART Team Leader will instruct CMRO to activate WIPP IART. CMRO will page IART members on established paging system with activation instructions. Requests for IART response or assistance received directly from outside civil or federal agency will be referred to IART Team Leader. IART Team Leader will decide if actual deployment is necessary or if IART will function in an advisory role to assist IC via teleconference. Requests for response of WIPP IART must be approved and directed by CBFO Director of the National TRU Program (NTP) Operations Division.

2.4.1 IART Air Mobilization

If travel to scene is required, have CMRO activate and IART will report to EOC-SWB for assignment. IART will obtain required equipment which consists of three or four prepackaged cases staged on 2nd floor at Cascades. If traveling by commercial air, obtain tickets and advise CBFO/DOE Security to contact Transportation Security Administration (TSA). If traveling by charter, contact Transportation Emergency Control Center (TECC) located in Albuquerque, NM at 505-845-4667 and coordinate with Aviation Duty Officer. This group has on-call aircraft, resources, and pilots. IART Team Leader ensure passenger and equipment manifest is prepared for TECC.

IART equipment box sizes and weights are listed below:

- Case 1- 3.8 cubic feet, 52 pounds
- Case 2- 3.8 cubic feet, 35 pounds
- Case 3- 3.8 cubic feet, 55 pounds
- Case 4- 7.3 cubic feet, 78 pounds

IART members not selected for travel assist in notifications, obtaining information on incident/accident, arranging recovery equipment, and obtaining ground transportation for IART at point of destination.

2.4.2 Vehicle Mobilization

IART is activated and reports to EOC-SWB where government vehicles are staged, equipment is loaded and team departs. This type of response would normally only be made for occurrences in Texas or New Mexico (within 300 miles).

2.5 Package Recovery

A plan for recovery of equipment will be developed by IART in coordination with IC, WIPP M&O, and Carrier Contractor. Plan should be consistent with DOE/CBFO-94-1007, *Recovery Guide for TRU Waste Packages*. Document is available on WIPP Transportation website, in IART equipment kit, and in tool box on each trailer.

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2.5.1 Post-Accident Actions

After initial recovery actions are complete, post-accident actions must be completed. Electronic media from video camera in Contractor Carrier's tractor needs to be obtained. Contractor Carrier (by contract) is required to furnish video media within 24 hours unless otherwise approved by CBFO. Accident report from jurisdiction having authority shall be obtained along with photographs for inclusion in accident report. Obtain copies of TRANSCOM logs, CMR logs, shipping manifests, copies of occurrence related e-mails, and WDS shipment summary. Record event in NTP Incident Tracking Database and coordinate with CBFO Manager to appoint appropriate investigative board based on incident/accident.

2.6 Team Members Personal Notification

Team members shall have a communication device (i.e., pager, cell phone) that may be activated by CMRO when activation of IART is required. Alerting system will be tested during drills/exercises, and periodically at request of IART Team Leader IAW CMRO procedures.

2.7 Team Member Security and Identification Requirements

Standard DOE security access badge is required for members of IART. DOE security badge identifies an individual as federal or contractor employee, type of security clearance (Q or L), and is used to allow DOE and WIPP M&O employees access to other DOE facilities if Type B TRU Waste Package(s) involved in incident/accident require movement to another DOE facility.

2.8 WIPP M&O Team Member Duties and Responsibilities

Specific duties, accountabilities, and responsibilities are listed below. These are not all-inclusive in all situations.

2.8.1 IART Coordinator

- Maintain inventory of response equipment used or required by IART.
- Schedule and conduct required training requested by IART Team Leader.
- Maintain records noted in this document IAW approved Records Inventory and Disposition Schedule (RIDS).
- Annually review plan and upper-tier documents to ensure baseline documents are applicable, correctly listed, and current.
- Ensure replacement supplies are ordered for expended or expired supplies and placed in state of readiness.
- Ensure IART contact and on-call list is up-to-date.

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2.8.2 Cognizant Packaging Engineer

- Ensure appropriate and up-to-date information about various TRU Waste Packages are maintained in software and hard copy information transported by team to incident/accident scene.
- Coordinate and resolve issues with NRC related to damaged packages.
- Advise IART Coordinator of equipment or supply needs for position.

2.8.3 Transportation Engineer

- Ensure appropriate and up-to-date information about various transportation systems (e.g., trailers, tractors, special components) are maintained in software and hard copy information transported by team to incident/accident scene.
- Ensure adequate transportation related supplies (e.g., blank shipping papers, labels, and placards) are provided to IART Coordinator for inclusion in response kits.
- Coordinate and resolve issues with DOT related to movement of damaged packages.
- Advise IART Coordinator of equipment or supply needs for position.

2.8.4 Public Information Officer

- Ensure public information materials, photos, prepared news release material, and media information packets are current and accurate.
- Ensure adequate PIO specific supplies are provided to IART Coordinator for inclusion in response kits.

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3.0 TEAM TRAINING AND EXERCISES

Unless otherwise stated, basic training requirements for team members is the same for all functions of participating on team. Ad Hoc members will be designated based on their specific expertise and do not require IART qualification. Individual training requirements to perform specific tasks (e.g., public spokesperson, PIO, Transportation Engineer, or Packaging Engineer) is inclusive in normal job description of each team member.

Basic IART competencies for members are:

Title of Training	Initial	Refresher	Read Only	Comments
IART Plans and Procedures	XX	Annually	XX	Annually, reading or self-study
IART Specific Equipment	XX	Annually		
Incident Command System	XX	N/A		
Hazardous Materials/First Responder Awareness	XX	Once every 2 years		
Recovery Exercise	XX	N/A		TRUPACT-II, HalfPACT and RH-72 B
Exercise Participation	Within 1 st year	N/A		Observe, Monitor, or Participant
Recovery Guide			XX	
TRU Waste Transportation Plan			XX	
Western Governor's Programmatic Implementation Guide			XX	

WIPP Transportation Exercise Program (WIPPTREX) exercises are conducted in various parts of the country each year. Each team member is required to participate in one exercise in which recovery of a Type B TRU Waste Package is part of the scenario. If there are no exercises scheduled, IART Team Leader can waive requirement.

All required training for IART will be coordinated by IART Coordinator as directed by IART Team Leader.

4.0 REPORTS AND RECORDS

4.1 Response Records

Formal responses require preparation of a log of events. Upon notification of incident/accident, on-call CBFO Transportation Manager should start incident log. This report is narrative and should contain date, time, and short description of information gathered, actions taken, and notifications made and kept in real time.

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4.2 Response Records Retention

Retention of records of IART responses may be in the following forms:

- If response was conducted exclusively by IART, records will be completed and retained by External Emergency Management IAW approved RIDS.
- Responses may be of a classified nature. Classified reports, information, or records will not be maintained by External Emergency Management. A letter to file will be prepared and placed in Response Records section of files IAW approved RIDS, explaining where records may be found. Letter to file will contain only unclassified information related to response and location of classified information.

4.3 Training Records

Training records will be maintained in individual team members' training file in Technical Training Section of WIPP M&O. This will include documentation of off-site, remote, formal, initial, refresher, on-site, exercise, drill, and informal training received relative to IART function.

4.4 Other Records

Other records required to be retained are defined in approved RIDS and include exercises and drill reports, personal equipment issuance, general correspondence, and required reading.

4.5 Quality Records Identified

The following records have been identified as quality records. External Emergency Management section is responsible for having quality records properly documented on approved RIDS.

- Log of Events
- Team Member Qualifications
- Attachment 2, *IART Equipment Inspection Form*
- EA16-2-1-0, *Software Screening Checklist*

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5.0 EQUIPMENT CONTROL**5.1 Equipment Requirements and Selection**

Equipment selected and maintained by IART is based on needs assessments from training, exercise participation, and lessons learned. There is no IART equipment requirement established in other documents. IART Coordinator will inventory semimonthly equipment owned by and available to IART and verify equipment meets capability requirements in effect at that time. If equipment must be replaced, upgraded, deleted, or new equipment procured, IART Team Leader will direct appropriate corrective action.

5.2 Equipment Accountability

IART equipment that meets accountability requirements IAW WP 15-PM.01, *Property Management Program*, will be tagged and entered into property control and accountability systems. Records custodian will be the manager of External Emergency Management.

REFERENCES	
DOCUMENT NUMBER AND TITLE	KEY STEP
Atomic Energy Act of 1954, 42 <i>United States Code</i> §§2011-2259	
29 CFR §1910.120 (q)6, <i>Hazardous Waste Operations and Emergency Response</i>	
DOE/CBFO-94-1007, <i>Recovery Guide for TRU Waste Packages</i>	
DOE M 460.2-1A, <i>Radioactive Material Transportation Practices Manual</i>	
DOE O 151.D, <i>Comprehensive Emergency Management System</i>	
DOE/CBFO 94-1012, <i>Carlsbad Field Office Quality Assurance Program Document</i>	
DOE/CBFO 98-3103, <i>TRU Waste Transportation Plan</i>	
WP 13-1, <i>Nuclear Waste Partnership LLC Quality Assurance Program Description</i>	
WP 15-PM.01, <i>Property Management Program</i>	
WP 16-2, <i>Software Screening and Control</i>	
WP 04-CM2002, <i>Transportation Communications Operator's Actions for Transportation Irregularities</i>	
EA16-2-1-0, <i>Software Screening Checklist</i>	

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Attachment 1 – Notifications

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Time Period	Who	Purpose	Comments
<u>Immediate</u>	IART	Provide recovery assistance	Use CRMO to activate
	Director NTP-O 575-706-5068 575-234-7407	Management Guidance	
	CBFO Manager or Designee 575-706-5369 575-234-7300	Management Guidance	Clarify who makes notifications to Headquarters and clears script
	Carrier Manager	Get recovery equipment process started	Notified by CMRO or driver
	Incident commander/driver or on-scene representative	Obtain recovery information and pass information	Keep an open line or establish required call-back times
	RAP team	Provide radiological assistance	If package is leaking
	911 or other first responders	Get required medical, rescue, or law enforcement assistance	If not already activated
	CRMO 575-234-8547		
<u>30 min</u>	DOE Headquarters IAW latest revision to Updated Environmental Management Headquarters Notification and Oversight Procedure Memorandum.	Required by letter	Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.
	DOE Headquarters NTP IAW latest revision to updated Environmental Management Headquarters Notification and Oversight Procedure Memorandum.	Required by letter	Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.
	CBFO Attorney 575-706-0033 575-234-7010	For legal purposes, especially if there is a fatality	E-mail notification
	WIPP Site facility Representative	Issue and prepare ORPS Report	Have CMRO call – provide scripted information. Coordinate with shipping site.
<u>1 hour</u>	WIPP contact or tribal contact in area of occurrence – 24 hour emergency number	Provide current information	Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.

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Attachment 1 – Notifications

<u>As time is available</u>	Governor's groups WGA, SSEB and Midwest	Provide information so they have facts	Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.
	Local news media	Get best coverage and control message	Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.
	Prepare response to inquiry or news release	Be prepared for news interest	Public Affairs or communications prepares
	Current Argus	Provide media story	
<u>As required</u>	DOE AL Aviation	Air transportation of IART TECC 505-845-4667/ 505-548-5740	Ask for Aviation duty officer. Need equipment weights, package sizes, and passenger manifest
	DOT	Exemption to move package/requirements	Carrier does mandatory accident notification. Coordinate script with Public Affairs. Same information passed to all groups. CBFO Manager approve unless delegated.
	SPILL Notification	1-800-424-8802 1-202-567-2675	
	NRC	Exemption to move package/requirements	Required if loaded

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Attachment 2 – IART Equipment Inspection Form

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IART Equipment Inspection Form – Kit #1

Item						Comments
Recovery Guide (current rev.)	[y]	[n]	Action Required	[y]	[n]	
Transportation Plan (current Rev.)	[y]	[n]	Action Required	[y]	[n]	
IART Contact Information	[y]	[n]	Action Required	[y]	[n]	
Bushnell Binoculars	[y]	[n]	Action Required	[y]	[n]	
5-Hard Hats	[y]	[n]	Action Required	[y]	[n]	
4-Flashlights	[y]	[n]	Actions Required	[y]	[n]	
2-Packs D-Cell Batteries	[y]	[n]	Action Required	[y]	[n]	
1-Alignment Strap	[y]	[n]	Action Required	[y]	[n]	
5-Brim Lights	[y]	[n]	Action Required	[y]	[n]	
4-Safety Vests	[y]	[n]	Action Required	[y]	[n]	
4-Cooling Vests	[y]	[n]	Action Required	[y]	[n]	
5-Safety Glasses	[y]	[n]	Action Required	[y]	[n]	
Ear Plugs	[y]	[n]	Action Required	[y]	[n]	
Placards	[y]	[n]	Action Required	[y]	[n]	
Labels	[y]	[n]	Action Required	[y]	[n]	

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Attachment 2 – IART Equipment Inspection Form

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IART Equipment Inspection Form – Kit #2

Item						Comments
4-Rechargeable Maglites	[y]	[n]	Action Required	[y]	[n]	
Power Strip	[y]	[n]	Action Required	[y]	[n]	
4-AC Chargers	[y]	[n]	Action Required	[y]	[n]	
4-DC Chargers	[y]	[n]	Action Required	[y]	[n]	

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IART Equipment Inspection Form – Kit #3

Item						Comments
Laptop with Power Supply	[y]	[n]	Action Required	[y]	[n]	
ICOM Radio Disks	[y]	[n]	Action Required	[y]	[n]	
WIPP Press Kit/PIO Disks	[y]	[n]	Action Required	[y]	[n]	
IART Disks (current revs)	[y]	[n]	Action Required	[y]	[n]	
Power Strip	[y]	[n]	Action Required	[y]	[n]	
Plastic Case with Supplies	[y]	[n]	Action Required	[y]	[n]	
Masking Tape	[y]	[n]	Action Required	[y]	[n]	
Laptop Battery	[y]	[n]	Action Required	[y]	[n]	
Passenger Authorization Forms	[y]	[n]	Action Required	[y]	[n]	
Straight Bill of Lading Forms	[y]	[n]	Action Required	[y]	[n]	
Hazardous Waste Manifest Forms	[y]	[n]	Action Required	[y]	[n]	
Note Tablets	[y]	[n]	Action Required	[y]	[n]	
2-Clipboards	[y]	[n]	Action Required	[y]	[n]	
Radio Instructions	[y]	[n]	Action Required	[y]	[n]	
Road Atlas	[y]	[n]	Action Required	[y]	[n]	
Emergency Response Guidebook	[y]	[n]	Action Required	[y]	[n]	
WP 12-10 94-1007 (current revs)	[y]	[n]	Action Required	[y]	[n]	

