

WP 12-10
Revision 3

WIPP Incident/Accident Response Team Plan

Cognizant Section: Transportation Management/
External Emergency Management

Approved By: Angela Johnson



A URS-led partnership with B&W and AREVA

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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
2	03/06/12	<ul style="list-style-type: none">• Updated/clarified wording throughout document.• Replaced “WTS” with “WIPP M&O” in all instances in document.• Deleted Section 3.0 - Team Management and Accountability, incorporated information from section into multiple other sections in document.• Replaced table in new section 3.0 with updated version.• Deleted Sections 6.0 - Response Protocol, and 8.0 - Software Control.• Updated References Table.• Added new appendixes A, B, C, and D.
3	12/04/12	<ul style="list-style-type: none">• Editorial revision in accordance with MD 1.1.

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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
IART	Incident/Accident Response Team
IC	Incident Commander
NRC	U.S. Nuclear Regulatory Commission
NTP	National TRU Program
PIO	Public Information Officer
RIDS	Records Inventory and Disposition Schedule
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^{1,2,3,4,5}

1.1 Purpose

The Incident/Accident Response Team (IART) established within the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) provides off-site transportation related emergency response recovery support for the protection of the public and the environment, the recovery of CBFO assets, and the rapid field resolution of transportation incidents/accidents involving any transuranic (TRU) waste packaging/package used by the CBFO. The purpose of this plan is to implement the WIPP Management and Operating Contractor (M&O) roles and responsibilities as delineated in DOE/CBFO 10-3448 for the CBFO WIPP IART.

- DOE Order 151.1C, *Comprehensive Emergency Management System*
- DOE Manual 460.2-1A, *Radioactive Material Transportation Practices Manual*
- DOE/CBFO 94-1012, *Carlsbad Field Office Quality Assurance Program Document*
- DOE/CBFO 98-3103, *TRU Waste Transportation Plan*
- DOE/CBFO 10-3448, *Response to Abnormal Transportation Occurrence and Incident/Accident Response Team Activation*

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 the Waste Isolation Pilot Plant (WIPP) transportation system, and the programmatic management by the CBFO and WIPP M&O of this function.

1.3 Concept of Operations

The IART is a CBFO program, administered by the WIPP M&O, for the purpose of providing expertise in packaging and transportation to safely expedite the recovery of any Type B waste package involved in an incident/accident. The Director of National TRU Programs (NTP) or the on-call CBFO Transportation Manager will make the initial call to activate the IART by the Central Monitoring Room Operator (CMRO). The on-call Transportation Manager is usually the CBFO Transportation Logistics Manager. Other members of the NTP may be assigned as on-call Transportation Managers. The IART normally consists of the CBFO IART Team Leader, the CBFO Transportation Packaging Manager, the CBFO Transportation Logistics Manager, the WIPP M&O Packaging Cognizant Engineer, the WIPP M&O Trailer Cognizant Engineer, a WIPP M&O States Training Person, a WIPP M&O Transportation Engineer, a WIPP M&O Public Information Officer (PIO), and Ad Hoc members, as necessary.

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The WIPP M&O External Emergency Management staff provides the administrative duties to maintain the readiness of the team. These duties include maintaining the IART equipment, conducting training, and maintaining records.

The primary function of the IART is to ensure the safe and uneventful recovery of any package with safety and protection of the team members, emergency responders, the public, and the environment taking priority over all other considerations.

The IART may be used as a technical advisory resource to the Incident Commander (IC) and secondly as a group that can assist the carrier contractors in locating and obtaining needed recovery and cleanup resources. In an advisory capacity the IART will normally operate from the NTP area in the Skeen-Whitlock Building. The IART can also be deployed to the scene of the occurrence, although due to the travel time necessary to arrive on scene, this is unlikely. In the event that the IART does deploy, CBFO will work with the WIPP M&O to arrange for travel. Upon arrival at the scene, the IART Leader will report to the IC. All news releases on an incident must be cleared by the IC prior to release.

2.0 NOTIFICATIONS AND COMMUNICATIONS

2.1 On-Call Notification Lists

All IART members will be on the on-call list and will be notified upon direction to the CMRO to activate the IART. The list will include, at a minimum, the name of each team member and a telephone number at which they can be reached at all times while they are on-call.

2.2 Team Membership List

The WIPP M&O IART Coordinator will provide a copy of the team list to all IART members and to the Central Monitoring Room (CMR) with contact information. A record copy of the current list will be maintained in a fireproof cabinet in an IART communications folder.

2.3 Notification Cards

Each team member shall have in their possession a quick-reference card with the last known telephone and/or pager number for each team member. A copy of this card will be maintained in the IART communications folder.

2.4 IART Activation

The CMRO receives notification of incident/accident and, as directed by WP 04-CM2002, section 7.2, notifies the CBFO Transportation Manager. If IART response is necessary, the Team Leader will instruct the CMRO to activate the WIPP IART. The CMRO will then page the IART members on the established paging system

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with activation instructions. Requests for IART response or assistance received directly from any outside civil or federal agency will be referred to the IART Team Leader. The IART Team Leader will decide if an actual deployment is necessary or if the IART will function in an advisory role to assist the IC via teleconference. All requests for response of the WIPP IART must be approved and directed by the CBFO Director of NTP or on-call DOE Transportation Manager.

2.5 Team Members Personal Notification

All team members shall have a communications device (i.e., pager, cell phone) that can be activated by the CMRO when activation of the IART is required. The alerting system will be tested during drills/exercises, and periodically as requested by the IART Team Leader in accordance with the CMRO procedures.

2.5.1 Team Member Security and Identification Requirements

A standard DOE security access badge is required for members of the team. The DOE security badge identifies an individual as a federal or contractor employee and the type of security clearance (Q or L), and is used to allow DOE and WIPP M&O employees access to other DOE facilities if a TRU waste package(s)/packaging(s) involved in an incident/accident require movement to another DOE facility.

2.6 WIPP M&O Team Member Duties and Responsibilities

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

2.6.1 IART Coordinator

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

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2.6.2 Cognizant Packaging Engineer

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

2.6.3 Transportation Engineer

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

2.6.4 Public Information Officer

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

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3.0 TEAM TRAINING AND EXERCISES

Unless otherwise stated in this plan, the basic training requirements for each team member's position is the same for the function of participating on the team. Individual training requirements to perform specific tasks, such as being a public spokesperson or PIO, Transportation Engineer, or Packaging Engineer, is inclusive in the normal job description of each team member.

The basic IART competencies for all members are:

Title of Training	Initial	Refresher	Read Only	Comments
IART Plans and Procedures	XX	Annually	XX	Annually, can be reading or self study
IART Specific Equipment	XX	Annually		
Incident Command System	XX	Annually		
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		Can be as observer, monitor, or participant
Recovery Guide			XX	
TRU Waste Transportation Plan			XX	
Western Governor's Programmatic Implementation Guide			XX	

WIPPTREX (WIPP Transportation Exercise program) exercises are conducted in various parts of the country each year. Each team member is required to participate in one exercise in which a recovery of a package is part of the scenario. In the event there are no exercises scheduled, the IART Team Leader can waive this requirement.

All required training for the team will be coordinated by the IART Coordinator in conjunction with the IART Team Leader.

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4.0 REPORTS AND RECORDS

4.1 Response Records

Formal responses require the preparation of a log of events. This report is a narrative describing, at a minimum, general information gathered, actions taken, observations or findings, recommendations, lessons learned, members' names and duty assignments, issues raised, and problems encountered.

4.2 Response Records Retention

Retention of records of IART responses may be in one of two forms:

- If the response was conducted exclusively by the IART, all of the records will be completed and retained by External Emergency Management in accordance with the approved RIDS.
- A response 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 the Response Records section of the files, as reflected in the approved RIDS, explaining where the records may be found. The letter to file will contain only unclassified information related to the response and the location of the classified information.

4.3 Training Records

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

4.4 Other Records

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

4.5 Quality Records Identified

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

- Log of Events
- Team member qualifications
- Semimonthly inventory of IART equipment
- EA16-2-1-0, *Screening Checklist*

5.0 EQUIPMENT CONTROL

5.1 Equipment Requirements and Selection

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

5.2 Equipment Accountability

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

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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, "Hazardous Waste Operations and Emergency Response"	
DOE M 460.2-1A, <i>Radioactive Material Transportation Practices Manual</i>	1
DOE O 151.1C, <i>Comprehensive Emergency Management System</i>	2
DOE/CBFO 94-1012, <i>Carlsbad Field Office Quality Assurance Program Document</i>	3
DOE/CBFO 98-3103, <i>TRU Waste Transportation Plan</i>	4
DOE/CBFO 10-3448, <i>Response to Abnormal Transportation Occurrence and Incident/Accident Response Team Activities</i>	5
WP 04-CM2002, <i>Transportation Operator's Actions for Transportation Irregularities</i>	
WP 15-PM.01, <i>Property Management Program</i>	
WP 16-2, <i>Software Screening and Action Plan</i>	
EA16-2-1-0, <i>Screening Checklist</i>	

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Appendix A – IART Equipment Inspection Forms

**Appendix A
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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Appendix A – IART Equipment Inspection Forms

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]	

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]	

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Appendix A – IART Equipment Inspection Forms

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 & Satellite Phone 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,rev.2 94.007,rev.6 & 10-3448,rev.0	[y]	[n]	Action Required	[y]	[n]	

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Appendix A – IART Equipment Inspection Forms

IART Equipment Inspection Form – Kit #4

Item						Comments
Iridium Satellite Phone	[y]	[n]	Action Required	[y]	[n]	
Cell Phone	[y]	[n]	Action Required	[y]	[n]	
Sony Camera	[y]	[n]	Action Required	[y]	[n]	
Olympus Camera	[y]	[n]	Action Required	[y]	[n]	
Tripod-Sony Camera	[y]	[n]	Action Required	[y]	[n]	
Mini Tripod-Olympus Camera	[y]	[n]	Action Required	[y]	[n]	
4-ICOM Radio Microphones	[y]	[n]	Action Required	[y]	[n]	
2-ICOM Chargers	[y]	[n]	Action Required	[y]	[n]	
ICOM Radio Cloning Cable	[y]	[n]	Action Required	[y]	[n]	
2-300Watt Power Verters	[y]	[n]	Action Required	[y]	[n]	
Owners Manuals	[y]	[n]	Action Required	[y]	[n]	
Software Disk-Olympus Camera	[y]	[n]	Action Required	[y]	[n]	
1GB Memory Card	[y]	[n]	Action Required	[y]	[n]	
Sony Memory Stick (Floppy)	[y]	[n]	Action Required	[y]	[n]	
Digital Camera Card Writer	[y]	[n]	Action Required	[y]	[n]	

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AA Battery Charger	[y]	[n]	Action Required	[y]	[n]	
Charger & Battery-Sony	[y]	[n]	Action Required	[y]	[n]	
AA Batteries	[y]	[n]	Action Required	[y]	[n]	

Appendix B Satellite Phone Instructions

- Your Iridium satellite phone number – **8816-5142-9601**
- To access phone service enter: **PIN# 1111 and press OK**
- **00 + Country Code (USA-“1”) + Area Code + Phone Number**
- To receive a call from a landline to Iridium satellite phone, **the caller must enter:**
 - **1 (480) 768-2500 then the Iridium satellite phone number 8816-5142-9601**
- To place a call from Iridium to Iridium enter: **008816-xxxx-xxxx**

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Appendix C – Portable Radio Programming Instructions

Appendix C Portable Radio Programming Instructions

WARNING: Before using portable radios anywhere in the U.S.:

- **Telephone Randy Minyard (Manager of Contract Spectrum), Nevada Field Office at 702-295-4766 or Cell Phone at 702-630-0556**
- **Your System Reference Number is: 0307013**
- **The Manager of Contact Spectrum is on-call 24/7 to coordinate the use of portable radios anywhere in the U.S. to ensure there are no user or frequency conflicts in the area where the team is responding.**

Radio Programming

- Remove two screws from side plate on radio.
- Connect cloning cable to USB port on computer.
- Connect other end of cloning cable to radio (pin will only fit one receptacle).
- Click on CS – F14 Icon on desktop.
- Click on memory channel folder (upper left).
- Click on free folder from drop down menu, this will open radio program information screen.
- Turn radio to On position.
- Place cursor on computer icon at top left (will indicate clone read), click to display radio information.
- To program a new radio frequency, select next blank space below last frequency in the RX column, and enter new frequency numbers.
- Move cursor to W/N column and click, this will give option of Narrow or Wide; select Narrow. Move cursor to TOT column and click, this will give option of On/Off; select On.
- Move cursor to last column displaying CODE and enter next number (e.g., 18, 19, etc.).
- Move cursor to radio icon (upper left) and click to clone write.
- Select Ok to write to transceiver.
- Turn radio off and disconnect cloning cable from radio.
- Turn radio on (new channel is ready for use).

Note: There are four channels pre-programmed in all four IART radios, the first three frequencies have been assigned to these radios by the Manager of Contract Spectrum, Nevada Field Office. The fourth channel is the State Fire frequency for the State of New Mexico.

Appendix D Olympus Camera to Computer Download Instruction

- Connect one end of USB cable to computer; connect other end to camera.
- Click Camedia icon on desktop.
- Click on Transfer Images.
- Press OK/Function on back of camera to transfer photos from camera to computer.
- Click All Images button ON.
- Click Browse Images Now – images will transfer to album, you can now view pictures by clicking on selected photo
- To delete pictures from album, highlight unwanted photos, select File from menu at top of computer screen, select Delete from dropdown menu, and select Yes.