

Wolverine Pipe Line Co.
Quick Guide



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Incident Report Form

Wolverine Pipeline Company Spill / Release / Incident Report Form

Initial Report ___ Supplemental Report ___ Final Report ___ Date: _____

Date **and** Time Spill / Release Discovered : _____

Spill / Release Discovered by : _____

Date **and** Time Spill / Release Reported to FRS/SHE : _____

Spill / Release Reported to FRS/SHE by : _____

Pipeline, Station or Terminal : _____

Spill / Release / Incident Location : _____

City / County / State : _____

Nearest Town / City : _____

Driving Directions : _____

Product Spilled / Released : _____

Volume Spilled / Released : _____

Line Size / Description : _____

Volume Recovered : _____

Interstate: ☐ Intrastate: ☐ Regulated : _____

Cause of Spill / Release : _____

Fire: Yes ☐ No ☐ Explosion: Yes ☐ No ☐ Evacuations: Yes ☐ No ☐

Env. Impact: Air ☐ Water ☐ Soil ☐ Number of Injuries: ___ Number of Deaths: ___

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Wolverine Pipeline Company Spill / Release / Incident Report Form (Cont'd)

Manager : _____

Field Operations Coordinator : _____

Area Supervisor/Team Lead : _____

Legal Description : _____

Land Description : _____

Landowner Notified : _____

Nearest Occupied House : _____

Nearest Main Road / Intersection : _____

Net Volume Lost : _____

Pipe Wall Thickness : _____ Specification : _____

Seam Type : _____ MOP : _____

Pressure at Time of Spill / Release : _____ SMYS : _____

Weather Conditions : _____

Area of Spill / Release : _____ Media Coverage: Yes ☐ No ☐

Spill Costs (in whole dollars):

Public / Private Property Damage	_____
Cost of Emergency Response Phase	_____
Cost of Environmental Remediation	_____
Value of Product Lost	_____
Value of Operator Property Damage	_____
Other Costs	_____
Total Cost	_____

Describe Other Costs: _____

Livestock / Wildlife Impacted: _____

If Water Impacted, Name : _____

Repair Method Used: _____

Method of Clean-up: _____

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Wolverine Pipeline Company Spill / Release / Incident Report Form (Cont'd)

Next Remediation Steps: _____

Did Spill / Release Reach an HCA: Yes ☐ No ☐ Could It Reach Water: Yes ☐ No ☐

Is Leak / Release on a Segment Identified as a "Could Affect" Segment: Yes ☐ No ☐

Is Pipe Configured for In Line Inspection Devices: Yes ☐ No ☐

Date of Last In Line Inspection: _____ Type of Tool: _____

Cathodically Protected: Yes ☐ No ☐ Type of System: _____

Year Installed: ____ Has a CIS Been Performed: Yes ☐ No ☐ Year of Last CIS: ____

AGENCY / WPLCO TELEPHONIC AND / OR VERBAL NOTIFICATIONS			
Agency or Company	**Name of Person Taking Report**	**Time of Notification (24 hr format)**	**Assigned Incident or Report Number**

WRITTEN REPORTS / NOTIFICATION LETTERS		
Agency or Company	**Due Date**	**Date Mailed**

Additional Comments:

_____

_____

_____

* - GPS Coordinates are required

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Notifications

Emergency Response Team (ERT)

The Emergency Response Team (ERT) is designed to manage the response to any emergency involving Wolverine Pipeline System operations. The organizational structure of the ERT operates within a tiered response framework, which allows for the mobilization of resources at varying levels as dictated by incident circumstances.

QUALIFIED INDIVIDUAL / INCIDENT COMMANDER	OFFICE PHONE	PAGER	CELL PHONE
John Gurrola	269-323-2491 x12	800-313-7142	269-207-5567
Office Address: 8075 Creekside Dr. Suite 210, Portage, MI 49024			
ALTERNATE QI / IC	**OFFICE PHONE**	**HOME PHONE**	**CELL PHONE**
Steve Iseminger	269-323-2491 x 20	(b) (6)	269-998-0488
Office Address: 4075 S. Fletcher Rd., Manchester, MI 48158			

EMERGENCY RESPONSE TEAM CONTACT LIST			
QI	**Name / Position**	**Office Phone**	**Cell Phone**
X	John Gurrola, *Crisis Manager/Incident Commander*	269-323-2491 x 12	269-207-5567
X	Steve Iseminger *Deputy Incident Commander*	269-323-2491 x 20	269-998-0488
	Tom Morneau *Legal Advisor*	218-832-3211	--
	Tom Shields- Marketing Resource Group (MRG) Meida Relations *Information Officer*	517-372-4400	517-449-9810
	Dave Staten *On-Scene Commander / Operations Section Chief*	734-428-8386	734-260-1689
	Bobby Tinkham *On-Scene Commander / Operations Section Chief*	269-683-6305	269-876-6415
	Bill Connors *On-Scene Commander / Operations Section Chief*	989-463-1976 x 10	517-749-0904

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Emergency Response Team (ERT) (Cont'd)

EMERGENCY RESPONSE TEAM CONTACT LIST (CONT'D)		
Name / Position	**Office Phone**	**Cell Phone**
Jerry Johnson *Liaison Officer*	269-323-2491 x 42	269-998-7557
Christine Himes *Safety Officer*	269-323-2491 x 20	269-217-0841
Al Goodrich *Security Advisor*	269-323-2491 x 54	269-876-6414
Edwin Peters *ROW &Claims*	269-323-2491 x 24	269-217-5158
Ben Baxter *Logistics Section Chief*	269-323-2491 x 29	989-621-7268
Cindy Williams *Planning/Technical Section Chief*	269-323-2491 x 21	269-217-4722
Kathy Dean *Finance/Administrative Section Chief*	269-323-2491 x 14	269-720-3387
Carl Meyer *Michiana :Land Services (ER Claims Services)*	269-925-8682	269-208-0155
Zack Meyer *Michiana :Land Services (ER Claims Services)*	269-408-8035	269-332-7121
Field Regulatory Specialist (Portage, MI) Spencer Welling	269-323-2491 x 37	

Personnel Notification in Area of Responsibility Contact List

PERSONNEL NOTIFICATION NUMBERS CONTACT LIST		
Title	**Telephone**	**Other Telephone/Fax**
Portage OCC	219-844-9510 888-337-5004 (Toll-Free)	--
State of Illinois ONE CALL (Julie)	800-892-0123	—
State of Indiana ONE CALL (IUPPS)	800-382-5544	—
State of Michigan ONE CALL	800-482-7171	—
State of Ohio ONE CALL	800-362-2764	—
Management Contact	269-323-2491, x 12	269-207-5567 – M
Product Movement Coordinator	269-323-2491, x 42	269-998-7557 – M

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Federal Agencies

The SH&E Advisor or designee is responsible for assuring that all required notifications/reports are completed in a timely manner for all incidents. All contacts with Local, State, and Federal regulatory agencies must be properly documented. The following contains a comprehensive listing of regulatory notification requirements for spills/releases of hazardous materials (by substance, amount, and agency to be notified).

National Response Center

NRC	
National Response Center	**800-424-8802 (24 Hr. Emergency)**
If you have a spill/release to report, contact the NRC via the toll-free number or visit the NRC Web Site (http://www.nrc.uscg.mil) for additional information on reporting requirements and procedures. For those without 800 access, please contact the NRC at 202-267-2675.	

Reporting Requirements	
Type	All spills that impact or threaten navigable water or adjoining shorelines
Verbal:	At the earliest practicable moment following discovery of a release
Written:	As requested by the agency

Environmental Protection Agency – Region 5

EPA (Region 5)	
Environmental Protection Agency	**800-621-8431 (24 Hr. Emergency)**

Reporting Requirements	
Type	Any amount of oil that has causes a sheen on any navigable waters, or a release of a hazardous substance above the Reportable Quantities (RQ) according to CERCLA regulations.
Verbal:	Within two (2) hours of release
Written:	May be requested by EPA

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Federal Agencies (Cont'd)

Department Of Transportation – Pipeline and Hazardous Materials Safety Administration

DOT – PHMSA	
Department of Transportation – Pipeline and Hazardous Materials Safety Administration (DOT-PHMSA)	**202-267-2675 (24 Hr.)**

In addition to the reporting of accidents to the NRC, a written accident report (PHMSA Form 7000-1), must be submitted for releases resulting in any of the following:

1. Explosion or fire not intentionally set by the operator.
2. Release of five gallons or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than five barrels resulting from a pipeline maintenance activity if the release is:
   a. not one described under the NRC's reporting conditions.
   b. confined to company property or pipeline right-of-way; and
   c. cleaned up promptly.
3. Death of any person.
4. Personal injury necessitating hospitalization.
5. Estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding $50,000.

Occupational Safety & Health Administration

OSHA	
Occupational Safety & Health Administration (OSHA)	**800-321-6742**

Basic requirement. Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person.

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State Agencies

Illinois Emergency Management Agency

IEMA	
Illinois Emergency Management Agency	800-782-7860 (In State) 217-782-7860 (Out of State)

Illinois Environmental Protection Agency

IEPA	
Illinois Environmental Protection Agency	217-782-3637

Indiana Department of Environmental Management

IDEM	
Indiana Department of Emergency Management	888-233-7745 (24 hr.) 800-451-6027 (In State) 317-232-8603 (Out of State) Office of Air Quality 317-233-7745 *(24-hr Emergency)* **317-233-0178** *(Office of Air Quality)*

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State Agencies (Cont'd)

Indiana Department of Natural Resources

IDNR	
Indiana Department of Natural Resources	317-232-4200

Michigan Department of Environmental Quality

MDEQ	
Michigan Department of Environmental Quality	**800-292-4706 (In State)** 517-373-7660 (Out of State) **Air Quality:** **517-373-7023 (8 to 5)** **800-292-4706 (24 hour)** **Storage Tank Division** **517-335-7211**

Ohio Environmental Protection Agency

OEPA	
Ohio Environmental Protection Agency	614-644-3020

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State Agencies (Cont'd)

LEPC Lists by State

ILLINOIS – LEPC LIST			
COUNTY	**CONTACT ADDRESS**	**LEPC CONTACT/ PHONE #**	**EMERGENCY PHONE #**
Cook	P.O. Box 406 Manhattan, IL 60442	Gary Kulhan 815-955-9827	--
Will	302 North Chicago Street Joliet, IL 60432	Harold Damron 815-740-8351	815-740-0911

INDIANA – LEPC LIST			
COUNTY	**CONTACT ADDRESS**	**LEPC CONTACT/ PHONE #**	**EMERGENCY PHONE #**
Lake	2900 West 93rd Avenue Crown Point, IN 46307	Kevin Doolin 219-756-8302	219-755-3512 (24 hrs)
LaPorte	809 State Street, Suite 101A LaPorte, IN 46350	Jeffrey Hamilton 219-362-6808 x2265	219-575-0003 (24 hrs)
Porter	1995 South State Road 2 Valparaiso, IN 46385	Russ Shirley 219-465-3593	219-477-3170 (24 hrs)
St. Joseph	St. Joseph County, IN 4714 Lathrop Street South Bend, IN 46628	Luther Taylor 574-235-9234	574-235-9361
Indiana Department of Homeland Security			**800-669-7362** **317-232-3986**

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State Agencies (Cont'd)

LEPC Lists by State (Cont'd)

MICHIGAN – LEPC LIST			
COUNTY	**CONTACT ADDRESS**	**LEPC CONTACT/ PHONE #**	**EMERGENCY PHONE #**
Allegan	Allegan County Emergency Management/Homeland Security 3271 – 122nd Ave. Allegan, MI 49010	Scott Corbin 269-673-0571	--
Bay	Bay County LEPC 1200 Washington Ave. Bay City, MI 48708	Chris Izworski 989-892-1541	--
Berrien	Berrien Co. Emergency Mgmt. 2100 E. Empire Benton Harbor, MI 49022	Capt. Corey Burks 269-983-7111 x 4916	--
Calhoun	Calhoun County LEPC 161 E Michigan Ave. Battle Creek, MI 49014	Durk Dunham 269-969-6430	--
Cass	Cass Co. Emergency Mgt. 130 N. Broadway Cassopolis, MI 49031	David Smith 269-445-1460	--
Clinton	Clinton Co. Emergency Mgt. 1347 E. Townsend Road St. Johns, MI 48879	Larry St. George 989-227-6595	--
Detroit City	Detroit LEPC 13331 Lyndon Detroit, MI 48227	Brenda Ice 313-596-5562	--
Gratiot	Gratiot County LEPC 1375 County Farm Drive Ithaca, MI 48847	Richard Harrell 989-875-5280	--
Ingham	Ingham County LEPC 5303 S. Cedar Street, P.O. Box 30161 Lansing, MI 48909	Herb Corey 517-887-4508	--
Jackson	Jackson Co. Emergency Mgt. 312 S. Jackson Street Jackson, MI 49201	Stephanie Gardanier 517-768-7946	517-937-6094
Kalamazoo	Kalamazoo Co. Emergency Mgt. 1500 Lamont Street Kalamazoo, MI 49048	Lt. Paul Baker 269-383-8712	

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State Agencies (Cont'd)

LEPC Lists by State (Cont'd)

MICHIGAN – LEPC LIST (CONT'D)			
COUNTY	**CONTACT ADDRESS**	**LEPC CONTACT/ PHONE #**	**EMERGENCY PHONE #**
Lansing	LEPC C/o Lansing Fire Department 815 Marshall Lansing, MI 48912	Trent Atkins 517-483-4186	517-483-4566
Midland	Midland Co. LEPC 2727 Rodd Street Midland, MI 48640	Roger Garner 989-832-6750	--
Ottawa	Ottawa County LEPC 12220 Fillmore Street West Olive, MI 49460	Sandy Schoeb 616-738-4050	--
Saginaw	Saginaw Co. Emergency Mgt. 111 S. Michigan Ave. Saginaw, MI 48602	Paula Lounsbury 989-790-5434	--
Van Buren	Van Buren LEPC 205 S. Kalamazoo Street Paw Paw, MI 49079	Lt. Alain Svilpe 269-657-7786	--
Washtenaw	Washtenaw County LEPC 705 N. Zeeb Road Ann Arbor, MI 48107	Leon Moore 734-222-3848	--
Wayne	Wayne County LEPC 10250 Middlebelt Detroit, MI 48242	Lisa DiRado 734-942-5289	--

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Emergency Services/ 911 Call Centers by State

All numbers listed are for Emergency and Non-Emergency Services and are manned 24 hours a day, seven days a week.

ILLINOIS – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Cook	815-955-9827
Will	815-727-8575, Ext # 0

INDIANA – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Lake	219-755-3334
LaPorte	219-362-6205
Porter	219-477-3000, Ext # 1
St. Joseph	574-235-9611

MICHIGAN – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Allegan	269-673-3899
Bay	989-892-9551
Berrien	269-983-3060, Ext #1
Calhoun	269-781-0911, Ext #1
Cass	269-445-1560
Clinton	989-224-6792
Detroit City	313-2224-1500

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Emergency Services/ 911 Call Centers by State

MICHIGAN – EMERGENCY SERVICES/911 CALL CENTERS (Cont'd)	
County	**Direct Dial Number**
Gratiot	989-875-7505
Ingham	517-272-6026
Jackson	517-787-7911
Kalamazoo (City)	269-337-8994
Kalamazoo (County)	269-384-0911
Kalamazoo (Township)	269-343-0568
Portage (City)	269-329-1016
Lansing (City)	517-272-6026
Midland	989-839-6466
Ottawa	800-249-0911
Saginaw	989-797-4580
Van Buren	269-657-3101
Washtenaw	734-994-2911
Wayne (Trenton)	734-676-3737, Ext #1

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Station Contact List

STATION CONTACT LIST					
STATION	**TELEPHONE #**	**STATION**	**TELEPHONE #**	**STATION**	**TELEPHONE #**
Albion	517-629-9208	Grand Haven	616-842-5270	Michigan City	219-362-8723
Alma Maint.	989-463-1976	Holland	616-396-3975	Niles Maint.	269-683-6305
Alma Pump	989-463-1161	Jackson	517-788-7484	Niles Pump	269-683-6300
Bay City	989-684-1283	JolietJoliet	815-423-5872	Portage Office	269-323-2491
Casco Jct.	269-236-5999	Kennedy Ave.	219-844-2398	Stockbridge	517-851-8075
Dailey	269-445-2697	Lansing Crude	517-337-9500	Vicksburg	269-327-3870
Dearborn	313-292-7580	Lansing Term	517-321-3445	White Oak	219-931-1781
Enterprise Jct.	313-271-0311	LaPaugh Crude	989-224-1310	Woodhaven	734-675-7580
Ferrysburg	616-842-0383	Lockport	815-838-8160		
Freedom Jct.	734-428-0022	Marshall	269-781-5564		
Freedom Pump	734-428-8386			--	--

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Contractors and Vendors

CONTRACTORS AND VENDORS		
Contractor's Name	**Location**	**Telephone #**
Bolin Enterprises	P.O. Box 70 Casey, IL 62420	217-932-4533 217-232-4533 (Jim Bolin – 24 Hours) 217-251-4590 (Mike Bohannon – 24 Hours)
Conestoga Rovers & Assoc.	4141 Davis Creek Court Kalamazoo, Michigan 49001	269-685-5181 Office 269-207-6184 Cell (Wayne Bauman – 24 hrs.)
Countryside Contracting, Inc.	P.O. Box 198 Bourbonnais, IL 60914	815-953-7660 (Carl Haye's cell – 24 Hours)
Great Lakes Contracting, Inc.	14370 172nd Ave. Grand Haven, MI 49417	616-846-8888 616-638-0196 (Ray Buikema's cell – 24 Hours)
J & L Pipeline Services	603 W. South Street Tipton, IA 52772	563-886-1643
MTS Pipeline Maintenance Inc.	30 West North Street Decaturville, TN 38329 322 E. Main Street Ste. 104 Niles, MI 49120-2332	731-852-4900
Pro-Soil Landscape Inc.	1000 S Hosmer St, Lansing, MI 48912	517-267-8767
Roberts Pipeline Construction Inc.	P.O. Box 169 Sulphur Springs, IN 47388	765-533-4728
Welded Construction, L.P.	26933 Eckel Rd Perrysburg, OH 43551	419-874-3548
The Response Group	13939 Telge Road Cypress, TX 77429	281-880-5000
Light House Technical Consultants	NRDA Consultant	978-546-0004
Exponent Engineering and Scientific Consultation	NRDA Consultant	312-999-4200
Stratus Consulting	NRDA Consultant	303-381-8000
CARDNO/JF New	NRDA Consultant	517-898-9018

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Contractors and Vendors (Cont'd)

CONTRACTORS AND VENDORS (CONT'D)		
Contractor's Name	**Location**	**Telephone #**
Midwestern Contractors	245 W. Roosevelt Rd. Building 15, Suite 139 West Chicago, IL 60185	630-668-3420 **24 Hour Emergency Contacts** **During Work Hours:** *Timothy A. Bell* 630-742-3645 (Cell) 630-668-3420 x225 (Office) **Evening, Weekends and Holidays:** *Timothy A. Bell* 630-742-3645 (Cell) (b) (6)) *Gerard Besenhard* 630-659-4088 (Cell) (b) (6)
Tri-State Bird Rescue and Research, Inc.	110 Possum Hollow Road Newark, Delaware 19711	Telephone: 302-737-7241 Fax: 302- 737-9562 24 Hour: 800-710-0695 or 0696
International Bird Rescue Research Center	699 Potter Street Berkley, CA 94810	Telephone: 707-207-0380 Fax: 510-841-9089 24 Hour: 888-447-1743
Focus Wildlife	http://www.focuswildlife.net/	800-578-3048
S.W.A.T. Consulting Inc	--	866-610-7928 dsahara@swat-ab.ca
Commonwealth Cultural Resource Group, Inc. (Historical and Cultural Preservation)	2530 Spring Arbor Rd Jackson, Michigan 49203	Telephone: 517-788-3550 Fax: 517-788-6594 24 Hour: 517-262-9484 Email: ajweir@ccginc.com

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Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT		
EASTERN MICHIGAN AND OHIO AREAS		
Clean Harbors	6414 Product Drive Sterling Heights, MI 48312	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	2701 North I-94 Service Dr. Ypsilanti, MI 48198	734-547-2500
Heritage Environmental Services, LLC	7901 West Morris Street Indianapolis, IN 46321	800-48-Spill (77455)
Young's Environmental Cleanup, Inc.	Flint, MI Dearborn, MI Comstock Park, MI	800-4 Youngs (496-8647)
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp.	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745) * 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 hrs.

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Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
Contractor's Name	**Location**	**Telephone #**
EASTERN MICHIGAN AND OHIO AREAS (CONT'D)		
Marine Pollution Control	8631 W. Jefferson Detroit, MI 48209	800-521-8232 313-849-2333 – 24 Hours
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155
JOLIET, LOCKPORT AND HAMMOND AREAS		
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
Ace / Allwaste Environmental Service / PSC Industrial Outsourcing, Inc.	1401 Summer Street Hammond, IN 46320	219-931-8900 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
Heritage Environmental Services, LLC	7901 West Morris Street Indianapolis, IN 46321	800-48-Spill (77455)
Marine Spill Response Corp.	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745)* 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 hrs.
National Industrial Maintenance, Inc.	4530 Baring Avenue East Chicago, IN 46312-3209	800-551-2218 – 24 Hours 219-398-6660 – 24 Hours

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Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
CONTRACTOR'S NAME	**CONTRACTOR'S NAME**	**CONTRACTOR'S NAME**
KALAMAZOO, GRAND HAVEN, AND NILES AREAS		
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	36255 Michigan Ave. Wayne, MI 48184	734-329-8000 800-839-3975 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
Inserv Environmental Services	P.O. Box 1822 South Bend, IN. 46634	877-917-3239 -24 Hours
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp. (MSRC)		800-OIL-SPIL (645-7745) 800-259-6772 732-417-0175 (Satellite)
National Industrial Maintenance, Inc.	4530 Baring Avenue East Chicago, IN 46312-3209	800-551-2218 – 24 Hours 219-398-6660 – 24 Hours
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155

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Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
CONTRACTORS NAME	**LOCATION**	**TELEPHONE #**
WOLVERINE SPARTAN 6-INCH/8-INCH/12-INCH PRODUCTS SEGMENT OF THE SYSTEM		
Beckman Production Services, Inc. (for Vac Trucks only)	3786 Beebe Road P.O. Box 670 Kalkaska, MI 49646	231-258-9524 – 24 Hours * Main office dispatches to closest yard.
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	36255 Michigan Ave. Wayne, MI 48184	734-329-8000 800-839-3975 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp. (MSRC)	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745)* 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 Hrs.
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155

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Contractors and Vendors (Cont'd)

CONTRACT AIRCRAFT LISTINGS		
Barr Air Patrol	1442 Airport Blvd., Suite 11 Mesquite, TX 75181	972-222-0229 – Office 214-629-7982 Cell (Gregory Reeves) 214-629-8543 Cell (Cort Andrews)
McMahon Helicopter Services, Inc.	8351 Ronda Drive Canton MI 48187	734-459-5980
McMahon Helicopters 24 Hour on Command Service During business hours, they can be at the Kalamazoo Airport within an hour for pickup. Duncan Aviation (269-343-2548) whose facilities are right outside the airport is the Fixed Based Operator for the Airport. Those taking a chartered flight would be greeted by the pilot at Duncan Aviation and asked for identification. (Do not go to the airport terminal)		
Lansing Helicopter Charter	Lansing, MI	866-806-2456

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Emergency Contact List

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
JOLIET STATION		**815-423-5872**
Joliet, IL	ExxonMobil Refinery	815-521-7318 815-521-7282
Joliet, IL	City of Joliet Fire Dept./ Ambulance Service	815-724-3500 815-726-2401
Joliet, IL	Joliet Fire Chief	815-724-3500 Ext. 3510
Joliet, IL	Silver Cross Hospital	815-740-1100
Joliet, IL	ExxonMobil Refinery Company Doctor	815-521-7321
Joliet, IL	Provena St. Joseph Medical Center Company Doctor	815-725-7133
Springfield, IL	Illinois Emergency Management Agency Emergency Response	217-782-7860 800-782-7860
Will County	Highway Department	815-727-8476
Will County	Sheriff	815-727-8575
Illinois	Illinois State Police	815-726-6377
LOCKPORT STATION		**815-838-8160**
Lockport, IL	Lockport Fire Department	815-838-2151 815-838-2121
Joliet, IL	Joliet Fire Department	815-724-3500
Lockport, IL	Lockport Ambulance Service	815-838-2121
Joliet, IL	Med-Care Ambulance Service	815-744-0880
Joliet, IL	Provena St. Joseph Medical Center	815-725-7133
Joliet, IL	Silver Cross Hospital	815-740-1100
Joliet, IL	ExxonMobil Refinery Company Doctor	815-521-7321
Lockport, IL	Lockport Police	815-838-2131
Springfield, IL	Illinois Emergency Management Agency Emergency Response	217-782-7860 217-782-3637
Will County	Highway Department	815-727-8476
Will County	Sheriff	815-727-8575
Illinois	Illinois State Police	815-726-6377
KENNEDY AVENUE STATION		**219-844-2398**
Hammond, IN	Hammond Fire Department	219-853-6416
East Chicago, IN	East Chicago Fire Department	219-391-8472
Hammond, IN	Hammond Fire Dept. Ambulance Service	219-853-6416 911 – Local
East Chicago, IN	St. Catherine Hospital	219-392-1700
Hammond, IN	St. Margaret Mercy Healthcare Centers	219-932-2300
Munster, IN	Hammond Clinic Company Doctor	219-836-5800
Hammond, IN	Hammond Police	219-853-6490

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
KENNEDY AVENUE STATION (CONT'D)		**219-844-2398**
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
Crown Point, IN	Lake County Emergency Planning Commission	219-756-8302
Crown Point, IN	Lake County Highway Department	219-663-0525
Lake County	Sheriff	219-755-3300
Indiana	Indiana State Police, Lowell Post	219-696-6242
WHITE OAK STATION		**219-931-1781**
Hammond, IN	Hammond Fire Department	219-853-6416
East Chicago, IN	East Chicago Fire Department	219-391-8472
Hammond, IN	Hammond Fire Dept. Ambulance Service	219-853-6416 911 - Local
Hammond, IN	St. Margaret Mercy Healthcare Centers	219-932-2300
East Chicago, IN	St. Catherine's Hospital	219-392-1700
Munster, IN	Hammond Clinic, Company Doctor	219-836-5800
Hammond, IN	Hammond Police	219-853-6490
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
Crown Point, IN	Lake County Emergency Planning Commission	219-756-8302
Crown Point, IN	Lake County Highway Department	219-663-0525
Lake County	Sheriff	219-755-3300
Indiana	Indiana State Police, Lowell Post	219-696-6242
MICHIGAN CITY STATION		**219-362-8723**
La Porte, IN	City of La Porte Fire Department	219-362-3456 219-362-8417
Michigan City, IN	Michigan City Fire Department	219- 873-1440
Michigan City, IN	St. Anthony Memorial Health Centers Emergency Services Center	219-877-1616 219-879-8511
La Porte, IN	La Porte Hospital & Health Services	219-326-1234
Niles, MI	Family Care of Niles Company Doctor	269-684-6000
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
La Porte, IN	La Porte County Emergency Management	219-326-6808 219-874-5611 Ext. 2264
La Porte County	Highway Department	219-362-2051
La Porte County	Sheriff	219-879-3530
Indiana	Indiana State Police – Lowell Post	219-696-6242

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
NILES STATION – MAINTENANCE HQ #		**269-683-6305**
Niles, MI	Niles Township Fire Department	269-683-3311
Niles, MI	Niles Fire Department	269-683-0160
Niles, MI	Southwest Michigan Community Ambulance Service	269-684-2170
South Bend, IN	Memorial Hospital	574-647-7219 574-647-1000
Niles, MI	Lakeland Health	269-683-5510
Niles, MI	Family Care of Niles, Company Doctor	269-684-6000
Niles, MI	Niles Police Department	269-683-1313
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Berrien County	Road Commission	269-925-1196
Berrien County	Sheriff Sub Station	269-684-5274, x6279
Michigan	Michigan State Police – Niles Post	269-683-4411
DAILEY STATION		**269-445-2697**
Cassopolis, MI	Cassopolis Fire Department	269-445-2519
Niles, MI	Southwest Michigan Community Ambulance Service	269-684-2170
South Bend, IN	Memorial Hospital	574-647-7219 574-647-1000
Niles, MI	Lakeland Health	269-683-5510
Niles, MI	Family Care of Niles, Company Doctor	269-684-6000
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Cass County	Road Commission	269-445-8611
Cass County	Sheriff	269-445-8644
Michigan	Michigan State Police – Niles Post	269-683-4411

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
VICKSBURG STATION		**269-327-3870**
Portage, MI	Portage Fire Department	269-329-4487
Vicksburg, MI	Vicksburg Fire Department	269-649-2530
Vicksburg, MI	Ambulance Service	269-649-1381
Kalamazoo, MI	Life Emergency Medical Service – Ambulance	269-343-5433
Vicksburg, MI	Bronson Vicksburg Hospital	269-649-2321
Kalamazoo, MI	Bronson Methodist Hospital	269-341-6386
Portage, MI	Borgess Medical Center at Woodbridge Hills	269-324-8400
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Kalamazoo County	Road Commission	269-381-3171
Kalamazoo County	Sheriff	269-385-6173
Vicksburg, MI	Vicksburg Police	269-649-1144
Portage, MI	Portage Police	269-329-4567
Michigan	Michigan State Police – Niles Post	269-683-4411
MARSHALL STATION		**269-781-5564**
Marshall, MI	Marshall Fire Department	269-781-3922
Marshall, MI	Marshall Township Hall	269-781-8422
Marshall, MI	Marshall Fire Fighters Ambulance Authority	269-781-9819
Marshall, MI	Oaklawn Hospital	269-781-4271
Marshall, MI	Marshall Police Department	269-781-2596
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Calhoun County	Road Commission	269-781-9841
Calhoun County	Sheriff	269-969-6450
Michigan	Michigan State Police – Coldwater Post	517-278-2373
ALBION STATION		**517-629-9208**
Albion, MI	Albion City Fire Department	517-629-3933
Albion, MI	Sheridan Township Fire Department	517-629-9151
Albion, MI	Albion Community Ambulance Service	517-629-9431
Albion, MI	Allegiance Family Medicine-Albion	517- 629-8311

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
ALBION STATION (CONT'D)		**517-629-9208**
Albion, MI	Albion Department of Public Safety	517-629-3933
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 800-292-4706
Calhoun County	Road Commission	269-781-9841
Calhoun County	Sheriff	269-969-6450
Michigan	Michigan State Police – Coldwater Post	517-278-2373
JACKSON STATION		**517-788-7484**
Jackson, MI	Blackman Township Fire Department	517-788-4223
Jackson, MI	Jackson City Fire Department	517-788-4150
Jackson, MI	Jackson Community Ambulance Service	517-841-4800
Jackson, MI	Allegiance Health	517-788-4811 (Emer. Care) 517-788-4800
Jackson, MI	Jackson Police	517-788-4100
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Jackson County	Road Commission	517-788-4230
Jackson County	Sheriff	517-788-4200
Michigan	Michigan State Police – Jackson Post	517-780-4580
DETROIT WOODHAVEN STATION		**734-675-7580**
Woodhaven, MI	Woodhaven Fire Department	734-675-4918
Romulus, MI	Medic One Ambulance Service	734-946-4008
Trenton, MI	Oakwood Southshore Medical Center	734-671-3800
Wyandotte, MI	Henry Ford Wyandotte Hospital	734-246-6000
Woodhaven, MI	Woodhaven Police	734-676-7337
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-737-7660 800-292-4706
Wayne County	Road Commission - DPS	313-224-7600
Wayne County	Sheriff	313-224-2222
Michigan	Michigan State Police – Metro Post	734-287-5000

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
CASCO JUNCTION STATION		**269-236-5999**
South Haven, MI	South Haven Fire Department	269-637-5151
Pullman, MI	Lee Township Fire Department	269-236-5988
Allegan, MI	Allegan General Hospital	269-673-8424
South Haven, MI	South Haven Community Hospital	269-637-5271
Muskegon, MI	Dr. David Deitrick, Company Doctor Norton Family Practice	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
South Haven, MI	South Haven Police	269-637-5151
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Allegan County	Road Commission	269-673-2184
Allegan County	Sheriff	269-673-0500
Michigan	Michigan State Police – Wayland Post	269-792-2213
HOLLAND STATION		**616-396-3975**
Holland, MI	Holland Fire Department	800-249-0911
Holland, MI	Holland Community Hospital	616-392-5141
Muskegon, MI	Dr. David Deitrick, Company Doctor Norton Family Practice	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
Holland, MI	Holland Police	616-355-1100
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Ottawa County	Road Commission	616-842-5400 or 616-399-6591
Ottawa County	Sheriff Fillmore Street Complex	616-738-4000
Michigan	Michigan State Police – Rockford Post	616-866-4411
Coast Guard	Coast Guard	616-399-9330

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
GRAND HAVEN STATION		**616-842-5270**
Grand Haven, MI	Grand Haven City Fire Department	616-842-3460
Grand Haven, MI	Grand Haven Township Fire Department	616-842-5988 911 – Local
Grand Haven, MI	North Ottawa Community Hospital Ambulance Service	616-842-3600
Muskegon, MI	Dr. David Deitrick, Company Doctor	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
Grand Haven, MI	Grand Haven Police	616-842-3460
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (in State)
Ottawa County	Road Commission	616-842-5400
Ottawa County	Sheriff Fillmore Street Complex	616-738-4000
Michigan	Michigan State Police – Rockford Post	616-866-4411
Coast Guard	Coast Guard	616-850-2552
STOCKBRIDGE STATION		**517-851-8075**
Stockbridge, MI	Stockbridge Village Police Department	Stockbridge, MI
Stockbridge, MI	Stockbridge Fire Dept	Stockbridge, MI
Stockbridge, MI	Stockbridge Area Ambulance Service	Stockbridge, MI
Chelsea, MI	Chelsea Community Hospital	Chelsea, MI
Ingham County	Sheriff	Ingham County

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Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
LOCATION	**DEPARTMENT TO NOTIFY**	**TELEPHONE #**
EAST LANSING STATION		**517-337-9500**
East Lansing, MI	Police Department	517-351-4220
East Lansing, MI	Fire Department	517-332-1956
Lansing, MI	EMS Ambulance Service	517-337-3018
Lansing, MI	Sparrow Specialty Hospital	517-364-4149
Lansing, MI	McLaren – Greater Lansing Medical Services	517-975-7500
Ingham County, MI	Sheriff	517-676-2431
LAPAUGH STATION		**989-224-1310**
St. Johns, MI	Clinton County Sheriff	989-224-5200
St. Johns, MI	Fire Department	989-224-2151
St. Johns, MI	Ambulance Service	989-224-4132
Clinton County	Clinton Memorial Hospital	989-224-6881
Michigan	Michigan State Police, Lakeview Post	989-352-8477
ALMA STATION – MAINTENANCE		**989-463-1976** **989-463-0742**
St. Johns, MI	Fire Department	989-224-2151
St. Johns, MI	Ambulance Service	989-224-4132
Alma, MI	Mid-Michigan Medical Center	989-466-3228
Gratiot County	Sheriff	989-875-5211
Michigan	Michigan State Police, Lakeview Post	989-352-8477
BAY CITY TERMINAL		**989-684-1283**
Bay City, MI	Police Department	989-892-8571
Bay County	Sheriff	989-895-4050
Bay City, MI	Fire Department	989-892-8601
Bay City, MI	Bay Regional EMS Ambulance Service	989-894-3122
Bay City, MI	McLaren Bay Region Medical Center	989-894-3000
LANSING TERMINAL		**517-321-3445**
Lansing, MI	Police Department	517-483-6850
Lansing, MI	Fire Department	517-483-4552
Lansing, MI	EMS Ambulance Service	517-483-4200
Lansing, MI	Sparrow Specialty Hospital	517-364-6800
Lansing, MI	McLaren – Greater Lansing Medical Services	517-975-7500
Ingham County	Sheriff	517-676-2431

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Response Procedures

The purpose of this section is to identify the response checklist/procedures to follow based on the type of incident that could occur along the Wolverine Pipeline System. The checklists below are developed to allow the field personnel the ability to make sound decisions during the initial response of an incident. The checklists are not meant to substitute for emergency response knowledge, training, or sound judgment calls and do not account for all circumstances. In the event of any type of incident, it is imperative that the safety of **all** personnel be considered **first**, and then the protection of property second.

GENERAL SAFETY PROCEDURES INCLUDE:	
✓	Secure the area.
✓	Monitor vapor release from spill and eliminate ignition sources, where appropriate.
✓	Work upwind of spill, if possible.
✓	Monitor oxygen levels, particularly for spills in poorly ventilated areas.
✓	Oxygen levels should be between 19.5% and 20.9%.
✓	Obtain and use personal protective equipment, including respiratory, skin, eye, and splash protection.
✓	Make sure supervisors know where you are working.
✓	Monitor other workers for signs of heat stress or hypothermia.

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Response Procedures (Cont'd)

Initial Response Actions

Initial response actions are those taken by local personnel immediately upon becoming aware of a discharge or emergency incident, before the Emergency Response Team is formed and functioning. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation.

INITIAL DISCOVERY / RESPONSE ACTIONS CHECKLIST			
DISCOVERER	Initiate Initial Response Procedures and Notifications (Refer to **Section 2**). A list of contact numbers is located in **Section 5**: List of Contacts.		
PERSON-IN-CHARGE RESPONSE GUIDELINES			
The appropriate response to a particular incident may vary depending on the nature and severity of the incident.			
✓		**Action**	**Definition**
1	☐	Secure the source.	Act quickly to shut-in source, close valves, etc. (**IF SAFE TO DO SO, PROPERLY TRAINED & HAVE PROPER PPE**).
2	☐	Consider safety of personnel / call for medical assistance if needed.	Pull an alarm, push an evacuation button, use radio or call 911. **EVACUATE IF NECESSARY**.
3	☐	Shut off ignition sources.	Motors, open flames, electrical circuits.
4	☐	Coordinate rescue and medical response actions.	Perform this task only if trained to do so (i.e., member of medical & rescue teams) Refer to hospital listings in local notifications section of Section 5.
5	☐	Identify pollutant and assess possible hazards to human health and the environment.	Identify source and volume; characterize oxygen levels, explosive character, toxicity of air on scene, splash and ingestive hazards.
6	☐	Initiate containment if necessary and safe to do so.	Contact OSROs as necessary.
7	☐	Report all incidents to the Qualified Individual or Safety Officer.	Follow Notification Procedures, **Section 2.** Contact Numbers located in **Section 5**.

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Response Procedures (Cont'd)

Injury / Medical / Rescue

MEDICAL EMERGENCY CHECKLIST	
The following checklist identifies key items to consider during a medical emergency at a company facility.	
✓	**Stabilize the victim. Provide <u>BASIC LIFE SUPPORT</u> at the scene if necessary by:** • Maintain airway/breathing – administer CPR • Control bleeding • Treat for shock

✓	**Activate professional medical care for the victim by:**
	• Call **911** to arrange for ground or air ambulance support. Provide the 911 dispatch the following information:
	  • Your name and location
	  • Type of medical emergency
	  • Name and location of the injured
	  • Condition of injured
	  • Contact phone number
	• Transport the victim to a local hospital or physician.

✓	Assess the situation and contact the Safety Officer.
✓	Determine the level of medical attention needed - first aid or outside professional assistance.
✓	Administer first aid if necessary.
✓	Transport or activate professional medical care to provide medical support at local hospital or physician if necessary.
Note: Evacuation of seriously ill or injured persons should be conducted by ground or air ambulance only. Transportation by company or private vehicle should be discouraged, unless advised to do so by medical authorities. All medical emergencies should be documented on appropriate company reports.	

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Response Procedures (Cont'd)

Fire and Explosion

FIRE & EXPLOSION PROCEDURES	
Once a fire has been detected, the following actions are initiated:	
✓	**Sound Alarms** – If not automatic, sound facility alarm and communicate location of the fire to Facility Manager.
(b) (7)(F)	[redacted]
✓	**Rescue Injured Personnel** – If personnel can be rescued without undue risk, perform rescue operations and arrange for medical treatment of injured personnel.
✓	**Activate Fire Protection Systems** – Start any applicable automatic, fixed fire protection system.
✓	**Make Notifications** – • Notify municipal fire brigade and local police, as necessary. • Immediately notify OCC supervisors and facility management. • Notify and assemble facility Crisis Management Team (CMT), as appropriate for incident. Clearly identify the Incident Commander and other positions on CMT. • Notify government authorities to meet legal obligations. • Notify other nearby facilities, private residences, and others that may be infected.
✓	**Shut Off Electrical Power** – Shut off electrical power, if it presents a hazard to fire fighting operations. Make sure this does not shut off fire pumps or otherwise interfere with incident response efforts.
✓	**Evacuate Personnel from Fire Scene** – Evacuate personnel from fire scene and direct them to primary or secondary assembly area.
✓	**Extinguish Fire** – Only attempt to extinguish the fire: • If fire is small • If you determine fire can be put out with a hand fire extinguisher • You have been trained in its use.
✓	**Stop Sources of Fuel to Fire** – Stop flow of product feeding fire.
Note: DO NOT EXTINGUISH a flowing natural gas or LPG fire. Cool down adjacent property with water until natural gas or LPG flow can be shut off.	

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Response Procedures (Cont'd)

Fire and Explosion (Cont'd)

FIRE & EXPLOSION PROCEDURES (CONT'D)	
Subsequent Response Actions:	
✓	**Clear Access to Scene** – Open front gate and keep access clear to fire scene for firefighting apparatus.
✓	**Man Main Gate** – Assign an employee to main gate to direct firefighters to scene of the fire and prevent entry of unauthorized persons.
✓	**Account for Personnel** – Conduct a headcount at assembly point to ensure no one is missing.
✓	**Remove Vehicles** – If safe to do so, remove personal and company vehicles, which may be endangered, from premises to a pre-designated area.
✓	**Assist Fire Brigade** – In those locations where a local fire brigade assumes full control of firefighting efforts, assemble available firefighting material and stand by to advise or assist fire brigade.
✓	**Advise Mutual Aid Organizations** – Advise mutual aid organizations of emergency in progress and ask them to stand by in case help is needed.
✓	**Obtain Firefighting Foam** – Contact sources for additional firefighting foam supplies should they be needed in controlling the fire.
✓	**Arrange for Water Supplies** – Contact municipal water supply company should pressure or flow rate of firefighting water require increased pressure.
✓	**Cool Adjacent Tanks** – Apply water to adjacent storage tanks receiving radiant heat from fire with fixed water monitors to prevent tank rupture. If fixed water monitors are not available, use at least two 2-1/2 inch hose lines behind a barricade. If safe, be sure to drain tank dike containment area to prevent filling with water. If a tank ruptures, full dikes would cause product to overflow bounded area. Ensure drain valve is manned all the time it is open.
✓	**Clear Exit Routes** – Make sure emergency exit routes are kept open at all times.
✓	**Apply Foam** – Cover gasoline, naptha, solvent, and other product spills with a high vapor pressure (having a Reid vapor pressure greater than 5) with foam to prevent fumes from traveling to an ignition source.

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Response Procedures (Cont'd)

Fire and Explosion (Cont'd)

	FIRE & EXPLOSION PROCEDURES (CONT'D)
	Specific Fire Scenarios:
✓	**Procedures for Tanks Involved in a Fire** – Under certain circumstances, additional procedures can be follow to prevent the spread of fire or exposure to other property, as follows: • Isolate burning tank, if possible • Drain diked areas to prevent overflow of product and firefighting water. Ensure drain valve is manned the entire time it is open. • Do not attempt to fight the fire until equipment is available, per the established plan, for each individual tank at the facility. • Every effort should be made to contain large tank fires until adequate equipment and firefighting foam are available. • Transfer product from problem tank to another tank. • Empty the tank by transferring the product. **CAUTION:** Drawing down product level in a tank results in loss of "heat sink effect" and will lead to damage of tank wall, if tank wall is exposed to fire without being cooled with water. • If a tank has a low side leaking bottom, pump water into it so only water leaks out. **Use caution to avoid overfilling tank.** Water bottoms in tanks are a temporary measure only. Water should be removed, as soon as possible, at the end of the emergency. • If tank roof is sunk, cover exposed product with foam to suppress vapors and reduce evaporation. Make sure foam is flowing from nozzles before directing streams into tank to avoid static ignition. • Keep sides of fire/heat exposed tanks above product level cool with water, provided adequate water supplies are available and firefighting water collected inside tank dikes can be rapidly drained.
✓	**Procedures for Pipeline and Pressure Fires –** • Stop pump or compressor feeding line. • Clear personnel from area.
✓	**Procedures for a Tank Truck –** • Stop flow of product, if possible. • Keep all persons away from area. • Attempt to put out secondary fire using fire extinguishers or small hoses. • Request help from local fire brigade, police, and mutual aid members, as appropriate. • On arrival of fire brigade, advise the senior officer of duration of fire, type of product involved, and any actions that might have been taken. Provide verification of product with shipping papers, MSDS, or other documentation.

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Response Procedures (Cont'd)

Fire and Explosion (Cont'd)

FIRE & EXPLOSION PROCEDURES (CONT'D)	
Specific Fire Scenarios (Cont'd):	
✓	**Procedures for a Building Fire –** • Identify exact location of fire. • Evacuate building immediately. Occupants proceed directly to primary assembly location. • Activate fixed fire protection and smoke removal systems, if available. • Conduct headcount at assembly location to ensure no one is missing. • If anyone is believed to be in the building, request fire brigade to conduct a search. • Identify hazardous materials in building and inform on-scene personnel in charge of fighting fire so they can determine proper techniques to fight fire. • Take necessary precautions against hazardous material or smoke exposure.
Plan Availability:	
✓	The following plans should be available to assist CMT in responding to a fire emergency: • Storage Tank Plan • Facility Firefighting Equipment List and System Diagrams • Mutual Aid Manpower, Equipment and Foam Supplies • Plot plan diagram showing Product Transfer Lines and Systems with location of emergency valves and switches. • Building Evacuation Plans • Fire Detection and Alarm System Operation Manuals • Hazardous Material List

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Response Procedures (Cont'd)

Oil Discharge

OIL DISCHARGE CHECKLIST	
✓	Stop the flow of spilled product.
✓	Consider safety of personnel.
✓	Shut off ignition source.
✓	Coordinate rescue and medical response actions.
✓	Identify release and assess possible hazards to human health and the environment.
✓	Report all spills to Supervisor and Management.

RIVER FLOW RATES
River flow rates are established at time of spill to project spill plume arrival times at environmental and other sensitive areas. Wolverine Pipe Line Company relies on over-flights by company aircraft and scouting exercises by both boat and land vehicles. Wolverine personnel usually perform scouting activities jointly with outside agencies. Spill movement can be controlled by propwashing, high pressure pump washing, and corralling with booms. Weather monitoring is a routine function of spill responses.

ESTIMATING THE TRAJECTORY OF THE SPILL	
Trajectory of a spill can be estimated from the following data:	
✓	Location where the spill occurred
✓	Time the spill occurred
✓	Wind speed and direction at time of spill
✓	Water current and direction at time of spill

The trajectory of the spill is modeled as the vector sum of an effective current component and an effective wind component. The effective current component has the same magnitude and direction as the current acting on the spill at the time of the prediction. The magnitude of the effective wind component is 3% of the magnitude of the wind action on the spill at the time of the prediction. The effective wind component direction is the wind direction corrected for Coriolis effects. This correction is a variable wind deflection angle calculated as a function of the wind magnitude.

After the initial trajectory is predicted, period updates of wind and water current information are used to revise the projected trajectory. Often, water current data are not readily available at the time of the spill. In such cases, updated spill leading edge locations can be used to estimate water current speed and direction.

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Response Procedures (Cont'd)

Severe Weather

THUNDERSTORMS / LIGHTNING / HIGH WINDS CHECKLIST	
This checklist identifies actions to be taken when the Facility is threatened by thunderstorms, producing lightning or high winds.	
✓	Upon notification by weather monitoring of impending severe weather conditions, notify the PIC or the appropriate office of the situation.
✓	Personnel will be instructed to shut down all nonessential activities and take shelter where available until the storm has passed.
✓	Immediately bring personnel off vessels, tanks, pipe racks, and other elevated work areas. Suspend product loading operations and close all tank openings.
✓	Take shelter until the storm has passed.

Severe Winter Weather

The Wolverine Pipeline operating area is subject to severe winter weather that could affect the ability of operations personnel to maintain normal production and poses a serious threat to any personnel who are stranded. Severe weather may include blizzards, white outs, extremely cold weather (below -40° F.), large snowfalls, high winds and resulting drifts. The following precautions and procedures will be utilized to minimize risk exposure for personnel and equipment.

SEVERE WINTER WEATHER PRECAUTIONS AND PROCEDURES	
✓	Offices will be equipped with food, supplies, and equipment to support normal operating personnel for extended periods in the event that relief personnel cannot reach these offices.
✓	Operations will maintain several all-terrain vehicles for routine and emergency access to critical locations, manifolds, block valves, and well sites, and for other appropriate emergencies (search and rescue, evacuation, etc.).
✓	All company vehicles will be equipped with arctic survival gear and radios.
✓	In the event that an operating shift must go unrelieved, it is the responsibility of local management to assign special watches, rest periods, etc. as necessary to minimize fatigue.
✓	Additional severe winter weather requirements and procedures may be identified and added as necessary.

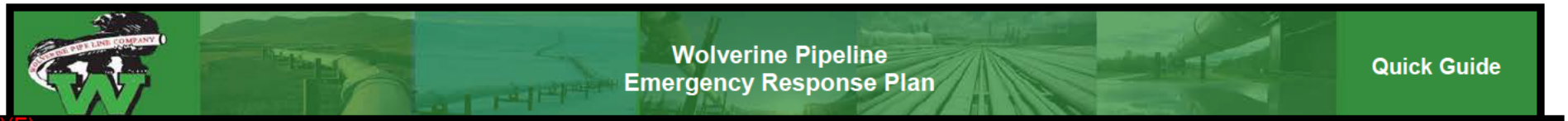
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Response Procedures (Cont'd)

Evacuation

EVACUATION PROCEDURES CHECKLIST	
When the alarm is sounded or a signal to evacuate is given all personnel should:	
✓	Immediately stop work activities.
✓	Check the wind direction.
✓	Move upwind or cross wind.
✓	Check the wind again.
✓	Person-in-Charge will conduct a head count to account for all personnel known to be at the facility.
✓	Person-in-Charge will assist in alerting and escorting personnel, including visitors and contractors to the appropriate evacuation point.
✓	Person-in-Charge will notify the appropriate office, and make all other appropriate notifications, as necessary.
✓	Person-in-Charge will assist in hazard control activities as requested.
✓	Person-in-Charge will initiate search and rescue of missing persons.
✓	All other personnel will remain at the evacuation point until the "All Clear" signal is given, or until instructed to board the operations boat to evacuate.
Note: Evacuation should be carried out in an orderly manner. Personnel should WALK, not run or panic.	

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Pipeline Information

RESPONSE ZONE 5 FACT SHEET			
Pipeline System(s):		System(s)	Milepost
		Joliet to Lockport	00.0 to 21.51
		Lockport to Kennedy Ave.	00.0 to 40.71
		Joliet to Kennedy Ave.	00.0 to 49.54
		Kennedy Ave. to White Oak	00.0 to 04.85
		Kennedy Ave. to Niles	00.0 to 67.84
		Kennedy Ave. to Jackson	00.0 to 173.5
		Niles to Grand Haven	00.0 to 96.24
		Jackson to Stockbridge	00.0 to 21.0
		Wolverine Spartan 6"/8"	00.0 to 109.0A
Location:	State:	Illinois	
	Counties:	Will, Cook	
	State:	Indiana	
	Counties:	Lake, Porter, LaPorte, St. Joseph	
	State:	Michigan	
	Counties:	Berrien, Cass, Van Buren, Kalamazoo, Calhoun, Jackson, Ingham, Clinton, Gratiot, Midland, Saginaw, Bay	
Qualified Individual(s):	Primary Name:	John Gurrola	
	Cell:	269-207-5567	
	Office:	269-232-2491 Ext. 12	
	Alternate Name:	Steve Iseminger	
	Cell:	269-998-0488	
	Office:	269-232-2491 Ext. 20	

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Spill Trajectory Request Form

The Response Group
Emergency Response | Pre-Planning & Support

SPILL TRAJECTORY REQUEST FORM

THE RESPONSE GROUP	**OFFICE: (281) 880-5000**	**24-HOUR: (800) 651-3942**
FAX: (281) 880-5005	**EFAX: (281) 596-6976**	**EMAIL: trajectory@responsegroupinc.com**

COMPANY INFORMATION

Company Name: _____

Company Contact Name: _____

Phone #: _____

Alternate # (ie: Mobile, Pager): _____

Fax #: _____

Email Address: _____

SPILL SITE INFORMATION

Source Type (Circle): Platform/Well Pipeline Vessel Facility

Source Name & Location (Name/Area/Block):

Latitude: ____° ____' ____" Longitude: ____° ____' ____"

Date & Time of Incident (mm/dd/yy): ___/___/___ ___:___ (Military)

Type of Product (ie: Medium Crude): _____ API Gravity ____

Estimated Volume of Release: _____ Barrels or Gallons

Continues Release Rate: _____ bbls/hr How Long: _____ hrs.

WEATHER CONDITIONS

Wind Direction (From the): _____	Wind Speed: _____ MPH or Knots
Current Direction (Toward): _____	Current Speed: _____ MPH or Knots
Air Temperature: _____° C or F	Water Temperature: _____° C or F
High Tide: _____	Low Tide: _____

Weather Forecast:

OVERFLIGHT INFORMATION

Date & Time of Overflight (mm/dd/yy): ___/___/___ ___:___ (Military)

Leading Edge Location:

Latitude: ____° ____' ____"	Latitude: ____° ____' ____"

Trailing Edge Location:

Latitude: ____° ____' ____"	Latitude: ____° ____' ____"
Length: _____ Feet / Yards / Miles	Width: _____ Feet / Yards / Miles

Slick Appearance (Percent & Estimated Length & Width)

Barely Visible: ____% L x W: _____	Silvery: ____% L x W: _____
Slight Color: ____% L x W: _____	Bright Color: ____% L x W: _____
Dull: ____% L x W: _____	Dark: ____% L x W: _____

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ICS Forms

ICS FORMS & REPORTS	
ICS Form #	**Report Name**
	General Incident Report (Pipeline)
	Notification Report
	Weather Report
ICS 201-1	Incident Briefing Map/Sketch
ICS 201-2	Summary of Current Actions
ICS 201-3	Current Organization
ICS 201-4	Resource Summary
ICS 202	Response Objectives
ICS 205	Communications Plan
ICS 206	Medical Plan
ICS 208	Site Safety Plan
ICS 211E&P	Equipment & Personnel Check-in Form
ICS 214a	Individual Log

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General Incident Information Report

Purpose: The General Incident report provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions.

Preparation: The responder receiving the first call reporting the incident prepares the General Incident Information Report. The Situation Unit makes subsequent updates to the form.

Distribution: The initial form will be given to the Incident Commander. When updated, the Planning Section Chief will duplicate the General Incident Information Report and post a copy at the Situation Display in the Command Post. Single copies may then be distributed to the Command Staff, Section Chiefs, and Joint Information Center.

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General Incident Report

Incident:	**Incident Date/Time:**
Person Reporting Incident:	**Prepared:** **at:**
Person Contact Number(s): ( ) -	**Version:**

Pipeline Information and Points of Contact

Pipeline Name:	
Contact:	**Phone: ( ) -**
Owner:	**Phone: ( ) -**
Operator:	**Phone: ( ) -**

Pipeline Specific Information

Type(s) of Product:		
Equipment Involved:		
P/L Marker of Release	**Nearest Upstream Block Valve**	**Nearest Downstream Block Valve**

Incident Information

Incident Location:	**Latitude:**	**Longitude:**
Type of Casualty:		
Total Capacity of Pipeline:	**Potential for Additional Spillage:**	
Material(s) Spilled:	**API Gravity:**	
Estimated Quantity Spilled:	**Classification:**	
Source Secured?:	**If not, Estimated Spill Rate:**	
Notes:		

Incident Status

Injuries/Casualties:		
Fire:	**Fire Status:**	**Fire Assistance:**
Holed:	**Hole Location:**	**Hole Size:**
Notes:		

General Incident Report (Pipeline) **© 1997-2013 TRG/dbSoft, Inc.**

Notification Report

Purpose: The Notification Report is used to document each Government and Non-Government Organizations (NGO) notified and briefed on the incident.

Preparation: The company representative or the Liaison Officer in the Command Staff prepares the Notification Report.

Distribution: The Notification Report is a critical part of the incident briefing and the Incident Action Plan. When updated, the Situation Unit Leader will post/update the Situation Display in the Command Post.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident	Enter the name assigned to the incident.
2.	Version Name	
3.	Period	Enter the Operational Period date and time.
4.	Prepared By	Enter name and title of the person preparing the form and date/time (Military Time).
5.	Organization Notified	Enter the name of the Organization notified.
	Phone Number	Enter the phone number of the Organization notified.
	Date/Time	Enter the date and time the notification is made.
	Person Contacted	Enter the name of the person notified.
	Person Contacted Email	Enter the email address of the person notified.
	Case Number	Enter the Case Number where applicable (e.g. NRC Case Number).
	Follow Up	Circle Yes or No if follow up is required.
	ETA On Site	Enter the estimated time of arrival of the organization if applicable.
	Notified By	Enter the name of the person making the notification.

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Notification Status Report

Incident:	Prepared By: at:
Period: to	Version Name:

Organization Notified	Phone	Date /Time Notified	Person Contacted	Person Contacted Email	Case No.	Follow Up	ETA On Site	Notified By
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								
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Notes:								

Notification Status Report

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Weather Report

Purpose: The Weather Report form provides the Incident Commander (the Command and General Staffs assuming command of the incident) with basic information regarding current incident specific weather conditions, forecast for the next twenty-four (24) and forty-eight (48) hour period. Personnel or responders at the incident location should provide real time current weather data. It also serves as a permanent record of the initial response to the incident.

Preparation: The Planning Section prepares the briefing from data gathered from NOAA's National Weather Service and other sources. The information will be provided to the Situation Unit Leader so he may maintain the information on his static display.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Enter the name assigned to the incident.
2.	Date/Time Prepared	Enter date & time prepared (e.g. 09/17/1996 1500hrs.).
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Prepared By	Enter the name of the person completing the form.
5.	Wind Speed	Enter wind speed. (Indicate either knots or mph)
6.	Wind Direction	Enter the direction from which the wind is blowing.
7.	Air Temperature	Enter on the air temperature in °F.
8.	Barometric Pressure	Enter current barometric pressure in inches.
9.	Humidity	Enter current humidity in percent.
10.	Visibility	Enter visibility in miles. (Use data from surveillance aircraft)
11.	Ceiling	Enter ceiling in feet. (Use data from surveillance aircraft)
12.	High Tide (time)	Enter time for next high tide for current operational period (24 hr).
13.	High Tide (height)	Enter height of next high tide for current operational period (feet).
14.	Sunrise	Enter time of sunrise for current operational period.
15,	Wave Height (feet)	Enter the wave height in feet (e.g., 1-3 feet).
16.	Wave Direction	Enter the direction, which the waves are moving.
17.	Swell Height	Enter the swell height. (feet)
18.	Swell Interval	Enter the swell interval (seconds)
19.	Current Speed	Enter the speed of water current (Indicate either kts or mph).
20.	Current Direction	Enter the direction which the water current is moving,
21.	Water Temperature	Enter the water temperature in °F.
22.	Low Tide (time)	Enter time for next low tide for current operational period (24 hr).
23.	Low Tide (height)	Enter height of next low tide for current operational period (feet).
24.	Sunset	Enter time of sunset for current operational period.
25.	Notes	Enter notes (e.g. thunderstorm activity, wind shift, front movement) about weather data current operational period.
	24 Hour Forecast	
26.	Forecast	Enter forecast (e.g. thunderstorm activity, expected temperature, wind shift, front movement) for forecast period.
	48 Hour Forecast	
27.	Forecast	Enter forecast (e.g. thunderstorm activity, expected temperature, wind shift, front movement) for forecast period.

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Weather Report

Incident:	**Prepared By:** at
Period:	**Version Name:**

Present Conditions

Wind Speed:		Wave Height:	
Wind Direction From The:		Wave Direction:	
Air Temperature:		Swell Height:	
Barometric Pressure:		Swell Interval:	
Humidity:		Current Speed:	
Visibility:		Current Direction Toward:	
Ceiling:		Water Temperature:	
Next High Tide (Time):		Next Low Tide (Time):	
Next High Tide (Height):		Next Low Tide (Height):	
Sunrise:		Sunset:	

Notes:

24 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Notes:

48 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Notes:

Weather Report	**© 1997-2013 TRG/dbSoft, Inc.**

Incident Briefing Map/Sketch (ICS Form 201)

Purpose: The Incident Briefing form provides the Incident Commander, the Command Staff and General Staff assuming command of the incident with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The Initial Incident Commander prepares the briefing form for presentation to the relieving Incident Commander along with a more detailed oral briefing.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing 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.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter name of person completing form and the date & time prepared (e.g. 09/17/1996 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	ICS 201-1 Map Sketch	Show the Areas of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
6.	ICS 201-2 Summary of Current Actions	Brief paragraph on: 1. What, when, and how the incident occurred 2. Surveillance & weather information 3. Overall initial response objectives 4. Timeline of major events or actions that have taken place.
7.	ICS 201-3 Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	ICS 201-4 Resources Summary	Track the following information about the resources allocated to the incident. Name of supplier providing the resource 2. Resource Type (e.g. fire truck, boom, skimmer) 3. Description (e.g. size, name, capacity) 4. Quantity or amount of resource(s) 5. Area of Operation – destination of the resource (e.g. staging area, division, group, task force) 6. Status of each resource (e.g. Standby, En-route with Estimated time of arrival, At Staging, Assigned, & Out of Service).

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ICS 201-1 Incident Briefing Map/Sketch	
Incident:	**Prepared By:** **at**
Period:	**Version Name:**

ICS 201-1 Incident Briefing Map/Sketch	© 1997-2013 TRG/dbSoft, Inc.

ICS 201-2 – Summary of Current Actions	
Incident:	Prepared By: at:
Period: to	Version Name:

Incident Information

Initial Incident Objectives

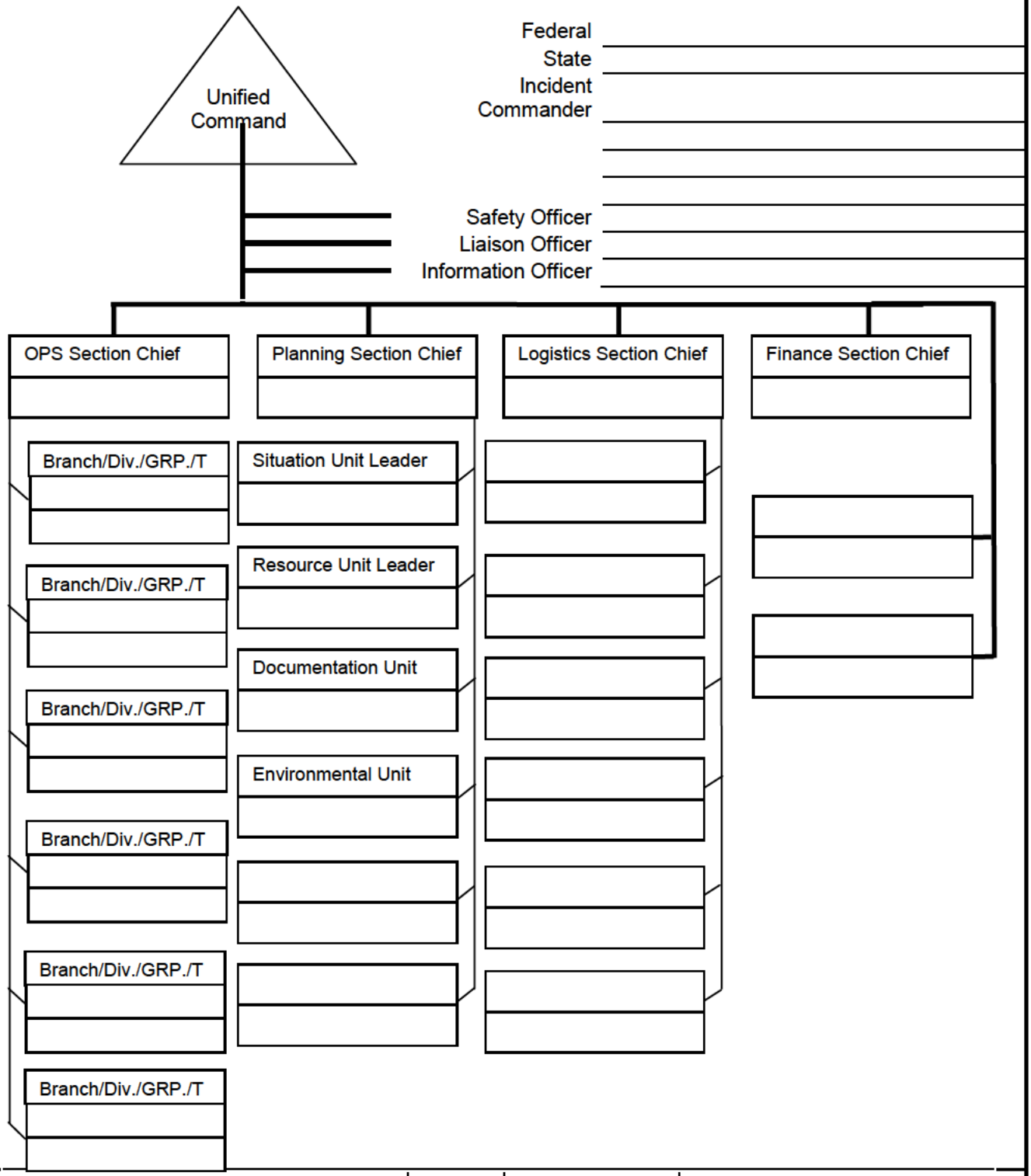
Summary of Current Actions

Date/Time	Action/Note

ICS 201-2 Summary of Current Actions			© 1997-2013 TRG/dbSoft, Inc.

ICS 201-3 Current Organization

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**



ICS 201-3 – Current Organization

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ICS 201-4 – Resource Summary

Incident:	Period:

ID	Supplier	Resource Type	Description	Quantity	Size	Area of Operation	Status	Status Date/Time

ICS 201-4 Resource Summary		© 1997-2013 TRG/dbSoft, Inc.

Response Objectives (ICS Form 202)

Purpose: The Response Objectives Form describes the basic incident strategy, control objectives, and safety considerations for use during the next operational period.

Preparation: The Response Objectives Form is completed by the Planning Section Chief following each formal Planning Meeting conducted in preparation for the Incident Action Plan.

Distribution: The Response Objectives Form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group and Unit leader levels.

NOTE: ICS 202, Response Objectives, serves as part of the IAP, which is not considered complete until attachments are included.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Version Name	
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Prepared By	Enter the name of the Planning Section Chief or person completing the form and the date & time prepared (e.g. 09/17/1996 1500hrs).
5.	Overall Incident Objective(s)	What you plan to do in priority order. Enter short, clear and concise statements of the objectives for managing the response. The overall incident objectives usually apply for the duration of the incident. (e.g. Contain and Recover Spilled Material)
6.	Tactical Objectives for specific Operational Period	How you plan to accomplish objectives. Enter short, clear and concise statements of the objectives for the incident response for this operational period. Include alternatives. (e.g. Deploy containment boom at appropriate collection areas)
7.	Safety Messages for the specified Operational Period	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.

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ICS 202 - General Response Objectives			
Incident:	**Prepared By:**	**at:**	
Period:	**Version Name:**		
Overall and Tactical Objectives			
		Assigned to:	Status
1. Ensure the Safety of Citizens and Response Personnel			
☐ 1a. Identify hazard(s) of spilled material			
☐ 1b. Establish site control (hot zone, warm zone, cold zone, & security)			
☐ 1c. Consider evacuations if needed			
☐ 1d. Establish vessel and/or aircraft restrictions			
☐ 1e. Monitor air in impacted areas			
☐ 1f. Develop site safety plan for personnel & ensure safety briefings are conducted			
2. Control the Source of the Spill			
☐ 2a. Complete emergency shutdown			
☐ 2b. Conduct firefighting			
☐ 2c. Initiate temporary repairs			
☐ 2d. Transfer and/or lighter product			
☐ 2e. Conduct salvage operations, as necessary			
3. Manage a Coordinated Response Effort			
☐ 3a. Complete or confirm notifications			
☐ 3b. Establish a unified command organization and facilities (command post, etc.)			
☐ 3c. Ensure local and tribal officials are included in response organizations			
☐ 3d. Initiate spill response Incident Action Plans (IAP)			
☐ 3e. Ensure mobilization & tracking of resources & account for			

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personnel & equip		
☐ 3f. Complete documentation		
4. Maximize Protection of Environmentally-Sensitive Areas		
☐ 4a. Implement pre-designated response strategies		
☐ 4b. Identify resources at risk in spill vicinity		
☐ 4c. Track oil movement and develop spill trajectories		
☐ 4d. Conduct visual assessments (e.g., overflights)		
☐ 4e. Development/implement appropriate protection tactics		
ICS 202 General Response		**© 1997-2013 TRG/dbSoft, Inc.**

ICS 202 - GENERAL RESPONSE OBJECTIVES		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	
Overall and Tactical Objectives		
	Assigned to:	Status
5. Contain and Recover Spilled Material		
☐ 5a. Deploy containment boom at the spill site & conduct open-water skimming		
☐ 5b. Deploy containment boom at appropriate collection areas		
☐ 5c. Evaluate time-sensitive response technologies (e.g., dispersants, in-situ burning)		
☐ 5d. Develop disposal plan		
6. Recover and Rehabilitate Injured Wildlife		
☐ 6a. Establish oiled wildlife reporting hotline		
☐ 6b. Conduct injured wildlife search and rescue operations		
☐ 6c. Setup primary care unit for injured wildlife		
☐ 6d. Operate wildlife rehabilitation center		
☐ 6e. Initiate citizen volunteer effort for oiled bird rehabilitation		
7. Remove Oil from Impacted Areas		
☐ 7a. Conduct appropriate shoreline cleanup efforts		
☐ 7b. Clean oiled structures (piers, docks, etc.)		
☐ 7c. Clean oiled vessels		
8. Minimize Economic Impacts		
☐ 8a. Consider tourism, vessel movements, & local economic impacts		
☐ 8b. Protect public and private assets, as resources permit		
☐ 8c. Establish damage claims process		

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9. Keep Stakeholders and Public Informed of Response Activities		
☐ 9a. Provide forum to obtain stakeholder input and concerns		
☐ 9b. Provide stakeholders with details of response actions		
☐ 9c. Identify stakeholder concerns and issues, and address as practical		
☐ 9d. Provide timely safety announcements		
☐ 9e. Establish a Joint Information Center (JIC)		
☐ 9f. Conduct regular news briefings		
☐ 9g. Manage news media access to spill response activities		
☐ 9h. Conduct public meetings, as appropriate		
ICS 202 General Response Objectives	**© 1997-2013 TRG/dbSoft, Inc.**	

Communications Plan (ICS 205)

Purpose: The Communications Plan provides, in one location, information on all phone & radio frequency assignments for each operational period. Information from the Communications Plan on phone and frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

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

Distribution: The Communications Plan is duplicated and given to all recipients of the Incident Action Plan including the Incident Communications Center. Information from the plan is normally placed on the appropriate Assignment List(s) (ICS Form 204).

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Communications Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Phone Listing	Enter the phone numbers assigned to each person to be used on the incident.
	Name	Enter the name of the person
	Phone, Fax, & Radio	Enter the phone, fax, and radio number assigned to each person
	Radio Utilization	Enter the radio channel/frequency assigned to each person, place, or resource used on the incident.
6.	System	Enter the name of the communication system
	Channel	Enter the radio channel being utilized
	Function	Enter what function the frequency is being used for
	Frequency	Enter the frequency being utilized
	Assignment	Enter the communication system assignment
	Notes	Enter any notes or comments about the system

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ICS 205 – Communications Plan					
Incident:			**Prepared By:**	**at:**	
Period:			**Version Name:**		
Phone Listing					
Name	**Main Phone**	**Fax**	**Other No. – Desc.**	**Other No. – Desc.**	**Radio**
Radio Utilization					
System	**Channel**	**Function**	**Frequency**	**Assignment**	**Notes**
ICS 205 Communications Plan					**© 1997-2013 TRG/dbSoft, Inc.**

Medical Plan (ICS Form 206)

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 an attachment to the Response Objectives Form (ICS 202), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on the Assignment list(s) (ICS Form 204).

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Medical Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Operational Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	First Aid Stations	Enter name, location, and contact information for the incident medical first aid stations (e.g. Staging Area, Camp Ground) and indicate if paramedics are located at the site by entering “Yes” or “No” in the Paramedics (EMT) field.
6.	Transportation	
	Ground Ambulance Services	List name and address of ambulance services (e.g. Shaeffer, 4358 Brown Parkway, Corona). Provide phone numbers and indicate if ambulance company has paramedics by entering “Yes” or “No” in the Paramedics (EMT) field.
7.	Air Ambulance Services	List name and address of ambulance services (e.g. Shaeffer, 4358 Brown Parkway, Corona). Provide phone numbers and indicate if ambulance company has paramedics or doctors by entering “Yes” or “No” in the Doctor and Paramedics (EMT) field.
8.	Hospitals	List hospitals, which will serve this incident. Hospital name, address, phone number, radio and enter “Yes” or “No” to indicate whether the hospital has a burn center and/or helipad.
9.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.

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ICS 206 – Medical Plan

Incident:	Prepared By: at:
Period:	Version Name:

First Aid Stations

Name	Location	EMT (On-Site)	Phone	Radio

Transportation (Ground and/or Ambulance Services)

Name	Location	EMT	Phone	Radio

Air Ambulances

Name	Location	Doctor/Nurse EMT	Phone	Radio

Hospitals

Name	Location	Helipad Burn Center	Phone	Radio

Special Medical Emergency Procedures

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Site Safety Plan (ICS Form 208)

Purpose: The Site Safety and Health Plan (SSHP) is a site-specific document required by state and federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations work plan, personnel training requirements, PPE selection criteria, site-specific medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings), pre-operations commencement health and safety briefings for all incident participants, and quality assurance of SSHP effectiveness,

Preparation: The Safety Officer prepares the SSHP with input from the Industrial Hygienist and Medical Unit Leader.

Distribution: The SSHP is distributed to the Operations Section Chief for implementation and promulgation to all operational groups and responding agencies. A copy is provided to the Incident Commander, the Command Staff, and the General Staff.

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ICS 208 – Site Safety Plan

Incident:	**Prepared by:** **at:**
Period:	**Version Name:**
Revision:	
Applies To Site:	
Products:	(Attach

SITE CHARACTERIZATION

Water:
Wave Height: _____ Wave Direction: _____
Current Speed: _____ Current Direction: _____
Land: _____ Use: _____
Weather: _____ Temp: _____
Wind Speed: _____ Wind Direction: _____

Pathways for Dispersion:

Site Hazards

- ☐ Boat Safety
- ☐ Chemical hazards
- ☐ Cold Stress
- ☐ Confined Spaces
- ☐ Drum handling
- ☐ Equipment operations
- ☐ Electrical operations
- ☐ Fatigue
- ☐ Other
- ☐ Fire, explosion, in-situ burning
- ☐ Heat stress
- ☐ Helicopter operations
- ☐ Lifting
- ☐ Motor vehicles
- ☐ Noise
- ☐ Overhead/buried utilities
- ☐ Plants/wildlife
- ☐ Other
- ☐ Pump hose
- ☐ Slips, trips, and falls
- ☐ Steam and hot water
- ☐ Trenching/Excavation
- ☐ UV Radiation
- ☐ Visibility
- ☐ Weather
- ☐ Work near water
- ☐ Other

Air Monitoring

%02: _____ **%LEL:** _____ **ppm Benzene:** _____
ppm H2S: ☐ **Other (Specify):**

CONTROL MEASURES

Engineering Controls

- ☐ Source of release secured
- ☐ Site secured
- ☐ Valve(s) closed
- ☐ Facility shut down
- ☐ Energy source locked/tagged out
- ☐ Other _____

Personal Protective Equipment

- ☐ Impervious suit
- ☐ Inner gloves
- ☐ Outer gloves
- ☐ Flame resistance clothing
- ☐ Hard hats
- ☐ Respirators
- ☐ Eye protection
- ☐ Personal floatation
- ☐ Boots
- ☐ Other _____

Additional Control Measures

- ☐ Decontamination
- ☐ Sanitation
- ☐ Illumination
- ☐ Medical Surveillance
- ☐ Stations established
- ☐ Facilities provided – OSHA 29 CFR 1910.120n
- ☐ Facilities provided – OSHA 29 CFR 1910.120m
- ☐ Provided – OSHA 29 CFR 1910.120fq

ICS 208 Site Safety Plan		**© 1997-2013 TRG/dbSoft, Inc.**

ICS 208 – Site Safety Plan

Incident: **Prepared By:** **at:**

Period: **Version Name:**

WORK PLAN

☐ Booming ☐ Skimming ☐ Vac trucks ☐ Pumping ☐ Excavation
☐ Heavy equipment ☐ Sorbent pads ☐ Patching ☐ Hot work ☐ Appropriate permits used
☐ Other

TRAINING

☐ Verified site workers trained per OSHA 29 CFR 1920.120

ORGANIZATION

Title	Name	Telephone/Radio
Incident Commander:		
Deputy Incident Commander:		
Safety Officer:		
Public Affaire Officer:		
Other:		

EMERGENCY PLAN

☐ Alarm system:
☐ Evacuation plan:
☐ First aid location

Notified

☐ Hospital	Phone:
☐ Ambulance	Phone:
☐ Air ambulance	Phone:
☐ Fire	Phone:
☐ Law enforcement	Phone:
☐ Emergency response/rescue	Phone:

PRE-ENTRY BRIEFING

☐ Initial briefing prepared for each site

INCLUDING ATTACHMENTS/APPENDICES

Attachments

☐ Site Map
☐ Hazardous Substance Information Sheets
☐ Site Hazards
☐ Monitoring Program
☐ Training Program
☐ Confined Space Entry Procedure
☐ Safe Work Practices for Boats
☐ PPE Description
☐ Decontamination
☐ Communication and Organization
☐ Site Emergency Response Plan

Appendices

☐ Site Safety Program Evaluation Checklist
☐ Confined Space Entry Checklist
☐ Heat Stress Consideration
☐ Cold Stress and Hypothermia Consideration
☐ First Aid for Bites, Stings, and Poisonous Plant Contact
☐ Safe Work Practice for Oily Bird Rehabilitation
☐ SIPI Site Pre-Entry Briefing
☐ Personnel Tracking System

ICS 208 – Site Safety Plan

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Check In List (ICS Form 211)

Purpose: Provides written documentation as to when personnel and equipment arrive at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List.

Initiation of Form: 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, which are completed by personnel at the various check-in locations, 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.

Item	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in Location	Check the appropriate location.
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Date/Time Prepared	Enter date & time prepared (e.g. 09/17/2000 1500hrs.).
5.	Prepared By	Enter the name of the Resource Unit Leader or person preparing the form.
6.	Name	Enter name (last, first).
7.	Classification	Enter job classification (e.g. spill tech, supervisor…).
8.	Company	Enter name of individual's employer.
9.	Check-In Date/Time	Enter date and time entering site (01/01/01 / 0600 hr).
10.	Check-Out Date/Time	Enter date and time exiting site (01/01/01 / 0600 hr).
11.	Home Base	Location at which the resource/individual is normally assigned. (May not be departure location).
12.	Method of travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
13.	Assigned Position	Assignment at time of dispatch.

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ICS 211p – Check-In List (Personnel)					
Incident:			Prepared By:		at:
Period:	to		Version Name:		
Check-In Location - -	☐ Command Post	☐ Staging Area	☐ Other	-->	Location Name:

Personnel Check-In Information

Name (Last, First) & Contact Information	Classification & Company/Agency	Assigned Section & Position	Quantity & UOM	Check-In Date/Time	Check-Out Date/Time Destination

ICS 211P Check-In List (Personnel)		© 1997-2013 TRG/dbSoft, Inc.

ICS 211e – Check-In List (Equipment)					
Incident:			Prepared By:		at:
Period:			Version Name:		
Check-In Location: ☐ Command Post ☐ Staging Area			☐ Other --> Location Name:		
Equipment Check-In Information					
Equipment Description & Identifier	Supplier & Contact Information	Quantity & UOM	Size & UOM	Check-In Date/Time & Assignment	Check-Out Date/Time & Destination
ICS 211e Check-In List (Equipment)					© 1997-2013 TRG/dbSoft, Inc.

Individual Log (ICS Form 214a)

Purpose: The Individual Log is used to record details of personal activity including specialized activities. The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

Initiation of Form: An Individual Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders, as well as any other individuals in the incident command system. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Individual Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
6.	Unit Leader	Enter the name of the individual in charge of the Unit.
7.	Personnel Roster Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
8.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)

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ICS 214a – Individual Log		
Incident:	Prepared By:	at:
Period:	Version Name:	

Activity Log	
Date/Time	Events/Notes

ICS 214 Individual Log			© 1997-2013 TRG/dbSoft, Inc.

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Wolverine Pipe Line Co.
Emergency Response Plan



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EMERGENCY RESPONSE PLAN

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RECORD OF REVISIONS

REVISION DATE	PAGE(S)		REASON FOR REVISION
	REMOVED	INSERTED	
July 2009	Entire Plan	Entire Plan	New plan implemented
Oct. 2010	Quick Guide	Quick Guide	Updated pipeline schematics
Oct. 2010	Section 1	Section 1	Administrative changes
Oct. 2010	Section 2 Section 5	Section 2 Section 5	Updated contact information
Oct. 2010	Section 5	Section 5	Updated contact information
Oct. 2010	Appendix A	Appendix A	Updated pipeline schematics, Added new BP Whiting Pump Station connection, Columbia Meter Station and Black Oak Junction connection to BP Pipeline
Oct. 2010	--	Appendix H – pages	Added endangered species lists
Oct. 2010	Appendix I	Appendix I	Updated spill reporting guide contact information
Oct. 2010	--	Entire Manual	Annual review of Manual done by Steve Iseminger
Nov. 2011	--	Entire Manual	Annual review of Manual done by Steve Iseminger
Nov. 2012	Appendix A Section 1	Appendix A Section 1	Updated pipeline schematics, map & system description for idle & leased lines
Nov. 2012	Section 2, Page 3	Section 2 Page 3	Updated contact information
Nov. 2012	Section 5	Section 5	Updated contact information
Nov. 2012	--	Entire Manual	Annual review of Manual done by Steve Iseminger
Feb. 2013	--	Section 2 Section 5	Updated contact information
June 2013	--	Section 1	Updated pipeline schematics, added new MOV on SB-LP (Taft Rd.), KA-NI Loop Line County Line Rd. valve moved to CR1150W & JO-KA Exchange St. valve moved to Burville Rd.
June 2013	--	Section 1	Added Biodiesel to products shipped

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RECORD OF REVISIONS (CONT'D)

REVISION DATE	PAGE(S)		REASON FOR REVISION
	REMOVED	INSERTED	
August 2013	—	Entire Plan	Edited Formatting
August 2013	Appendix B	Appendix B	Updated references and ICS Organization.
August 2013	Section 1 Pg 11-12	Section 1 Pg 11-12	1.4 Scope updated to corporate Objectives. 1.5 Objectives removed
August 2013	Section 2.4	Section 2.4	Documentation Section Updated
August 2013	Section 3	Section 3	Added Environmental Response, Containment and Recovery, Shoreline and Terrestrial Cleanup, Water and Sediment Quality, and Decontamination. Updated Non-mechanical Response Options, Waste Management Plan and Disposal Plan.
August 2014	Section 4.2	Section 4.2	Response Termination and Follow-up Procedures updated.
August 2013		Section 6.3	Added Incident Command System Training.
August 2013	Section 7.1	Section 7.1	Title changed to Response Exercise Program. Exercise format, procedures, cycle etc. information added.
August 2013	Section 7.2.1	Section 7.2.1	Drill and Exercise Schedule updated.
August 2013	Section A.5	Section A.5	Active Critical Mainline Block Valves information updated.
August 2013	Appendix F	Appendix F	Introduction, Scope, Program Administration, Daily Safety Briefings, Visitor Policy, Response, and Personal Protective Equipment sections added.
August 2013	August 2013	Section 5.7	OSRO Contract information updated.
August 2013	Section 5.5.8	Section 5.5.8	Emergency Contact List/911 Call center information added.
August 2013	Quick Guide	Quick Guide	Emergency Contact List/911 Call center information added.
August 2013	Section A.7	Section A.7	MSDS locations information updated.

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RECORD OF REVISIONS (CONT'D)

REVISION DATE	PAGE(S)		REASON FOR REVISION
	REMOVED	INSERTED	
August 2013	Appendix G	Appendix G	Appendix re-formatted, added Scope, Natural Resource Trustees for Wildlife, Safety, Wildlife Management, Wildlife Branch, Wildlife Documentation, and updated Wildlife Response Actions and Contact information. Added section G.9 Archaeological and Historical Resources. Added Contact for Commonwealth Cultural Resources Group
August 2013	Appendix H	Appendix H	Section re-formatted. Added Response Priorities, Ecological Considerations, Natural Resource Trustees, Natural Resource Damage Assessments including possible consultants, and Additional Environmental Resources.
August 2013	Section 5.6	Section 5.6	Contact information updated. Added TRG, Wildlife Response and Rehabilitation Organizations, and Natural Resource Damage Assessment Consultant & Archaeological and Historical Resources information.
August 2013	Quick Guide	Quick Guide	Contact information updated. Added TRG, Wildlife Response and Rehabilitation Organizations, and Natural Resource Damage Assessment Consultant information.
August 2013	Section 1.1	Section 1.1	Map Updated
August 2013	Section 1.2	Section 1.2	Pipeline Information updated.
August 2013	Section 4.3	Section 4.3	Pipeline Facilities, which Require Immediate Response tables updated.

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APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

APPLICABILITY OF SUBSTANTIAL HARM – DOT / PHMSA

Pipeline Name: Wolverine Pipeline

Is the pipeline greater than 6 and 5/8 inches (168 mm) in outside nominal diameter, greater than 10 miles (16 kilometers) in length, and

YES X NO

Has any line section experienced two or more reportable releases, as defined in 49 CFR 195.5, within the past five (5) years, or

YES NO X

Does any line section contain any electric resistance welded pipe, manufactured prior to 1970 and operates at a maximum operating pressure established under 40 CFR 195.406 that corresponds to a stress level greater than 50 percent of the specified minimum yield strength of the pipe, or

YES X NO

Is any line located within a 5-mile (8 km) radius of potentially affected public drinking water intakes and could reasonably be expected to reach public drinking water intakes, or

YES X NO

Is any link located within a 1-mile (1.6 km) radius of potentially affected environmentally sensitive areas and could reasonably be expected to reach these areas?

YES X NO

Based on the DOT/PHMSA criteria above, the Wolverine Pipeline is considered to be a system of "Substantial" / "Significant and Substantial Harm".

Wolverine Pipeline Company certifies to the Pipeline and Hazardous Materials Safety Administration of the Department of Transportation that we have obtained, by contract or other approved means, the necessary private personnel and equipment to respond, to the maximum extent practicable, to a worst case discharge.



Signature

Vice President

Title

John Gurrola

Name

9/24/13

Date

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SECTION 1: INFORMATION SUMMARY

1.1 Owner & Operator

This Emergency Response Plan (ERP) is developed for:

OWNER & ADDRESS	Wolverine Pipe Line Company 8075 Creekside Drive, Suite 210 Portage, MI 49024
OPERATOR & ADDRESS	Wolverine Pipe Line Company 8075 Creekside Drive, Suite 210 Portage, MI 49024



Wolverine Pipe Line Company operates a common carrier, high pressure, hazardous liquids, and refined products pipeline system in the states of Illinois, Indiana, and Michigan. Batching is the predominant method used to maintain segregation of the various products while transporting them through the system. Each batch has a unique batch number, which allows the batch to be tracked through the system from origin location to destination location. The batch number also allows operational personnel to determine the origin, destination, shipper, and product type of any batch being transported.

1.2 Pipeline Information

PIPELINE NAME	**Wolverine Pipeline System** **Phone (24 HR): 888-337-5004**
PRODUCT(S) STORED:	Heating Oil Natural Gasoline Jet A Low & Ultra Low Sulphur Diesel Fuel & Biodiesel Fuel Regular, Blend Grade and Super Unleaded Gasoline Diluent
RESPONSE ZONES:	*Response Zone #5*
OPS SEQUENCE #:	*55*

The pipeline system is maintained by Wolverine Pipe Line Company field personnel. It is operated by personnel from Wolverine Pipe Line Company, with the Operations Control Center (OCC) being located in Portage, Michigan. For purposes of this manual, the system has been divided into nine subsystems (each listed below) to permit the most effective description of operational, maintenance, and emergency response activities.

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1.2 Pipeline Information (Cont'd)

1.2.1 Joliet to Lockport 16-inch Products System Description

This segment of the system consists of 21.55 miles of 16-inch pipe, originating at Joliet Pump and Meter Station in Will County, Illinois and terminating at Lockport Pump and Meter Station in Will County, Illinois. The line fill capacity of this segment is 26,700 bbls. The segment operates as a closed system – no deliveries are made into or out of the segment between originating and terminating points.

Joliet Station receives refined products through a 16-inch diameter suction line originating at a products manifold and pump inside ExxonMobil's Joliet Refinery. (There are two 16-inch diameter suction lines connecting the refinery manifold and Joliet Station. One line is normally designated to the 16-inch Lockport system and the other to the 18-inch system to Kennedy Avenue Station, however, it is possible to receive product into the 16-inch Lockport System from either suction line.)

Product is delivered out of the system at Lockport Pump and Meter Station into ExxonMobil's Lockport System (3 miles of 16-inch diameter pipe connecting Lockport Station with the ExxonMobil Oil Corporation Lockport Terminal).

The flow of product can be redirected through the Lockport Pump and Meter Station eastbound into the Lockport to Kennedy Avenue 16-inch Products System.

1.2.2 Lockport to Kennedy Avenue 16-inch Products System Description

The Lockport to Kennedy Avenue segment of the system consists of 40.71 miles of 16-inch diameter pipe originating at Lockport Pump and Meter Station in Will County, Illinois and terminating at Kennedy Avenue Pump and Meter Station in Lake County, Indiana. The line fill capacity of this segment is 49,700 bbls. This segment operates as a closed system – no deliveries are made into or out of the system between originating and terminating points.

Lockport Station receives refined products from one of the following sources:

1. Through 2.76 miles of 18-inch diameter pipe originating at CITGO Refinery's Lemont Station (most common source into Lockport)
2. Joliet to Lockport 16-inch Products System (used only in abnormal or emergency situations)

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1.2 Pipeline Information (Cont'd)

1.2.2 Lockport to Kennedy Avenue 16-inch Products System Description (Cont'd)

Product leaves this segment of the system by taking one (or more) of five routes. The incoming stream from Lockport can be:

1. Pumped through Kennedy Avenue Station into either the Kennedy Avenue to Niles 16-inch Products System (Loop Line) or the Kennedy Avenue to Jackson 16-inch Products System (Mainline);
2. Diverted into the Kennedy Avenue to White Oak 16-inch Products System for delivery into the Buckeye East Chicago, Hammond, Indiana terminal or to ExxonMobil's Hammond, Indiana terminal;
3. Delivered into CITGO East Chicago tankage through 1.87 miles of 16-inch diameter pipe; or
4. As a transfer into Marathon's Wabash line or Loop Line.

1.2.3 Joliet to Kennedy Avenue 18-inch Products System Description

This segment of the system consists of 49.54 miles of 18-inch diameter pipe originating at Joliet Pump and Meter Station in Will County, Illinois and terminating at Kennedy Avenue Pump and Meter Station in Lake County, Indiana. The line fill capacity of this segment is 76,500 bbls. This system operates as a closed system - no deliveries are made into or out of the system between originating and terminating points.

Joliet Station receives refined products through a 16-inch diameter suction line originating at a products manifold and pump located inside ExxonMobil's Joliet Refinery. (There are two 16-inch diameter suction lines connecting the refinery manifold and Joliet Station. One line is normally designated to the 16-inch Lockport System and the other to the Joliet to Kennedy Avenue 18-inch System; however, it is possible to receive product into the 18-inch system from either suction line.)

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1.2 Pipeline Information (Cont'd)

1.2.3 Joliet to Kennedy Avenue 18-inch Products System Description

The product leaves this segment of the system by taking one (or more) of five routes. The incoming stream from Joliet can be:

1. Pumped through the Kennedy Avenue Station into the Kennedy Avenue to Niles 16-inch Products System(LL),
2. Pumped through the Kennedy Avenue Station into the Kennedy Avenue to Jackson 16-inch Products System(ML),
3. Diverted into the Kennedy Avenue to White Oak 16-inch Products System for delivery into the Buckeye Hammond, Indiana terminal or to ExxonMobil's White Oak terminal,
   Delivered into CITGO East Chicago Tankage through 1.87 miles of 16-inch diameter pipe., or
4. As a transfer to Marathon's Wabash Line or Loop Line

1.2.4 Kennedy Avenue to White Oak 16-inch Products System Description

This segment of the system consists of 4.85 miles of 16-inch diameter pipe originating at Kennedy Avenue Pump and Meter Station in Lake County, Indiana and terminating at While Oak Meter Station in Lake County, Indiana. The line fill capacity of this segment is 5,965 bbls. This segment of the system has a delivery point into Buckeye East Chicago, Hammond Terminal 1,820 bbls downstream of Kennedy Avenue Station. The White Oak 16-inch System receives product through Kennedy Avenue Station from either the Joliet to Kennedy Avenue 18-inch Products System, the Lockport to Kennedy Avenue 16-inch Products System, or from the Explorer Pipe Line Company's 16-inch Products System.

Product is delivered out of the system at White Oak Meter Station into one of two 16-inch lines. One 16-inch line is designated for delivery of gasoline products and the other 16-inch line is designated for delivery of distillates. This 16-inch line delivers products into the Buckeye East Chicago, Hammond Terminal, ExxonMobil White Oak Terminal or into Wolverine's slop tank at White Oak Meter Station.

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1.2 Pipeline Information (Cont'd)

1.2.5 Kennedy Avenue to Niles 16-inch Products System (Loop Line) Description

The Kennedy Avenue to Niles segment of the system consists of 67.84 miles of 16-inch diameter pipe originating at the Kennedy Avenue Pump and Meter Station in Lake County, Indiana and terminating at the Niles Pump and Meter Station in Berrien County, Michigan. The pipeline passes through Porter, La Porte and St. Joseph Counties in Indiana. The line fill capacity of this segment is 84,300 bbls. At Kennedy Avenue, product can be received into the 16-inch Loop Line from any one of the following six sources:

1. Joliet to Kennedy Avenue 18-inch Products System.
2. Lockport to Kennedy Avenue 16-inch Products System.
3. Columbia Feeder- 5.13 miles of 16-inch diameter pipe. Columbia Station receives product from the Valero and Marathon Terminals via 0.36 miles of 16-inch pipe or from the BP Whiting Refinery via 1.33 miles of 16-inch pipe. This Segment is owned and operated by Wolverine Pipe Line Company. .
4. CITGO Feeder – 1.87 miles of 16-inch diameter pipe from CITGO East Chicago Terminal. This segment of pipe is owned and operated by Wolverine Pipe Line Company.
5. Buckeye Feeder – 1.45 miles of 16-inch diameter pipe from the Buckeye Hammond Terminal. This segment of pipe is owned and operated by Wolverine Pipe Line Company.
6. Explorer Pipeline Company – incoming 16-inch diameter pipe is owned and operated by Explorer Pipeline Company.

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1.2 Pipeline Information (Cont'd)

1.2.5 Kennedy Avenue to Niles 16-inch Products System (the Loop Line) Description (Cont'd)

The Joliet to Kennedy Avenue and the Lockport to Kennedy Avenue lines terminate within Kennedy Avenue Pump and Meter Station at a valve manifold and can be pumped full stream into the 16-inch Loop Line. This valve manifold is also designed to allow a strip operation to the Kennedy Avenue to Jackson Mainline 16-inch Products System, the Kennedy Avenue to Niles 16-inch Products System (LL), the Kennedy Avenue to White Oak 16-inch Products system, and/or the CITGO 16-inch feeder line, or a transfer to Marathons LL or Wabash Line.

Feeder lines from the local shippers (CITGO, Valero/Marathon, BP, Buckeye, or Explorer Pipeline) enter Kennedy Avenue Pump and Meter Station through the local shippers valve manifold. This valve manifold is designed to allow product to be stripped to either the 16-inch Mainline or the Kennedy Avenue to Niles 16-inch Products System. Explorer can ship to White Oak line.

Product is delivered out of the system into tanks owned by Citgo, Marathon, Buckeye, Tanks R Us, Sunoco, Enbridge, or BP Amoco.

1.2.6 Kennedy Avenue to Jackson 16-inch Products System (Mainline) Description

The 16-inch Mainline originates at Kennedy Avenue Pump and Meter Station in Lake County, Indiana and extends easterly 173.5 miles (211,800 bbls) to Jackson Meter Station in Jackson County, Michigan. At Jackson Meter Station a spur line extends 21.0 miles (25,245 bbls) northeast to Stockbridge Pump and Meter Station in Ingham County, Michigan. In route to Jackson Meter Station, the pipeline passes through Porter, La Porte and St. Joseph Counties in Indiana and Berrien, Cass, Van Buren, Kalamazoo, Calhoun and Jackson Counties in Michigan.

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1.2 Pipeline Information (Cont'd)

1.2.6 Kennedy Avenue to Jackson 16-inch Products System (Mainline) Description (Cont'd)

(b) (7)(F)



All stations have three pumps. At Kennedy Avenue, product can be received into the 16-inch Mainline from any one of the following six sources:

1. Joliet to Kennedy Avenue 18-inch Products System.
2. Lockport to Kennedy Avenue 16-inch Products System.
3. Columbia Feeder – 5.13 miles of 16-inch diameter pipe. Columbia Station receives product from the Valero and Marathon Terminals via 0.36 miles of 16-inch pipe or from the BP Whiting Refinery via 1.33 miles of 16-inch pipe. This segment of pipe is owned and operated by Wolverine Pipe Line Company
4. CITGO Feeder – 1.87 miles of 16-inch diameter pipe from the CITGO East Chicago Terminal. This segment of pipe is owned and operated by Wolverine Pipe Line Company.
5. Buckeye Feeder – 1.45 miles of 16-inch diameter pipe from the Buckeye Hammond Terminal. This segment of pipe is owned and operated by Wolverine Pipe Line Company.
6. Explorer Pipeline Company – incoming 16-inch diameter pipe is owned and operated by Explorer Pipeline Company.

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1.2 Pipeline Information (Cont'd)

1.2.6 Kennedy Avenue to Jackson 16-inch Products System (Mainline) Description (Cont'd)

The Joliet to Kennedy Avenue and the Lockport to Kennedy Avenue lines terminate within Kennedy Avenue Pump and Meter Station at a valve manifold and can be boosted full stream into the 16-inch Mainline. This valve manifold is also designed to allow a strip operation to the Kennedy Avenue to Niles 16-inch Products System, the Kennedy Avenue to White Oak 16-inch Products System, the CITGO 16-inch feeder line, or a transfer to Marathons LL or Wabash line.

Feeder lines from the local shippers (CITGO, BP/Valero/Marathon, Buckeye or Explorer Pipeline) enter Kennedy Avenue Pump and Meter Station through the local shippers valve manifold. This valve manifold is designed to allow product to be stripped to either the 16-inch Mainline or the Kennedy Avenue to Niles 16-inch Products System.

Product is delivered out of the Main Line into tankage or connecting pipelines. These delivery connections are:

(b) (7)(F) [redacted]

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1.2 Pipeline Information (Cont'd)

1.2.7 Niles to Grand Haven Extension Line 8-inch Products System Description

The Niles to Grand Haven Extension Line consists of 96.24 miles of 8-inch diameter pipe originating at Niles Pump and Meter Station in Berrien County, Michigan. The line extends in a northerly direction, passing through Cass, Van Buren, Allegan, and Ottawa Counties, in Michigan. The line fill capacity of this segment is 34,300 bbls.

Holland Meter Station (74.46 miles north of Niles Station) is a point of delivery into the Quality Oil Terminal.

At Grand Haven Meter Station (96.24 miles north of Niles Station), product is directed through one dedicated (gasoline / distillate) 8-inch line an additional 1.34 miles to the north to Ferrysburg Station, where it is delivered to either CITGO or Buckeye tankage.

Seven shipper terminals supply product to the Niles to Grand Haven Extension Line at Niles Station: CITGO, Marathon (North and South Terminals), Tanks R Us, and Buckeye (North, South, and West Terminals).

1.2.8 Jackson to Stockbridge Segment Description

This products system consists of 21 miles of 16-inch mainline pipe connecting to Wolverine Pipe Line's Mainline at Jackson Meter Station, Jackson, Michigan, Jackson County located at MP-173.48 and terminates at Stockbridge Station, Dansville MI, Ingham County located at MP-JS21.

Stockbridge Station tankage consists of (b) (7)(F) and one (b) (7)(F) barrel trans-mix tank, all owned by Wolverine, and one (b) (7)(F) owned by Marathon. (b) (7)(F) which direct the flow into the desired tank.

1.2.9 Wolverine Spartan Products System Description

This products system consists of 42.25 miles of 6-inch, 82.29 miles of 8-inch and 11.9 miles of 12-inch diameter pipeline. The system delivers into two Marathon Terminal facilities and has one mainline booster station. Stockbridge Station, in Dansville, MI, Ingham County, serves as the origin point for batches. The pipeline extends in a northerly direction, 42.25 miles, passing through Ingham and Clinton Counties, to LaPaugh Pump Station. The pipeline continues in a southerly direction 14.64 miles to Marathon's Lansing Terminal, in Lansing, MI, Clinton County. The pipeline also continues in a northerly direction from the LaPaugh Pump Station 28.0 miles through Clinton County into Gratiot County to the Alma Pump Station. From the Alma Pump Station the pipeline continues 50.3 miles in a northeasterly direction through Midland and Saginaw Counties, terminating at Marathon's Bay City Terminal, Bay City, MI, Bay County.

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1.2 Pipeline Information (Cont'd)

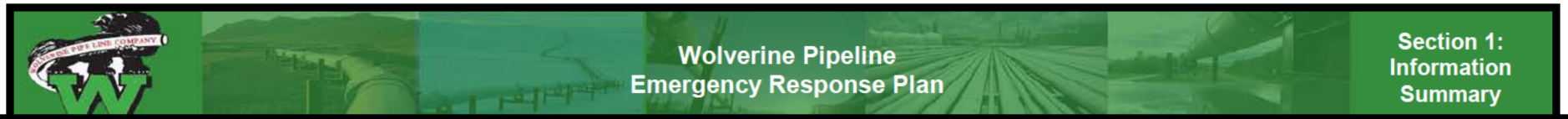
1.2.9 Wolverine Spartan Products System Description (Cont'd)

The following segments are idle and purged with nitrogen at this time:

1. 13.9 miles of 3-inch pipe
2. 2.6 miles of 4-inch gathering pipe
3. 68.5 miles of 6-inch pipe
4. 106.1 miles of 8-inch pipe
5. 43.6 miles of 10-inch pipe

NOTE: Detailed pipeline schematics for each of these line segments are located in Appendix A of this plan.

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(b) (7)(F)

[redacted]

1.3 Purpose of Plan

This Emergency Response Plan (ERP) is designed to show the Company's compliance with the regulation set forth by the Department of Transportation in 49 CFR 194.

This ERP also is designed to provide Wolverine Pipeline field personnel with the information necessary to respond to incidents in a safe and efficient manner. For purposes of this plan, incidents are defined as events that happen within the pipeline system, create unacceptable impacts on people, property, or the environment and require emergency response operations. Emergency response operations involve actions taken at, or in close proximity to, the site of an incident that are designed to mitigate the situation, establish unified command and control over the incident, ensure the safety of responders and general public, develop plans of action, and facilitate communications.

1.4 Scope of Plan

This Emergency Response Plan (ERP) is designed in conformance with the PHMSA Guidelines for Response Plans, this Emergency Response Plan consists of a "core plan," which is applicable to Wolverine Pipe Line Company, which addresses "response zones" Each response zone consists of a geographic area along a pipeline or a facility for which response capabilities must be provided.

The purpose of this ERP is to provide guidance to Company personnel on the immediate procedures, notifications, and sustained operations in the event of an emergency response incident originating at any Company area of operations. The ERP's primary purpose is to ensure an effective, comprehensive response that will prevent injury or damage to company employees, the public and mitigate any possible impact on the environment.

The specific objectives of the Plan are to:

- Define alert and notification procedures to be followed when an emergency response incident occurs.
- Document equipment, manpower and other resources available to assist with an emergency response incident response.
- Describe response teams, assign individuals to fill the positions on the team and define the roles and responsibilities of team members.
- Define organizational lines of responsibility to be adhered to during an emergency response incident response.
- Outline response procedures and techniques to be used during an emergency response incident.
- Provide guidelines for handling an emergency response operation.
- In the Spirit of U.S. Homeland Security Presidential Directive 8 to take an "All Hazards, All Risks" approach to Emergency Response in this Plan.
- Comply with the requirements in Title 49 CFR Part 194.

This plan applies to emergency response operations carried out by the on-site field personnel and the Emergency Response Team. This plan applies to any type or size of incident that may occur within the Wolverine Pipeline response zone.

The plan contains prioritized procedures for personnel to follow in the event of a release or other emergency situation with in the Wolverine Pipeline response zone(s).

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1.4 Scope of Plan (Cont'd)

The Plan is intended to satisfy the requirements of regulatory agencies (primarily DOT PHMSA) mandating written procedures to address planning and response to emergencies, including:

REGULATORY REQUIREMENTS	
✓	The Department of Transportation's (DOT) regulations as defined in *49CFR§192.615, §194*, and similar regulations issued by the state agencies.
✓	The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable Area Contingency Plans (ACPs).
✓	OSHA's *29CFR§1910*.
✓	Applicable State and Local requirements
✓	Oil Pollution Act of 1990 (OPA 90).
✓	Company has opted to follow the PREP Guidelines for exercise/drilling purposes.

1.4.1 Interface with Other Plans

This ERP has been prepared in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). The NCP provides for an organized and coordinated response by Federal agencies to discharges and threats of discharge of oil into the environment if the responsible party's response actions are improper or insufficient.

The NCP calls for a system of regional and local contingency plans. Regional and local agencies subsequently developed Area Contingency Plans (ACPs) that conform to the NCP. Both the NCP and the respective ACP are used to provide a framework for liaison and assistance during an emergency response. This liaison may be in part or in full depending on the necessary level of Federal, State or Local agency involvement.

DOT regulated facilities are required to review and certify compliance with the applicable ACP every five years [*49CFR§194.121(*a)]. Inconsistencies are corrected prior to compliance certification. Conformance is reviewed and certified by Company staff.

This ERP has been prepared and is maintained in accordance with the policies and information contained in the NCP, the EPA Region 5 Regional Contingency Plan, as well as the applicable ACPs and their corresponding geographically specific requirements.

AREAS OF CONCERN REGARDING CONSISTENCY WITH NCP, AND ACP'S:	
✓	Identification of environmentally and economically sensitive areas potentially impacted by a spill.
✓	Descriptions of Company's response strategies and responsibilities.
✓	Integration of Company's response efforts with those of the Federal, State and local agencies.

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1.5 Management Certification

This plan is approved for implementation as herein described. Manpower, equipment and materials will be provided as required in accordance with this Plan. The Company is dedicated to protection of the environment and commits to implement the necessary measures, as specified in the Plan, as necessary in a spill response emergency.

In addition to any OSRO and non-company resources listed in this Plan, the necessary personnel and equipment resources, owned or operated by the facility owner or operator, are available to respond to a discharge within appropriate response times.

This plan has been prepared in accordance to and is consistent to the National Contingency Plan and the applicable Area Contingency Plan(s) for the facilities covered by this plan.

CERTIFICATION SIGNATURE:



Signature

9/24/13

Date

John Gurrola

Printed Name

Vice President

Title

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SECTION 2: NOTIFICATION PROCEDURES

2.1 Communication Equipment

PRIMARY & SECONDARY COMMUNICATIONS FOR COMPANY RESPONSE ACTIVITIES WILL CONSIST OF THE FOLLOWING:	
✓	Company cell phones are primary means of communication.
✓	Portable handheld radios are available for key contract personnel and the lead on-scene coordinator for Federal, State and local agencies.
✓	Key employees of Wolverine Pipe Line Co have accounts set up with the Government Emergency Telephone System (GETS) which provides priority handling of phone calls placed over the public phone system via a universal access phone number and a PIN which identifies the caller. Each GETS user must be a person with a bona fide role supporting a government-sponsored national security or emergency preparedness / response mission.
✓	Company Response Team mobile and office telephone numbers are located in **Section 5** of this Plan.
✓	Communications needs beyond primary communications devices will be supplied by Company contracted OSRO's.
✓	OSRO telephone numbers are located in **Section 5** of this Plan.

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2.2 Notification Procedures

2.2.1 Procedures for Notifying Qualified Individual (QI)

A potential leak is identified or reported by WPLCo field personnel or the Operations Control Center (OCC), or is reported by an outside party to WPLCo. Immediately the pipeline is shut down & isolated. Then the Product Movement Manager (PMM) is notified, who will then notify the Vice President & Operations Manager (VP & OM). The OCC or PMM notifies the Area Supervisor responsible for the area in which there is a suspected leak, who will dispatch employees to investigate the possible leak. If a leak is confirmed, field personnel will initiate response activities and notify their immediate supervisor and the OCC.

FIELD LOCATION EMPLOYEES NOTIFY THE LOCAL EMERGENCY SERVICES, AS NEEDED:	
✓	Fire Department
✓	Local Police, State Police, County Sheriff
✓	Ambulance
✓	LEPC, Emergency Management, HAZMAT
✓	Highway Department
✓	OSRO's (as required)
Field location employees also notify State "One Call" and local utilities involved, if applicable. Such as:	
✓	Gas Company
✓	Electric Company
✓	Water Authority
✓	Other Pipelines in the area

Contact can be by telephone, radio, message-pager, or facsimile. Refer to **Section 5** for Qualified Individual contact information.

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2.2 Notification Procedures (Cont'd)

2.2.2 Internal Notifications

INTERNAL NOTIFICATION CONTACT LIST		
RESPONSIBLE PARTY	**OFFICE PHONE**	**CELL PHONE**
Portage OCC	888-337-5004 219-844-9510	--
Vice President & Manager (Portage, MI) John Gurrola	269-323-2491 x12	269-207-5567
SH&E Advisor (Portage, MI) Steve Iseminger	269-323-2491 x 20	269-998-0488
Safety & Regulatory Analyst (Portage, MI) Christine Himes	269-323-2491 x 25	269-217-0841
Field Regulatory Specialist (Portage, MI) Spencer Welling	269-323-2491 x 37	
Product Movement Coordinator (Portage, MI) Jerry Johnson	269-323-2491 x 42	269-998-7557
Area Supervisor (Hammond, IN) George Caddick	219-844-0430	219-808-4189
Operations Support Coordinator (Portage, MI) Cindy Williams	269-323-2491 x 21	269-217-4722
Area Supervisor (Niles, MI) Dean Skaggs	269-683-6306 x10	269-358-8016
Area Supervisor (Alma, MI) Bill Connors	989-463-1976 x10	517-749-0904
Maintenance Team Lead (Niles, MI) Bobby Tinkham	269-683-6305	269-876-6415
Maintenance Team Lead (Jackson, MI) Dave Staten	734-428-8386	734-260-1689
ROW & Claims & Public Affairs Specialist (Portage, MI) Edwin Peters	269-323-2491 x 24	269-217-5158

Note: ***Reference Section 5 for Emergency Response Team and other Additional Contact Information.***

THE FOLLOWING INFORMATION MUST BE INCLUDED FOR INITIAL AND FOLLOW-UP NOTIFICATIONS:	
✓	Name of pipeline
✓	Time of discharge
✓	Location of discharge
✓	Name of oil involved
✓	Reason for discharge (i.e. material failure, excavation damage, corrosion)
✓	Estimated volume of oil discharged
✓	Weather conditions at discharge site
✓	Actions taken and/or planned by persons on scene.

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2.2 Notification Procedures (Cont'd)

2.2.3 Compliance Guidance for Reporting Spills

SPILLS ON WATER	
Scope/ Applicability	This Guidance is to be used to assist in determining whether an unpermitted or unauthorized release of petroleum or petroleum products has impacted surface waters and therefore has to be reported to regulatory agencies. It does not address regulatory requirements for reporting spills to land or ground water, or internal spill reporting or stewardship requirements. Requirements for reporting spills to land or ground water, or spills of non petroleum materials, as well as detailed procedures for making verbal and written notifications to regulatory agencies, are contained in other sections of this manual and on the WPLCo Intranet SharePoint site. Additional assistance can also be obtained from the SH&E Department.
Determination If Spill Is On Water	When a spill occurs, a determination must quickly be made whether or not the spill reached an area or feature that meets the regulatory definition of waters. Spills on waters must be reported to regulatory agencies as soon as possible. If any portion of a spill contacts waters (as explained more fully below), and causes a visible sheen on the surface of the water, or causes a sludge or emulsion to be deposited beneath the surface of the water, it must be reported to the National Response Center (NRC) and the appropriate state regulatory agency(ies). **See other sections of this manual for detailed regulatory reporting requirements and procedures**. ***Note: When in doubt, notify the agency(ies) to assure compliance with reporting requirements and deadlines.*** "Waters" are defined very broadly in regulations and in case law for purposes of spill reporting. They include drainages or other features (either natural or man-made) that have water in them, as well as those that only contain water on an intermittent basis or are dry most of the time except during a heavy rainfall (short of a flood) **and** *would eventually connect with a surface water body*. Examples of waters include: • Lakes, rivers, streams; • Intermittent streams and dry creeks; • Wetlands, sloughs, mudflats and sandflats (see Definitions); • Named draws, and tributaries to named draws; • Low-Lying areas, natural depressions, and drainage easements *if these are connected to water bodies;* • Natural ponds; • Man made ponds with water in them, and man-made ponds constructed by placing dams in streams or other water bodies • Station, road, and other ditches *if connected to water bodies or tributaries of water bodies*. More detailed descriptions of specific spill scenarios and examples follow below.

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2.2 Notification Procedures (Cont'd)

2.2.3 Compliance Guidance for Reporting Spills (Cont'd)

SPILLS ON WATER	
Sample Scenarios	The following scenarios are offered as examples of situations involving releases to waters. This list is not intended to be all-inclusive but rather serves as a basis to assist in classifying spill events.
	Spills To Storm Water Contained In A Tank Firewall or Oil Water Separator A spill which contacts storm water within a tank firewall or oil/water separator is not reportable as a spill on water as long as the spill is completely contained within the firewall or separator, the firewall or separator is isolated and controlled so that no sheen flows away from it, and the spill is completely cleaned up so that no sheen ever flows away from the firewall or separator to any water body or tributary of a water body.
	Spills To Storm Water In A Temporary Excavation A spill which contacts storm water in a temporary excavation is not reportable as a spill on water as long as the spill is completely contained within the excavation, the excavation does not connect to any water body or tributary of a water body, and the spill is completely cleaned up so that no sheen ever flows away from the excavation to any water body or tributary of a water body. If a spill contacts water in an excavation that could be ground water or a combination of ground water and storm water, consult other sections of this manual, or contact the FRS/SHE Dept. for assistance.
	Spills To A Facility Storm Water Impoundment A spill which contacts storm water contained in a facility storm water impoundment is not reportable as a spill on water as long as the impoundment is completely isolated and contained with no flow away from the facility, the spill is completely contained within the impoundment, and the spill is completely cleaned up so that no sheen ever flows away from the impoundment.
	Spills That Reach "Dry" Waters If any portion of a spill reaches a dry drainage feature but does not actually contact standing or flowing water, it *may* be reportable depending on the conditions noted below: If the dry drainage feature is either connected to waters of the U.S. or it could flow to a surface water body during a heavy rainstorm (short of a flood) or snow melt, it is considered waters. A USGS topographical map may be used as a tool to assist in making this determination, although it should not be used as the sole determinant. • However, if the spill-impacted area is cleaned up 100% (including both the free product and any impacted soil) before any water contacts the impacted area, the spill is not reportable as a spill to waters (although it might still be reportable as a spill on land).

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2.2 Notification Procedures (Cont'd)

2.2.3 Compliance Guidance for Reporting Spills (Cont'd)

SPILLS ON WATER	
Sample Scenarios	***Spills To Standing Water In Dry Ditches Or Creeks*** If a spill reaches an intermittent creek or ditch that is dry except for some standing water (i.e., puddles / pools not interconnected), and the intermittent creek or ditch connects to a water body or a tributary to a water body, the release would be reportable as a spill to water if the spill contacts the standing water and produces a sheen.
	Spills To A Facility Ditch Generally speaking, a spill to a drainage ditch within, adjacent to, or surrounding a facility such as a pipeline station or terminal would not be considered a spill to waters *as long as the spill is contained within that ditch and the ditch does not flow away from the facility and the spill is completely cleaned up*. However, a spill to any ditch that flows away from the facility (such as a station or road ditch) and ultimately connects with a water body or tributary to a water body, would be considered a spill to water, even if contained by a boom, weir or other spill containment device (see "Spills to Ponds or Traps Constructed in Waters,' below).
	Spills To Road Ditches A spill to a road ditch (including a station, terminal other facility road ditch) that is connected to any water body or tributary of a water body would be considered reportable as a spill to water if the spill either: (1) contacts water in the ditch (e.g., standing water, puddles) or, (2) if the ditch is dry but the spill is not completely (100%) cleaned up (although it might still be reportable as a spill on land).
	Spills To Low- Lying Areas If a spill flows to a natural topographic depression or other low-lying area holding water, the release would be reportable as a spill on water only if the low-lying area: 1) is considered a wetland (see Definitions), or 2) is connected to a water body, or 3) could connect to and contact surface water in the event of a heavy rain storm (short of a flood) or snow melt. For purposes of this guideline, a heavy rainstorm is defined as a rain event that would cause a normally dry drainage to fill with water, but not necessarily overflow as in the case of a flood.

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2.2 Notification Procedures (Cont'd)

2.2.3 Compliance Guidance for Reporting Spills (Cont'd)

SPILLS ON WATER	
Sample Scenarios (Cont'd)	***Spills To Man- Made Ponds*** If a person digs a pond and it fills with water, a release to that pond would be considered a spill to water if the release actually contacts the water in the pond. If the same man-made pond is dry at the time of the release, the spill is not reportable as a spill to water (although the impacted area must still be completely, i.e., 100%, cleaned up). If the pond is constructed in a creek, ditch or other drainage feature classified as waters (i.e., dams constructed across the direction of flow to impound water), releases to that pond would be considered reportable as spills to water if water is present. If the pond is dry, the spill would not be reportable as long as it is completely (100%) cleaned up before any water contacts the impacted area.
	Spills To Ponds Or Traps Constructed In Waters If a topographic or geographic area or feature meets the criteria for classification as waters (e.g., flowing or intermittent stream or ditch, etc.), constructing dams or otherwise blocking the water flow in that area or feature to capture water for such uses as irrigation or stock watering does not change its classification as waters. Similarly, the placement of spill containment dams, traps, or booms in drainage ditches or features does not change the classification of those ditches, i.e., if a ditch was classified as waters before installing an oil spill containment dam or structure, its classification remains the same after installation. *A rule of thumb is "once waters, always waters."*
	Spills To Oil Traps In Dry Ditches Or Creeks If an oil trap is placed in a dry creek or ditch, both of which are located away from the pipeline facility, a spill to that creek or ditch upstream of the trap would be reportable as a spill to water if the release flows to the trap, the trap contains water, and the spill produces a sheen on the water in the trap.
	Spills To Standing Water Associated With Flooding If a heavy rainfall event occurs and results in some localized or regional flooding, a spill that contacts the standing water would not be considered reportable as a spill to water provided *all* of the following conditions are met: 1) the general topography in the area of the spill is flat; and 2) there are no ditches or creeks in the area of the release; and 3) the flooding on the location is solely from rain water and not from a nearby creek or other drainage area; and 4) the aerial extent of the spill is limited to the pipeline location (i.e., it is reasonable to expect that any water that has come in contact with the spill is restricted to the operating facility), and 5) there is no flow away from the location, and 6) the spill is completely cleaned up.

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2.2 Notification Procedures (Cont'd)

2.2.3 Compliance Guidance for Reporting Spills (Cont'd)

SPILLS ON WATER	
Background	Spills or other unauthorized releases of pollutants to waters are prohibited by federal and state laws and regulations. Several courts have concluded the definition of waters is intended to be given the broadest possible interpretation. Spills to water must be reported to the National Response Center (NRC) and appropriate state environmental agencies as soon as possible. See other sections of this manual for detailed regulatory reporting requirements and procedures.
Definitions	**"Waters of the U.S."** - includes - All waters which are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide; - All interstate waters, including interstate wetlands; - All other water such as intrastate lakes, rivers, streams (including intermittent streams), or natural ponds, the use, degradation or destruction of which could affect interstate or foreign commerce including any such waters: (i) which are or could be used by interstate or foreign travelers for recreational or other purposes, or (ii) from which fish or shellfish are or could be taken and sold in interstate or foreign commerce, or (iii) which are used or could be used for industrial purposes by industries in interstate commerce; - All impoundments of waters otherwise defined as waters of the U.S.; - Tributaries of waters identified above; - The territorial seas; - Wetlands adjacent to waters identified above. *This definition applies in <u>all</u> states for purposes of reporting spills on waters to the NRC.* **"Waters in the state"** - groundwater, percolating or otherwise, lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, wetlands, marshes, inlets, canals, and all other bodies of surface water, natural or artificial, inland or coastal, fresh, navigable or non-navigable, and including the beds and banks of all watercourses and bodies of surface water, that are wholly or partially inside or bordering the state or inside the jurisdiction of the state. *This definition varies from state to state for purposes of reporting spills on waters to state agencies.* **"Wetlands"** - those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, sloughs, bogs, and similar areas.

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2.2 Notification Procedures (Cont'd)

2.2.4 On-Scene Incident Commander / Qualified Individual

It is the On-Scene Incident Commander's / Qualified Individual's responsibility to first make the appropriate notifications, then to initiate response operations, obligate any funds necessary to carry out all required and/or directed response activities, act as liaison with city, county, state and federal agencies, direct operations of the Emergency Response Team, activate the Company Emergency Management Team, as appropriate, and to notify the Public Affairs Manager as appropriate.

2.2.5 Emergency Response Team Contact Information

The Emergency Response Team may be activated as a group or individually, depending upon the size, location, nature, and complexity of the incident at the discretion of the Qualified Individual/On-Scene Incident Commander.

Contact information can be found in Section 5.1.

The response organization is capable of providing trained personnel, services, and response equipment on a 24 hour per day basis.

2.3 Spill Reporting Guide

The Wolverine Pipe Line Company Spill Reporting Guide is a stand-alone document maintained by the company and used to determine reporting requirements in the event of spill or release of oil or hazardous substances. This guide can be found in its entirety in Appendix I of this plan.

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2.4 Documentation

Documentation of a spill provides not only a historical account covering the entire period from pre-spill through cleanup actions to final post-spill assessment, but also serves as a legal instrument and a means to account for all cleanup costs. Documentation relies heavily upon detection and assessment functions, and together these functions provide the necessary data on the extent of the spill and the necessity for control measures. While operational personnel are in charge of this important function, the potential for legal ramifications should require the help of more specialized consultants to assist with this type of documentation. Due to the nature of the legal ramifications, individuals with legal training should be assigned to this particularly duty and liaison with the Legal Officer during the entire cleanup scenario.

An important aspect to bear in mind when designing forms and entering data is to use a quantitative system, avoiding relative or arbitrary terms such as large, small, thick, thin, a lot, not much, etc. These cause confusion and are not comparable between locations and individuals.

To ensure that all pertinent data and information are available for the incident report, documentation should commence immediately upon notification of a spill and should continue until termination of all operations. The Documentation Unit Leader should coordinate all documentation. The DOCL, IC, Deputy IC, directors, supervisors, and designated support personnel should keep notes on all significant occurrences, including details and time of occurrence. Notes are best kept in chronological log format (ICS Form - 214 Individual Log). Every contact, written or verbal, with government personnel should be noted. Data should be written in a bound notebook, from which pages cannot be removed without leaving some track. Numbering of notebooks and pages may also help in filing of field data and provide for a method of reference later. The Documentation Unit should be responsible for distributing suitable notebooks to all personnel, and for assuring that personnel make proper use of the notebooks

Information related to the incident should also be captured on the Department of Transportation (DOT) Initial and Follow-Up Notification Checklist. ICS Forms, such as the Notification Status Report and the ICS 205: Communications Plan and the PHMSA Form F 7000-1, will be used to detail and record notification and contact actions throughout emergency response operations.

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2.4 Documentation (Cont'd)

2.4.1 Documentation Responsibilities

Concise, detailed documentation is an integral function of the IMT during any response activity. The IMT is responsible for the maintenance of complete and accurate records of all events that occur in chronological order as it is essential for legal requirements, and post-incident review.

Each group within the response organization is responsible for compiling and maintaining adequate records in support of the Documentation Unit under the PSC. If ICS has not been fully activated, the IC is responsible for ensuring an accurate, chronological record of the key events related to the release is kept.

Standards for response documentation are illustrated below:

STANDARDS FOR MANAGEMENT OF RECORDS	
✓	Response documentation is a record of activities and not a place for analysis, conclusions, speculation, opinions, or comments.
✓	Records will be complete to capture the whole sequence of events.
✓	Records will be clearly stated to support the recovery costs at a later date.
✓	Only relevant information will be recorded.
✓	Records will include the name and position of the person who prepared the document.
✓	Ongoing management and availability of records during the response.
✓	A scribe will be appointed to document
✓	All entries will include a time and date in order to reconstruct sequences of events at a later date.

Electronic Documentation

All emails will be stored in an email folder created specifically for the incident. If photographs and/or video are created, they will be saved in a folder titled specifically for the incident. Law Department will advise of specific requests for document retention

Essential Documentation

Unit/Individual Logs: A log of daily events from each ICS group will be maintained from the time of emergency confirmation until the operations are completed. Each entry should record the date, time, place, and action. The log will be handed into the documentation unit at the end of every operational period. Records will be made as events occur that capture the following information

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2.4 Documentation (Cont'd)

2.4.1 Documentation Responsibilities

DAILY LOG	
Notification Documents	
✓	Date and time of notification.
✓	Person reporting the incident/emergency.
✓	Person reporting the incident/emergency telephone number.
✓	Type of incident/emergency/spill.
✓	Type and quantity of material spilled.
✓	Flow rate.
✓	Response actions in progress and impending.
✓	Areas impacted or threatened.
✓	Weather conditions.
✓	Summary of personnel/agencies notified and time of notification.
✓	Extent of spill, location and direction.
Response Actions	
✓	Services and equipment requested/supplied.
✓	Equipment and manpower.
✓	Response activities, techniques etc.
✓	Effectiveness of cleanup activities (daily).
Communications with Non-Company Personnel	
✓	USCG, EPA, DOT, state and local authorities, etc.
✓	Media and private sector.
✓	Federal on Scene Coordinator- record all orders and directions.
Damages	
✓	Property, human and wildlife.
List of All Persons On-Scene	
✓	Officials, personnel, contractors, other(s).
Costs Incurred	
✓	Contractors listing of resources, both equipment and manpower will be recorded daily. Charges verified daily by designated representatives to avoid payment discrepancies.

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2.4 Documentation (Cont'd)

2.4.2 Wildlife Documentation

Dead and injured wildlife found during clean-up must be collected by trained and authorized personnel and properly documented. An inventory of dead, injured, rehabilitated and released wildlife needs to be maintained as a component of Natural Resources Damage Assessment.

The following actions should be taken to minimize or prevent additional damages to wildlife:

- Avoid leaving any dead or injured wildlife in the impacted (oiled) area as it will encourage other wildlife to scavenge in contaminated areas.
- Do not leave food or associated trash in the release area as it attracts wildlife to the contaminated area.

Wildlife injuries will be documented with the following:

- Location where injured wildlife or carcasses were found;
- Date and time injured wildlife or carcasses were found;
- Name and address of the collector(s) (if not working for the company, also record the phone number);
- Name/type, age and sex of collected animal (if questionable or unsure about the information, note this on the form);
- General condition of the animal; and
- Number of carcasses brought to the recovery site.

2.4.3 Safety Documentation

Ensure the following safety information specific to the release is recorded:

- Incident Command System (ICS) Safety Officer (including relief activities, timing, etc.).
- Safety meetings (e.g., date, time, location, topics, attendees, action items).
- Hazard assessments, permits, inspections, and job observations.
- Identification and resolution of safety concerns.
- Identification of hazards and mitigation measures.
- Incidents/near misses.
- Safety equipment and resources.
- Other emergency equipment (e.g., fire, medical, etc.).
- Records of atmospheric monitoring related to occupational hygiene.
- Copies of Material Safety Datasheets (MSDS).
- Records of conversations with regulators.
- Initial emergency site air testing results.
- Air monitoring results for ongoing work at an emergency site.

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2.4 Documentation (Cont'd)

2.4.4 Environmental Documentation

Document the following environmental information specific to the release is recorded:

- Incident Command System Environmental Unit Leader (including relief activities, timing, etc.).
- Meetings where environmental issues are discussed (date, time, location, topics, attendees, action items).
- Environmental sensitivity/issue information.
- Environmentally sensitive areas in/adjacent to the release site.
- Environmental assessment results.
- Mitigation measures and success of these measures.
- Agreements on key issues with government, landowners and other stakeholders.
- Environmental equipment and resources.
- Impacts on wildlife.
- Any waste or recovered product removed from a release site or temporary storage site.
- Community air quality monitoring results.

2.4.5 Negotiations and Agreements

Document that the following information specific to negotiations and agreements is recorded:

- Internal parties
  - Authority limits (e.g., financial, contractual, supervisory, media/public relations, etc.)
  - Work delegation agreements
  - Government approvals
  - Key emergency response personnel
  - Details on consensus and mitigating factors
  - Follow-up requirements/responsibilities
  - Cleanup agreements (e.g., goals, methods, etc.)
- Landowners/stakeholders
  - Permission to enter land from landowner/government
  - Agreement on dealings with sensitive areas
  - Consensus on alternative requirements regarding items such as accommodation, water, livestock relocation, etc.
  - Initial cost/inconvenience agreement
- Contractual agreements with contract labor suppliers, equipment suppliers, etc., regarding items such as site responsibilities, worker capability/knowledge/training, compensation rates, equipment needs, etc.
- Agreements for use of cooperative equipment

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2.4 Documentation (Cont'd)

2.4.6 Incident Records

If the IAP software is utilized in any emergency response (including drills & exercises), all documents will be stored on the system and printed for retention at the regional office permanently.

2.4.7 Visual Records

Photographs

Photographs will be used to record the following information:

- Initial conditions at the release site.
- Containment and response activities (chronological progression).
- Aerial photographs (if possible).
- Overall "panoramic" view of the site to tie-in permanent features.
- Conditions at the end of the response operations.
- Recovery of the area over time.

The following information will be written on each photograph immediately after development:

- Release name and location;
- Date and time;
- Photographer's name and contact number;
- Location where the photograph was taken and direction the camera was facing (use copy of site sketch where possible); and
- Specific information being documented.

Videotape

Use videotape with a verbal commentary to supplement (not replace) photographs if appropriate. Verbal comments are only used to reference information pertaining to the release site and associate activities.

Media/Public Relations

For all media and public inquiries; the following will be recorded:

- Date and time of the inquiry;
- Name, employer and city of the media reporter;
- Questions and answers provided; and
- Time and station of any media broadcasts.

Include copies of articles in the Incident Log.

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SECTION 3: RELEASE DETECTION & MITIGATION PROCEDURES

3.1 Detection Procedures

3.1.1 Release Detection

Release detection procedures described below are applicable to normal operations, including conditions during adverse weather.

(b) (7)(F) [redacted]

Over/Short daily totals are recorded for each system, on the Wolverine Pipeline Company Daily Operating Record every two hours. This will assist with small O/S trends.

A pressure variance of a predetermined amount per line section from the previous established base line results in an audible alarm, and a message being displayed on the Controller's monitors, and the establishment of a new base line. At some locations a rate of change alarm would also generate the same alarms. At 15 minute intervals, volume received and delivered is compared against maximum allowable deviations for three time periods. These time periods are short-term 15 minutes, one-hour, and daily. When an allowable volume level is violated, an audible alarm is generated and a message appears on the Controller's monitor.

THE ROUTINE RESPONSIBILITIES THAT ENSURE RELEASES WILL BE DETECTED AND MITIGATED AS SOON AS POSSIBLE BY OPERATIONS PERSONNEL MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:	
✓	Regularly scheduled visual and aerial monitoring.
✓	Routine walk-through and monitoring of process equipment to ensure proper operation of all equipment at each facility.
✓	Immediate response to alarms and signals that may indicate a possible release.
✓	Identification and control of the source as soon as safely possible.
✓	Notify the Qualified Individual.

3.1.2 Instructions for Release Detection

Releases may be detected in many ways and the OCC must be alert to these conditions and in all cases use their best judgment when analyzing a possible release situation.

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3.1 Detection Procedures (Cont'd)

3.2.2 Instructions for Release Detection (Cont'd)

BELOW IS A LIST OF DIFFERENT WAYS IN WHICH A RELEASE MAY BE DETECTED UNDER NORMAL AND ADVERSE WEATHER CONDITIONS:	
✓	• Pressure Drop • An over/short trend • A significant shortage in one checking period • Recorded history of the system operating under similar conditions • Pipeline aerial patrol report • Landowner report • Reports received on emergency telephones initiated by company personnel, outside parties, or civil authority.
✓	Consideration of the following should be undertaken: • check station suction and discharge pressure records (including stations on both sides of the drop) • flow rates • batch positions • tank and/or shipper switches at both the origin and destination • pump changes • valve changes When an of the above is observed that cannot be explained, the following must be initiated: **NOTE:** Pressure testing a line with product is not allowed on any Wolverine system. In place of a pressure test, we will shut down a line leaving pressure on it and then monitor that pressure. The procedure is as follows: • The line is to be shut down and isolated immediately, in a manner that will result in approximately 400 psi being left on the line. • The OCC Controller will notify the Products Movements Coordinator and responsible Area Supervisor. • After the line has been shut down and the shut-in pressures attained the OCC Controller will record pressures at all locations possible at ten-minute intervals. The record will also include the date and time of each set of readings for each test. • If pressure holds satisfactorily for 60-minute period after the line has been stabilized, the system may be returned to operation after the OCC consults with the *Products Movement Coordinator and the* responsible Area Supervisor. • If pressure fails to hold, the OCC consults with the Products Movements Coordinator and the responsible Area Supervisor. (b) (7)(F) [redacted] or by having field personnel to close additional manual block valves to isolate sections to check for valve leak possibilities.

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3.1 Detection Procedures (Cont'd)

3.1.2 Instructions for Release Detection (Cont'd)

✓	• If a leak exists in a particular section, the segment losing pressure is handled according to isolation and containment instructions. **NOTE:** If a leak is suspected the Products Movements Coordinator and the responsible Area Supervisor may choose to utilize foot patrol, vehicle patrol or patrol aircraft to obtained proper coverage of the affected segment, if available. This serves two purposes: • It allows the release site to be spotted readily and quick directions can be obtained. • It insures a safe line in the event valve leakage, etc., prevents the performance of a satisfactory test.

If a substantial shortage occurs in any given checking period without justification, additional checks can be made within the next five minutes to determine if the shortage is accurate.

Some leak situations are most apparent, such as a grader hitting the line or even a rupture which causes the pressure to drop off very sharply.

Ruptures must be handled immediately, using emergency shutdown and isolation procedures in the LOIs. However, some leaks do not become apparent that quickly, therefore, additional checks can be made to determine if your suspicions are correct.

The public's safety is utmost and in no case should a line continue to operate if a shortage continues without proper justification. In all cases, the Product Movement Coordinator must be consulted to assist in evaluation or contacted for additional help after evaluations are made.

3.1.3 Source Control

COMPANY OPERATORS HAVE BEEN TRAINED TO RESPOND TO ABNORMAL PIPELINE/FACILITY OPERATIONS. SOURCE CONTROL WILL BE MAINTAINED WITH THE FOLLOWING SYSTEMS AND PROCEDURES:	
✓	Company facilities are equipped with Emergency Support Systems (i.e., sumps, safety control valves, emergency shutdowns, etc.). The systems can alarm pipeline operators and shut down individual valves or the entire pipeline.
✓	In the event the incident does not allow automatic control, the operator has the flexibility to control a release by manually activating shutdown devices or closing valves, etc. provided that the personnel are not exposed to the released substances.
✓	In the event the source cannot be controlled by the pipeline operator or remotely with a safety system, the Company will activate this Plan and assemble a team to respond to the situation.

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3.2 Initial Response

Immediate actions are required at the onset of an emergency response to mitigate the extent of a discharge, minimize the potential hazard to human health and the environment, as well as implement an effective response. It is also important to act decisively and in doing so, create a professional working atmosphere among the Company and regulatory authority personnel and public officials. This section is intended to provide guidance for determining the appropriate initial response and notification actions that should be carried out in the event of a release or other emergency incident.

General guidelines on the procedures and sequence for making the various internal and external notifications following any type of product discharge or other emergency incident can be found in Section 2 and Appendix I- Spill Reporting Guide of this ERP.

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3.3 Environmental Response

This section provides key information related to environmental response activities associated with an emergency response to a release. The discovery of a historical release (i.e. a release that occurred in the past that is not considered to be a new or ongoing release) may result in the need to initiate some or all of the activities described in the following sections of this Environmental Response section.

As a precaution, the SH&E Department should ensure the Federal and State Natural Resource Trustees have been contacted. State agency contact, State Natural Resource Trustee contacts and Federal contacts are listed in the Section 2 and Appendix I- Spill Reporting Guide of this ERP.

In the event of a release that requires an environmental response, the Company's IMT will immediately mobilize a preferred environmental consultant or consultants (see ERD for consultant contact information by state). The Company will staff the Environmental Unit of the ICS organizational structure and at a minimum; manage the following environmental related response activities:

- Environmental documentation
- Monitoring
- Site investigation and remediation
- Waste management
- Wildlife management
- Natural Resource Damage Assessment (NRDA)
- Environmental compliance
- Product volume tracking
- Administrative assistance

3.3.1 Environmental Documentation

Environmental documentation activities include: collect and retain site records; initial site survey; preparation of site figures; and preliminary reporting. Use of ICS forms (found in Appendix C) is recommended for record keeping.

Site Records include:

- Field notebooks
- Daily weather conditions (include wind direction and speed)
    - Initial release information
    - Incident characteristics, product properties, extent of impacts, and site conditions
    - Product recovery/containment operations, including: amount of product recovered, recovery techniques (e.g., booms, vacuum recovery, etc.), and their locations
    - Areas affected by the release and threatened natural resources
    - Wildlife injury and impacts

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3.3 Environmental Response (Cont'd)

3.3.1 Environmental Documentation (Cont'd)

- Regulatory Communication
  - Records of all notifications should include: time, date, agency, telephone number, individual contacted, and a summary of the conversation
  - Establish and distribute a general Company email account to be copied on all emails to Federal, State and local regulators
  - Maintain a log of on-site agency personnel

- Photos
  - Include description of site and cardinal direction photographer is facing when photo was taken – Photos taken with a camera equipped or synchronized to a GPS are preferred

- Laboratory Data
  - Establish a standard protocol for sample naming at the onset of the response (e.g. Sampling and Analysis Plan)
  - Establish quality assurance (QA) and quality control (QC) objectives
  - Includes Chain of Custodies and laboratory reports
  - Collect and maintain post-processed GPS data of sample locations

An initial site survey may include an aerial or ground survey of the area affected by the release and adjacent areas with videotape and photographs to document:

- Extent and movement of the product
- Protection priorities for natural resources
- Natural resources that are affected and threatened by the release
- Sample locations and access areas
- Areas not affected by the release (e.g. background conditions, access and staging)

Site information to produce early in the project may include:

- Site/Release Location and Site Access (i.e. release location, extent of visual impacts, access roads, boat launches, boom deployment areas, safety zones, sign-in and security gates)
- Wetland Locations, sensitive natural resource areas (e.g. threatened and endangered species, high value waterways) and culturally significant resources
- Receptor Survey (may include: residential, commercial and industrial wells, residences, surface water intakes, and threatened and endangered species)

Preliminary reporting activities may include:

- Estimated volume of release
- Response activities
- Data presentation

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3.3 Environmental Response (Cont'd)

3.3.2 Monitoring/Sampling Activities

Monitoring of the following media may be required, depending on the nature and location of the release:

- Air
- Surface water
- Groundwater
- Sediment
- Soil

Air Monitoring
Air monitoring will assess real-time hydrocarbon related compound concentrations and background air quality conditions as needed.

- A site action level will trigger the collection of confirmation analytical testing.
- Grab analytical air samples will determine air quality for general public and site workers.

Surface Water
Surface water sampling and monitoring procedures will be utilized to assess visible product and/or hydrocarbon sheen that may affect navigable waterways as well as to document background conditions within the waterways.

- Surface water samples will be collected periodically at each sample location to establish concentration changes over time.
- Surface water samples will be collected at various depths within the water column periodically at each sample location to establish concentration changes over time.
- GPS coordinates will be collected for sample locations to assist in re-sampling.
- Location and frequency of the sample collection activities will be determined on a site-specific basis.
- Surface water samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

Groundwater

Groundwater samples will be collected as necessary from public and private wells (residential, public utility, commercial and industrial) within a specified potential receptor zone around the site.

- State or county database will be used to identify wells.
- Ground survey may also be conducted to assure all area wells are identified.
- County Health Department will typically identify required buffer zone.
- Groundwater samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

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3.3 Environmental Response (Cont'd)

Sediment

Sediment samples will be collected periodically to provide a base-line evaluation of current conditions and confirm the presence or absence of hydrocarbon impacts.

- Sample locations will be selected in the field based on topography, erosion features, water depth, water velocity and other indicators of sediment deposition.
- GPS coordinates will be collected for sample locations to assist in re-sampling.
- Shallow sediment samples (e.g. 0 to 2" depth) will generally be collected from areas of low potential for sediment deposition (i.e. strait, narrow and/or swiftly moving waterways).
- Deeper sediment samples (e.g. 0 to 6" depth) would generally be collected at locations with a high potential for sediment deposition (i.e. meandering, broad, and/or slowly moving waterways).
- Sediment samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

Soil

Soil sampling will be completed to direct excavation activities, to confirm removal of hydrocarbon impacted soil or to document residual hydrocarbon impacts at the excavation limits.

- Location and quantity of samples will typically be determined by the extent of lateral and vertical hydrocarbon impacts.
- Soil samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

3.3.3 Oil Sampling Procedures

The follow are a list of procedures to follow when obtaining an oil sample:

- Always wear latex or rubber gloves when taking samples. This protects the sample from your hands and your hands from the sample.

- It is best to use a clean, clear glass jar for sampling. Four or six-ounce jars are sufficient. Dip or lower the jar (using string if necessary) into the oil or oily water at about a 30° angle. This may allow more oil and less water to flow over the lip of the jar. Do not fill the jar more than 2/3 full.

- If sampling a small amount of light oil, such as a sheen, the oil can be collected more easily using a Teflon strip or sorbent pad that is transferred to a sample jar. Do not use anything containing organic fibers such as rag, cotton, cheesecloth, etc.; these may contaminate the sample, thus, giving improper analysis results.

- Decanting the water may be necessary to get enough oil for analysis. To decant, fasten the lid on securely and turn the jar over allowing the water to settle towards the lid. Then unscrew the lid just enough to allow the excess water to slowly escape.

- Fasten the lid after lining it with aluminum foil or Teflon to obtain a good seal.

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3.3 Environmental Response (Cont'd)

3.3.3 Oil Sampling Procedures

Affix the documentation label to the jar after wiping it clean and dry for the label to adhere. The label should identify the following information:

- Date and time of sampling
- Source/location of sample (be specific)
- Name of person who took the sample
- Sample designation using a sequential numbering or lettering system

Samples should be delivered to a laboratory immediately for analysis. If samples cannot be delivered immediately, they should be temporarily stored in a refrigerator or a cool dark place since exposure to heat and light could affect the analysis. Samples should be transported in waterproof containers or wrapped in enough sorbent material to soak up the entire contents of the jar in case of leakage or breakage.

3.3.4 Site Investigation and Remediation Activities

Initial site investigations will generally include determining the horizontal and vertical extent of the impacts. Equipment used to complete initial site investigation activities may include hand tools, drilling equipment and earth-moving equipment. Soil sampling for field screening and laboratory analysis will also be required. In addition to completing initial investigation activities, logistics and support for supplemental responders, other equipment should be procured and may include: boats, ATVs, helicopters, and site-specific sampling equipment.

3.3.5 Wildlife Management

Dead and injured wildlife found during response operations must be collected by trained and authorized personnel and properly documented. An inventory of dead, injured, rehabilitated and released wildlife needs to be maintained as a component of Natural Resources Damage Assessment. The following actions should be taken to minimize or prevent additional damages to wildlife:

- Avoid leaving any dead or injured wildlife in the impacted (oiled) area as it will encourage other wildlife to scavenge in contaminated areas.
- Do not leave food or associated trash in the release area as it attracts wildlife to the contaminated area.

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3.3 Environmental Response (Cont'd)

3.3.6 Natural Resource Damage Assessment (NRDA)

Under the provision of CERCLA, the Oil Pollution Act of 1990 (OPA '90), and numerous state statutes, cost recovery can be obtained from industry for natural resource damage caused by the release of oil or hazardous substances to the environment. Natural resources are defined as land, air, biota, groundwater, and surface water. A Federal or State government entity, an Indian tribe or another nation acting as a public trustee of a natural resource may file claims for damages to natural resources.

A Natural Resource Damage Assessment is used to determine damages for residual natural resource injuries. This assessment is often conducted by the public Trustee, the potential responsible party or both. During the assessment, the injured natural resources are identified, the extent of the injury is quantified and the extent of the economic damage resulting from the loss of services provided by the resources is determined. In addition, the assessment also determines the cost of restoration or replacement of the injured natural resource.

NRDA involves an assessment of the injury to natural resources and the loss of "services" (i.e., physical and biological functions provided by the resources) as a result of the petroleum release. If NRDA issues are anticipated, the type and condition of the natural resources before being impacted by the release will be determined by collecting soil and water samples as soon after the release as possible. These samples should be collected from areas which are threatened by spreading product, areas recently impacted by the product, and in the area of the release. Listed below in descending order of importance are locations typically sampled after a hydrocarbon release:

- River reaches immediately downstream (ahead) of the product plume (water and sediment samples)
- Wetlands and backwaters adjacent to and downstream of the product plume
- Areas freshly affected by the release
- The area adjacent to the release location (source area samples)
- Upstream areas unaffected by the release

Over the course of the response actions, the above locations may be re-sampled to evaluate the following:

- Changing extent and severity of impacts
- Fate and degradation of the hydrocarbon product over time
- Changing site conditions

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3.3 Environmental Response (Cont'd)

3.3.7 Environmental Compliance

Environmental compliance includes, but is not limited to, preparing and submitting permit applications and completing associated field inspections. Permits and other compliance requirements that may be required on a release response include:

- NPDES permit application to discharge treated water, trench dewatering, stormwater impacted by construction activities in some states, and/or hydro-test water
- Wetland Delineation Report and Wetland Restoration Plans
- Joint Permit Application for wetland disturbances
- Air Emissions Inventory and Air Permit
- County Soil Erosion and Sediment Control Permit and associated inspections
- County Road and Drain Permits
- Wildlife Rehabilitation Permit
- Resource Conservation and Recovery Act (RCRA) Waste Rules, specifically the exemptions that are applicable/available (proper application of the "Recovered Oil vs. "Recovered Fuel" exemptions or exclusions).
- Clean Water Act emergency response actions

3.3.8 Product Volume Tracking

The EPA or State Agencies may require an estimate of the amount of product recovered. In order to provide relevant information, a uniform procedure for sampling, analyzing and calculating the amount of product recovered from remediation activities at the release location should be established for the site.

Product volume tracking requires identification of each waste stream. Examples of typical waste streams from an oil release include:

- Soil and/or sediment impacted by the hydrocarbon product (hazardous and non-hazardous)
- Debris (e.g., impacted sorbents, boom, pads, plastic, PPE, vegetation)
- Water (hazardous and non-hazardous)

A sampling protocol will be established for each waste stream and will include:

- Number of samples required per volume of waste generated
- Laboratory analysis required
- Data reporting requirements

In the case of a crude oil release, the data provided by the waste stream disposal contractors (e.g. volumes converted to mass) and the validated analytical results (Oil and Grease in mg/kg) may be used as a basis to calculate the amount of crude oil recovered per waste load. These calculations will be maintained in a "Daily Waste Load Summary" spreadsheet.

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3.4 Containment and Recovery

3.4.1 General

Containment and recovery refers to the techniques or methods that can be employed to contain and recover petroleum spills on water or the containment of petroleum spills flowing overland. Recovery of terrestrial spills is often very similar, or uses the same techniques as shoreline cleanup.

THE FOLLOWING CONSIDERATIONS SHOULD BE TAKEN INTO ACCOUNT WHEN PLANNING OR IMPLEMENTING CONTAINMENT AND RECOVERY OPERATIONS:	
✓	Containment is most effective when conducted near the source of the spill where the oil has not spread over a large area and the contained oil is of sufficient thickness to allow effective recovery and/or cleanup.
✓	Feasibility is generally dependent on the size of the spill, available logistical resources, implementation time, and environmental conditions or the nature of the terrain in the spill area.
✓	Aquatic (water) containment is primarily conducted through the use of oil spill containment booms.
✓	Skimmers are usually the most efficient means of recovery of aquatic spills, although pumps, vacuum systems, and sorbents can also be effective, particularly in smaller waterways.
✓	Terrestrial (land) containment typically involves berms or other physical barriers.
✓	Recovery of free petroleum from the ground surface is best achieved by using pumps, vacuum sources, and/or sorbents.

3.4.2 Technique Selection - Terrestrial Containment and Recovery

THE PRIMARY FACTORS INFLUENCING TERRESTRIAL CONTAINMENT AND RECOVERY ARE:	
✓	**Size** - Most containment techniques provide limited storage capacity.
✓	**Slope** - Berms and barriers are generally less effective on steeper slopes and accessibility may be limited.
✓	**Surface texture** - Rough surfaces with natural ridges and depressions enhance containment and should be taken advantage of whenever possible.
✓	**Substrate permeability** - Highly permeable sediments will allow rapid penetration of oil into the substrate, thus complicating containment and recovery.
✓	**Existing drainage courses** - Oil is more easily contained and recovered if it is flowing within, or can be diverted to, existing natural or manmade drainage structures.
✓	**Stormwater runoff** - Runoff generally requires the containment of larger quantities of liquids and complicates oil recovery.

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4.3 Containment and Recovery (Cont'd)

3.4.3 Technique Selection - Aquatic Containment and Recovery

SELECTION OF AN APPROPRIATE AQUATIC CONTAINMENT, PROTECTION AND RECOVERY TECHNIQUE DEPENDS ON A NUMBER OF FACTORS INCLUDING:	
✓	**Current speed** - Surface currents greater than 1 knot can cause boom failure or entrapment of oil beneath the boom when the boom is deployed perpendicular to the current. If deployed at an angle, boom can generally be effective up to 2-3 knots.
✓	**Water depth** - Depths greater than 50 ft. can complicate boom anchor placement, whereas depths less than 2 feet can preclude effective boom use.
✓	**Channel width** - Widths of more than 200 to 300 ft. will generally preclude using booms to completely contain oil floating in the waterway, particularly if strong currents are present.
✓	**Slick thickness** - Recovery effectiveness with pumps/vacuum systems and skimmers decreases as slick thicknesses decline, becoming relatively ineffective for very thin slicks or sheens.
✓	**Shoreline access** - Obstacles (rocks, debris, man- made structures, etc.) in the water or steep or densely vegetated shorelines could restrict access and present safety and operational problems.
✓	**Anchor points** - Soft bottom substrates can complicate boom anchor placement.
✓	**Safety** - High currents and winds, large obstacles, and other dangerous conditions could present safety hazards and preclude certain techniques.

The OSRO(s) contracted to respond in each ICP Geographical Annex is capable of being on site and ensuring spill containment activities are accomplished within the appropriate tier times. They will provide sufficient containment equipment to ensure enough capacity is available to respond to a worst-case discharge.

3.4.4 Submerged Oil

The floating characteristics of oil are a critical factor in any response, since the ability to observe the oil, whether directly or from reconnaissance aircraft will necessitate spill clean-up procedures. Because heavy fuel oils typically have specific gravities that fall within the range of 0.92 they can generally be expected to float in seawater, but may fail to do so in brackish (river or stream) or fresh water.

Heavy oils have a high specific gravity; therefore, they float lower in the water than lighter oils and are more difficult to see. Oil that is not readily visible cannot be tracked, which makes it more difficult to be contained or collected.

Viscosity is an important consideration for response efforts to heavy oils. This makes cleanup considerably more difficult to skim, pump and clean from equipment than lighter oils. Also, because viscosity is directly related to temperature, the colder the environment the more difficult viscous oils become to handle.

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3.4. Containment and Recovery (Cont'd)

3.4.4 Submerged Oil (Cont'd)

Skimmers:

In terms of collection, viscous oils can cause problems for a wide variety of skimmer types. Viscous oils can be extremely adhesive and easily clog most standard skimmers. However, skimmers can still be effective in clean-up efforts, but to do so requires great attention, maintenance, extensive work, and caution. Skimmers in viscous oils are liable to stop working at any moment. Scrapers and other moving parts must be continually serviced. Since viscous oils are very adhesive they tend to collect a much greater amount of debris than other oils. This is particularly true in a river or stream. The debris must be continuously removed from the skimmers.

As viscous oils are slow-moving and adhesive, many skimmers that at first succeed in picking up the oil (e.g. a drum skimmer), may have difficulty moving the heavy oil from the point of collection (e.g. the scraper) to its collection sump from where the pumping is to take place.

Although positive displacement pumps may be quite powerful and effective, highly viscous and adhesive oils may cause larger internal friction in the discharge hoses and pipes that the maximum rate pressures of the systems may not be sufficient to effectively move the oil. A possible solution (based upon research Hvidbak, 2001; Cooper and Mackay, 2001; or Loesch et al, 2001) is to direct heat/stream injection and water lubrications. Steam/water injection flanges placed before and/or after positive placement pumps can increase flow rates and decrease pumping pressure without necessarily promoting emulsification of the pumped oil.

In summary, the greater the viscosity, the slower and more laborious operations will be. Much of the standard and/or sophisticated recovery equipment will become coated and clogged in the thick, heavy oil thus requiring continual maintenance. Pumping into and out of temporary storage will be much more difficult than with lighter oils. Surprisingly enough low-tech mechanical clam shells can often be used quite successfully. Overall, the more viscous the oils is the longer the time frame will be for recovery.

When released at temperatures below their pour point, heavy oils will not spread in the same manner as lighter, liquid products. Gravity, along with wind and currents will have some effect, laterally pushing the semi-solid oil into mats, which can be virtually any thickness. Such a concentration of oil can be quite advantageous for containment and recovery operations. Using proper equipment and personnel it can be guided to the mats of thick oil before it is broken-up by wind and currents.

Many of the skimming problems related to the fact that the oil is a (semi) solid are the same as those arising from high viscosity. In particular, much of the more sophisticated recovery equipment depends on the product being in a liquid phase (e.g. weir skimmers). Specialized skimmers for (semi) solid-phase oils (e.g. belts or helical drums) lift the oil in one way or the other from the water. Subsequently (semi) solid oil does not spread as quickly as liquid oil would therefore skimmers have an inherent difficulty maintaining sufficient feed of such oil when used in stationary deployment. In other words, even when placed in thick contained

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3.4 Containment and Recovery (Cont'd)

3.4.4 Submerged Oil (Cont'd)

Skimmers (Cont'd):

oil, stationary skimmers have a tendency to skim a 'hole' of clean water in front of their intake areas. This difficulty may be overcome by drawing oil towards the skimmer using various methods.

As with viscous liquid oils, (semi) solid oils are difficult to pump. Typical problems that arise are related to the task of moving small quantities of oil with positive displacement pumps, the need for extensive decanting when water is used as the carrying medium, as well as the difficulty of removing solidified oil from temporary storage. Low-tech recovery methods (e.g. mechanical grabs) are likely to be more efficient than sophisticated skim-and-pump techniques.

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3.4 Containment and Recovery (Cont'd)

3.4.5 Protection Technique Selection

TECHNIQUE	DESCRIPTION	PRIMARY LOGISTICAL REQUIREMENTS	USE LIMITATIONS[1]	POTENTIAL ENVIRONMENTAL EFFECTS
Spills on Land				
A. Containment / Diversion Berms	Construct earthen berms ahead of advancing surface spill to contain spill or divert it to a containment area.	Equipment* 1 backhoe, bulldozer, front-end loader, or set of hand tools Personnel 4-8 Workers	• Steep Slopes • Porous substrate	• Disturbance to surface soils and vegetation • Increased oil penetration
B. Storm Drain Blocking	Block drain opening with sediments, plastic sheet, boards, etc. and secure prevent oil from entering drain.	Equipment* Misc. hand tools, 1 board, plastic sheet, mat, etc. Personnel 1-2 Workers	• May be advantageous for oil to enter drain • Heavy precipitation	• Increased oil penetration • Oil can spread to other areas
C. Blocking Dams	Construct dam in drainage course/stream bed to block and contain flowing oil. Cover with plastic sheeting. If water is flowing, install inclined pipes during dam construction to pass water underneath.	Equipment* 1 backhoe, bulldozer, front-end loader, or set of hand tools, 1 plastic sheeting roll Personnel 4-6 Workers	• Upstream storage capacity • Flowing water	• Increased oil penetration
D. Culvert Blocking	Block culvert opening with plywood, sediments, sandbags, etc. to prevent oil from entering culvert	Equipment* Misc. hand tools, misc. plywood, sandbags, etc Personnel 3-4 Workers	• Upstream storage capacity • Flowing water	• Increased oil penetration
E. Interception Trench	Excavate ahead of advancing surface/ near-surface spill to contain oil. Cover bottom and down gradient side with plastic.	Equipment* 1 backhoe or set of hand, tools, misc. plastic sheeting Personnel 3-6 Workers	• Slope • Depth to near-surface flow	• Increased oil penetration • Disturbance to surface soils and vegetation

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3.4 Containment and Recovery (Cont'd)

3.4.5 Protection Technique Selection (Cont'd)

TECHNIQUE	DESCRIPTION	PRIMARY LOGISTICAL REQUIREMENTS	USE LIMITATIONS[1]	POTENTIAL ENVIRONMENTAL EFFECTS
Spills on Water				
F. Diversion Booming	Boom is deployed from the shoreline at an angle towards the approaching slick and anchored or held in place with a work boat. Oil is diverted towards the shoreline for recovery.	Equipment* 1 boat, 3 anchor systems (min), 100 feet boom (min) Personnel 3 workers plus boat crew	• Currents >2-3 kts • Waves > 1-2 ft • Water depth >50 feet (anchoring) • Sensitive shorelines	• Minor substrate disturbance at anchor points • Heavy oiling at shoreline anchor point
G. Narrow Channel Containment Booming	Boom is deployed across entire river channel at an angle to contain floating oil passing through channel.	Equipment* 1 boat, vehicle, or winch; 1-2 booms (1.2 x channel width each); 2-10 anchor systems Personnel 2-3 Workers	• Currents >2-3 kts • Water depth >50 feet (anchoring) • Sensitive shorelines	• Minor substrate disturbance at anchor points • Heavy shoreline oiling at downstream anchor point
H. Sorbent Barriers	A barrier is constructed by installing two parallel lines of stakes across a channel, fastening wire mesh to the stakes, and filling the space between with sorbents.	Equipment* (per 100 ft of barrier): misc. hand tools, 1 boat, 20 fence posts, 200 ft wire mesh, 200 ft^2 sorbents, misc. fasteners, support lines, additional stakes, etc. Personnel 2-3 Workers	• Water depths >5-10 feet • Currents >0.5 kts • Soft substrate	• Minor substrate disturbance at post and shoreline anchor points • High substrate disturbance if boat is not used
I. Exclusion Booming	Boom is deployed across or around sensitive areas and anchored in place. Approaching oil is excluded from area.	Equipment* (per 500 ft of boom): 1 boat, 6 anchor systems, 750 ft boom (min) Personnel 3 workers plus boat crew	• Currents >1-2 kts • Waves >1-2 feet • Water depth >50 feet (anchoring)	• Minor substrate disturbance at anchor points

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3.4 Containment and Recovery (Cont'd)

3.4.5 Protection Technique Selection (Cont'd)

TECHNIQUE	DESCRIPTION	PRIMARY LOGISTICAL REQUIREMENTS	USE LIMITATIONS[1]	POTENTIAL ENVIRONMENTAL EFFECTS
Spills on Water (Cont'd)				
J. Deflection Booming	Boom is deployed from the shoreline away from the approaching slick and anchored or held in place with a work boat. Oil is deflected away from shoreline.	Equipment* 1 boat, 5 anchor systems, boom (200 feet) Personnel 3 workers plus boat crew	• Currents >2-3 kts • Waves >1-2 feet • Water depth >50 feet (anchoring) • Onshore winds	• Minor substrate disturbance at anchor points • Oil is not contained and may contact other shorelines
K. Inlet Dams	A dam is constructed across the inlet or channel using local shoreline sediments to prevent oil from entering inlet. Dam can be covered with plastic to minimize erosion.	Equipment* 1 backhoe, bulldozer, front-end loader, or set of hand tools, 1 plastic sheeting roll Personnel 2-6 workers	• Water outflow • Inlet depth >5 feet • Excessive inlet width	• Sediment/vegetation disturbance at borrow areas • Inlet substrate disturbance • Increases suspended sediments • Water in inlet can become stagnant
L. Debris / Ice Exclusion	Install fence barrier upstream of containment site to exclude debris/ice	Equipment* (per 100 ft of barrier): misc. hand tools, 1 boat, 10 fence posts, 100 feet cyclone fence, misc fasteners, support lines, etc. Personnel 2-3 workers	• Water depth >5-10 feet • Currents >3-4 kts • Soft substrate	• Minor substrate disturbance at post an anchor points

[1] In addition to implementation and accessibility.
* Need to establish a safe perimeter and follow safety precautions as appropriate before work begins.

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3.5 Shoreline and Terrestrial Cleanup

3.5.1 General

In the event that terrestrial sediments do become oiled or that petroleum contacts and becomes stranded on a shoreline, cleanup operations should be undertaken to minimize the environmental effects of the petroleum. In most instances, cleanup efforts are not subject to the same time constraints as containment, recovery and protection operations. As a result, better planning and greater attention to detail is possible. The exception is where there is a high probability of stranded oil becoming remobilized and migrating to previously unaffected areas. In this case, cleanup operations should be implemented immediately.

THE FOLLOWING ITEMS SHOULD BE CONSIDERED IN DETAIL:	
✓	Documentation of the location, degree and/or extent of oil conditions.
✓	Evaluation of all environmental, cultural, economic, and political factors.
✓	Cleanup technique selection.
✓	Mitigation of physical and environmental damage associated with cleanup technique implementation.
✓	Cost-effectiveness.

The shoreline or terrestrial that has been impacted by the oil conditions can range from those which require immediate and thorough cleanup to lightly oiled areas where no action may be the most environmentally sound option. The amount and type of oil, shoreline sensitivity, substrate or shoreline type, intrusive nature of the direction flow, and shoreline exposure are all factors that influence technique selection in spill cleanup operations.

3.5.2 Cleanup Technique Selection - Shoreline

THE SELECTION OF AN APPROPRIATE SHORELINE CLEANUP TECHNIQUE IS PRIMARILY DEPENDENT ON THE FOLLOWING FACTORS:	
✓	**Substrate type** - Finer-grained sediments typically require different techniques than coarse- grained sediments.
✓	**Oil conditions** - Heavier oil conditions and larger areas may require more intrusive or mechanical methods, whereas lighter conditions may not require clean-up. For example – removing lighter oils in a marsh area or wetland may cause more harm to the environment than allowing for natural attenuation and biodegrading.
✓	**Shoreline slope** - Heavy equipment may not be usable on steeper shorelines.
✓	**Shoreline sensitivity** - Intrusive techniques may create a greater impact than the oil itself.
✓	**Oil penetration depth** - Significant penetration can reduce the effectiveness of several techniques.

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3.5 Shoreline and Terrestrial Cleanup (Cont'd)

3.5.3 Cleanup Technique Selection - Terrestrial

THE SELECTION OF AN APPROPRIATE TERRESTRIAL CLEANUP TECHNIQUE IS PRIMARILY DEPENDENT ON THE FOLLOWING FACTORS:	
✓	**Size** - Larger areas will generally require the use of mechanical methods, whereas manual techniques can be used for smaller areas.
✓	**Slope** - The use of heavy equipment is often restricted to gradually sloped areas, and manual techniques may be considered unsafe if used on steep terrain.
✓	**Sediment type** - Softer sediments may reduce traffic ability for heavy equipment and the presence of coarser sediments and bedrock could also restrict the use of certain types of heavy equipment.
✓	**Oil penetration depth** - Significant penetration may require the use of heavy equipment or special subsurface remediation techniques.
✓	**Impacted groundwater** - Special subsurface remediation techniques would likely be required.

The OSRO(s) contracted to respond in each ICP Geographical Annex are capable of being on site and ensuring spill recovery activities are accomplished within the appropriate tiered response times. They will provide sufficient recovery equipment to ensure enough capacity is available to respond to a worst-case discharge.

3.6 Non-Mechanical Response Options

NON-MECHANICAL RESPONSE OPTIONS THAT COULD BE USED IN RESPONDING TO A SPILL INCLUDE:	
✓	Chemical treatment / dispersants.
✓	Bioremediation.
✓	In-situ Burning.

Although the physical control and recovery of spilled oil is advocated and generally preferable, such actions are not always possible or practical because of factors including safety hazards, remote spill sites, or weather. When non-mechanical methods can result in reduced human hazard or environmental damage, consideration of their use is appropriate but will require regulatory approval.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.1 Dispersants

CONSIDERATION OF DISPERSANT USE DURING A SPILL MUST ACCOUNT FOR ALL ASPECTS OF THE SITUATION INCLUDING:	
✓	Nature of the oil;
✓	Resources at risk;
✓	Adequacy of cleanup techniques;
✓	Natural dispersion;
✓	Time;
✓	Logistics;
✓	Economics;
✓	Chemical dispensability of the oil; and
✓	Nature of the oil/dispersant mixture.

Special considerations such as threatened or endangered species, critical habitats, historical or cultural sites, and other structures must also be considered in the decision process.

Approval Process

The physical containment and recovery of oil is the preferred cleanup technique. Under certain conditions, however, chemical agents can be an effective tool. All pre-approved dispersants are found in the NCP product schedule. This list is updated on a monthly or bimonthly basis. When considering dispersant use, only a product on this list may be used except during an emergency situation such as an immediate threat to human life. Due to the limited toxicology information on chemical agents in freshwaters, dispersants and other oil emulsifiers are not likely to be approved. The FOSC may authorize the use of dispersants when concurrence has been received by the Regional Response Team (RRT) representative from the affected state(s). The RRT will be notified as soon as a chemical agent is being considered. The FOSC will seek approval from the RRT on behalf of the responsible party.

3.6.2 In-Situ Burning

When mechanical recovery of spilled oil is not feasible, in-situ burning should be considered as a potentially viable option. Since burning presents a potential safety and air pollution hazard to the surrounding area, approval from appropriate regulatory agencies is required.

In-situ burning alters the composition of the spilled oil by eliminating anywhere from 90 to 99 percent of the original volume of oil provided it is controlled within a fire resistant boom or other containment system. A portion of the original oil is released into the atmosphere as soot and gaseous emissions. Solid or semi-solid residues typically remain following a burn but are relatively easy to retrieve. They can be further reduced in volume through repeated burns, and ultimately are collected and removed from the marine environment.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.2 In-Situ Burning (Cont'd)

Evaluation

In-situ burning generates a thick black smoke that contains primarily particulates, soot, and various gases (carbon dioxide, carbon monoxides, water vapor, nitrous oxides and Polycyclic Aromatic Hydrocarbons (PAHs). The components of the smoke are similar to those of car exhaust. Of these smoke constituents, small particulates less than 10 microns in diameter, known as PM-10, (which can be inhaled deeply into the lungs) are considered to pose the greatest risk to humans and nearby wildlife. Each affected area is considered on a case-by-case basis.

Decisions to burn or not to burn oil in areas considered case-by-case are made on the basis of the potential for humans to be exposed to the smoke plume, and pollutants associated with it. PM-10 exposure is generally limited to 150 micrograms per cubic meter. Smoke plume modeling is done to predict which areas might be adversely affected. In addition, in-situ burning responses require downwind air monitoring for PM-10. Aerial surveys are also conducted prior to initiating a burn to minimize the chance that concentrations of marine mammals, turtles and birds are in the operational area and affected by the response. Special Monitoring for Applied Response Technologies (SMART) protocols are used. They recommend that sampling is conducted for particulates at sensitive downwind sites prior to the burn (to gather background data) and after the burn has been initiated. Data on particulate levels are recorded and the Scientific Support Team forwards the data and recommendations to the Unified Command.

The potential for implementing a successful burn of spilled oil depends upon the knowledge and experience of those responsible for the assessment of the spill situation. Review of the spill conditions, together with the spill checklist below, will ensure that the safety issues, the benefits, and the environmental impacts will have been examined carefully. While steps may be taken to move critical equipment into position for a possible burn, there will be no attempt to ignite spilled oil without prior authorization from both Federal and/or State On-Scene Coordinators.

BEFORE A SPILL ON WATER IS IGNITED, SEVERAL FACTORS MUST BE CONSIDERED:	
✓	Oil type, amount and condition
✓	Environmental conditions
✓	Availability of personnel and equipment
✓	Timing
✓	Human safety
✓	Danger of fire spreading
✓	Presence of explosive vapors
✓	Damage to nearby habitats that may prolong natural recovery
✓	Ensure burn permits are obtained from regulatory authorities.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.2 In-Situ Burning (Cont'd)

Approval Process and Monitoring

The physical containment and recovery of oil is the preferred cleanup technique. Under certain conditions, however, in-situ burn can be an effective tool.

WHEN A REQUEST FOR AN IN-SITU BURN IS MADE:	
✓	The burn must be outside the corporate city limits, except as deemed necessary by the local fire department.
✓	Wind direction should move the smoke away from the city and/or populated areas.
✓	Burning must be at least 300 feet from any adjacent properties.
✓	Burning should commence between the hours of 9:00 am and 5:00 pm of the same day.
✓	Wind speed should be between 5 and 20 mph (IAW SMART recommendations) during the burn period.
✓	Burn should not be conducted during persistent atmospheric thermal inversions.

In general, SMART is conducted when there is a concern that the general public may be exposed to smoke from the burning oil. It follows that monitoring should be conducted when the predicted trajectory of the smoke plume indicates that the smoke may reach population centers, and the concentrations of smoke particulates at ground level may exceed safe levels. When impacts are not anticipated, monitoring levels will be decided by the FOSC/UCS.

Execution of in-situ burning has a narrow window of opportunity. It is imperative that the monitoring teams are alerted of possible in-situ burning and SMART operations as soon as burning is being considered, even if implementation is not certain. This increases the likelihood of a timely and orderly burn process.

The monitoring teams are deployed at designated areas of concern to determine ambient concentrations of particulates before the burn starts. During the burn, sampling continues and readings are recorded both in the data logger of the instrument and manually in the recorder data log.

After the burn has ended and the smoke plume has dissipated, the teams remain in place for some time (15-30 minutes) and again sample for and record ambient particulate concentrations. During the course of the sampling, it is expected that the instantaneous readings will vary widely.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.2 In-Situ Burning (Cont'd)

Approval Process and Monitoring (Cont'd)

However, the calculated time-weighted average readings are less variable, since they represent the average of the readings collected over the sampling duration, and hence are a better indicator of particulate concentration trend. When the time-weighted average readings approach or exceed the Level of Concern (LOC), the team leader conveys this information to the In-Situ Burn Monitoring Group Supervisor (ISB-MGS) who passes it on to the Technical Specialist in the Planning Section (Scientific Support Coordinator, where applicable), which reviews and interprets the data and passes them, with appropriate recommendations, to the Unified Command.

SMART activities are directed by the Operations Section Chief in the ICS/UC. It is recommended that a "group" be formed under the Operations Section that directs the monitoring effort. The head of this group is the Monitoring Group Supervisor. Under each group there are monitoring teams. At a minimum, each monitoring team consists of two trained members: a monitor and assistant monitor. An additional team member could be used to assist with sampling and recording. The monitor serves as the team leader. The teams report to the Monitoring Group Supervisor who directs and coordinates team operations, under the control of the Operations Section Chief.

Communication of monitoring results should flow from the field (Monitoring Group Supervisor) to those persons in the ICS/UC who can interpret the results and use the data. Typically, this falls under the responsibility of a Technical Specialist on in-situ burning in the Planning Section of the command structure. The observation and monitoring data will flow from the monitoring teams to the Monitoring Group Supervisor. The Group Supervisor forwards the data to the Technical Specialist. The Technical Specialist or his/her representative reviews the data and, most importantly, formulates recommendations based on the data. The Technical Specialist communicates these recommendations to the ICS/UC. Quality assurance and control should be applied to the data at all levels. The Technical Specialist is the custodian of the data during the operation, but ultimately the data belongs to the ICS/UC incident files. This will ensure that the data is properly archived, presentable, and accessible for the benefit of future monitoring operations.

The table below has been developed, based on the study of multiple fires in order to provide public health safe distance guidance. Unless plume dispersion modeling is required by the regulator, this table may be used to determine potential burn sites where:

- Winds do not exceed 18 km/hr (11 mph);
- The terrain is relatively flat; and
- There are no temperature inversions present

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.2 In-Situ Burning (Cont'd)

Approval Process and Monitoring (Cont'd)

IMPACTED (BURN) AREA	SAFE DISTANCE RADIUS	
	(KM)	(MI)
>50 m^2 (540 ft^2) [1]	0.02	0.01
100 m^2 (1080 ft^2) [1]	0.03	0.02
150 m^2 (1610 ft^2) [1]	0.04	0.02
200 m^2 (2700 ft^2) [1]	0.06	0.04
250 m^2 (2690 ft^2) [1]	0.08	0.05
300 m^2 (3230 ft^2) [1]	0.12	0.08
400 m^2 (4306 ft^2) [1]	0.245	0.15
500 m^2 (5400 ft^2) [1]	0.50	0.30
600 m^2 (6460 ft^2) [1]	1.05	0.65
700 m^2 (6460 ft^2) [1]	2.16	1.4
750 m^2 (8100 ft^2) [1]	3.2	2.0
>800 m^2 (8610 ft^2) [2]	4.5	3.0

Plume Dispersion Modeling

It may be necessary to conduct plume dispersion modeling in lieu of using the table above to determine public health safe distances for the following reasons:

- Regulatory requirements to obtain approval to burn;
- Local terrain not (relatively) flat;
- Winds exceed 18 km/hr (11 mph);
- Close proximity of populated areas (for safety or perception considerations); and
- The presence of unusual meteorological conditions (e.g., temperature inversions)

The wind speed of 35 km/hr (21 mph) is the established upper limit at which fire behavior can be predictably managed.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.2 In-Situ Burning (Cont'd)

Product Characteristics

- Refined product or light to medium crude will burn more efficiently and leave less residual to recover compared to heavier product.
- Heavy oil requires longer heating times and a hotter flame to ignite than lighter oils.
- Product that is relatively fresh (less than 3 days of exposure to the elements) will burn more efficiently than weathered product.
- Burn duration can be estimated based on known burn rates for different product types (e.g., 2.54 mm [1/10 in.] of depth per minute for medium crude).

3.6.3 Incineration

INCINERATION

Incineration is a proven way to dispose of spilled oil, oiled debris, sorbents, and other material. A burn permit must be obtained from the appropriate State agency before incineration begins. Several reasons exist for employing an incinerator, including the inaccessibility of remote sites and the logistics of transporting large quantities of contaminated debris and spilled oil.

Incineration systems currently available include:

- Boom-mounted flare burners
- Pit-type incinerators
- ACS portable incinerators
- Seward International Flaring Burning Disposal System
- Trecan incinerator

Boom-mounted flare burners, such as an offshore production test burner, can be installed on a barge and fed oil as it is recovered. These units can burn up to 10,000 bbls per day of oil or emulsions which contain up to 40% water. Flare burners can also be set up on shore and fed oil from temporary storage tanks nearby.

Pit-type incinerators can be used on-site for burning oil, sorbents, and oil-contaminated debris. Approximately 8 to 14 tons of material can be burned per hour. Heavy equipment is needed on-site to construct the pit. Open-pit burning without the incinerator is possible at some remote sites, if sufficient volatile hydrocarbons are present to maintain combustion and if the problems associated with excavating an open pit in permafrost can be overcome.

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3.6 Non-Mechanical Response Options (Cont'd)

3.6.4 Soil and Vegetation

Saturated or frozen soil reduces the extent of damage to vegetation root systems and the soil itself in the containment area and in adjacent areas. Optimally, the containment and adjacent areas are mostly un-vegetated (i.e., dry roads, ditches, dry streambeds or idle cropland).
Herbaceous vegetation (grasses) is generally more fire tolerant to an adjacent burn than woody vegetation (shrubs and trees), although some woody species are also fire tolerant. In highly vegetated areas, fire behavior and forestry specialists will be consulted.

Dormant vegetation (not during the growing season) is generally more resilient in response to fire damage than actively growing vegetation. Dense wetland vegetation can slow evaporation and prolong the opportunity for conducting an efficient ISB.

3.6.5 Wetlands

A layer of water at least 2.5 mm to 10 mm (1 in. to 4 in.) under the burning product will provide protection to vegetation root systems from heat stress.

Burned areas should not be flooded with high water levels shortly after the burn. The remaining root systems require oxygen from the air or soil until new vegetation emerges.

3.6.6 On Water (Open or in Broken Ice)

Adequate containment (fire boom, ice or bank) is necessary and must result in the minimum product depth of 2 - 3 mm (1/10 in.) to sustain ignition. Wave conditions that exceed 3 ft. can result in higher emulsion rates and splash-over, and make containment difficult. A sustained burn is more likely if the oil has not significantly emulsified (<25%).

In broken ice, ice coverage of 30% to 65% will slow slick movement and may allow for a slow moving semi-contained burn attempt. Ice coverage of 65% or higher may provide natural containment via floes touching. Currents higher than 1.4 km/hr (0.9 mph) may result in the escape of product under the ice.

3.6.7 Bioremediation

Bioremediation is the process of applying nutrients (fertilizer containing nitrogen and phosphorus) or genetically engineered bacteria to oiled terrestrial or shoreline areas to accelerate the natural biodegradation process. During this process, micro-organisms (bacteria) oxidize hydrocarbons, ultimately converting them to carbon dioxide and water. Biodegradation occurs primarily at the oil/water or oil/air interface and is limited by oxygen, moisture, and nutrient availability. It is also sensitive to temperature; the lower the ambient temperature, the lower the rate. If nutrients are used, they must be supplied in such a way that they will not be washed away by tides or any water runoff.

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3.6 Non-Mechanical Response Options (Cont'd)

Evaluation

The decision to use bioremediation treatment should be based on the type of spill, the character of the area impacted, and the local political jurisdiction. In some cases, other forms of cleanup may be required in conjunction with nutrient addition to achieve the desired enhancement rate. Extensive efforts to achieve more acceptance of this technology are underway. As in the case of other oil spill response chemicals, approval must be obtained from the FOSC and SOSC before the nutrients are applied and the products must be listed on government product schedules where required. An expert should be consulted.

The use of biological additives is regulated under Subpart J of the NCP (*40CFR§300.900*). Under the Regional ACP and NCP, options for the authorization of biological agents are outlined, including a provision for conditional preapproval for use under certain conditions and in certain locations. Consult with the FOSC to determine authorization/preauthorization requirements for approval.

The Incident Commander will be responsible for providing incident specific information needed to approve the use of bioremediation operations.

Approval

The physical containment and recovery of oil is the preferred cleanup technique. Under certain conditions, however, bioremediation can be an effective tool.

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3.7 Waste Management Plan

3.7.1 Introduction

Waste management activities include the proper storage, characterization, treatment, disposal, and record-keeping of hydrocarbon impacted soil, water and investigation-derived waste.

Standard operating procedures (SOPs) should be established and EPA Guidelines associated with waste management should be followed, including:

- Waste Management Hotline SOP,
- Solid Waste Disposal SOP,
- USEPA Waste Sampling Technical Guidance,
- Hazardous Waste Manifesting SOP, and
- Additional project plans may be prepared in the context of a release response that are relevant, including: SAP, QAPP, site-specific waste management plan.

Maintain a waste management hotline to provide a resource for contractors for larger releases that have multiple staging or waste accumulation areas:

- Coordinate the transportation and disposal with remote site;
- Disposal questions (e.g. storage requirements and decontamination procedures); and
- Requests (e.g. additional dumpsters, schedule a pick up).

Establish uniform procedures for segregation of waste and proper disposal of non-regulated and regulated solid waste, including:

- Waste container sorting/labeling (e.g. “Oily” and “Non-Oily”);
- Routine waste management inspections;
- Waste transportation; and
- Establish a list of approved waste disposal vendors for the site for each media, e.g. waste water (hazardous), waste water (non-hazardous), hazardous solids, and non-hazardous solids.

Provide guidance on waste sampling activities, including:

- Proper waste stream sampling;
- Analytical parameters (e.g. TCLP (Toxicity Characteristic Leaching Procedure), TCLP VOC (Volatile Organic Compounds), TCLP Semi-VOC, pH levels, Flashpoint, TPH (Total Petroleum Hydrocarbons), DRO (DeepReach Oxidation), etc.);
- Sampling frequency. Different frequencies may be appropriate for different waste streams (e.g. vegetation vs. contaminated debris);
- Sampling requirements (e.g. quality assurance/quality control samples); and
- Analytical review (e.g. hazard evaluation, determination of applicable rules).

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3.7 Waste Management Plan (Cont'd)

3.7.1 Introduction (Cont'd)

Waste manifesting and record keeping requirements include:

- Establishing uniform procedures for waste manifest tracking.
- EEC Environmental staff may want to designate a contractor or contractors to sign manifest and other specified documents (LDR (Land Disposal Restrictions), waste profiles, etc) on behalf of EEC.
- Maintain a waste manifest tracking spreadsheet, including columns for: waste stream identification (ID); manifest/bill of lading number; designated "receiving" facility EPA ID number; transporter EPA ID number; profile approval number; waste codes; amount shipped (and unit of measure); number of containers; date shipped; and comments, if applicable.

Most of the wastes are "hazardous" due to the benzene concentrations in the wastes (>0.5 mg/l) or ignitability. The avgas filters are frequently determined to be "hazardous" due to the lead concentrations (>5.0 mg/l) in the filters. The paint chips are typically hazardous for lead, chromium or both (>5.0 mg/l).

The following materials are more frequently generated and are not considered a solid waste or a "hazardous waste".

THESE MATERIALS ARE EXEMPT FROM THE DEFINITION OF A SOLID WASTE BECAUSE THEY ARE CLASSIFIED AS AN "OFF-SPEC PRODUCT" DESTINED FOR PRODUCT RECLAMATION.	
✓	Tank bottom water
✓	Loading rack runoff
✓	Tank bottom sludge
✓	Oil/water separate sludge

It is the purpose of the waste management protocol's to minimize hazards to human health and the environment in the event of an emergency. This plan is designed to address emergencies that may occur during operations at this facility involving hazardous wastes.

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3.7 Waste Management Plan (Cont'd)

3.7.2 Applicability

The plan must be carried out immediately whenever there is a fire, explosion or release of **hazardous waste** that could threaten human health or the environment.

Federal, State and local rules designed to ensure safe and secure handling of waste materials govern the waste disposal activities of the Company. To ensure proper disposal of recovered oils plus associated debris, the Company's Waste Management and Recycling Guide should be consulted/followed. The Company's Environmental Group will advise/support ICS/UC on all waste management needs during an emergency response to ensure compliance with all applicable regulations and internal waste management policies and guidelines.

The Company must describe how and where the facility intends to recover, reuse, decontaminate or dispose of materials after a discharge has taken place. The appropriate permits required to transport or dispose of recovered materials according to local, State and Federal requirements must be addressed.

MATERIAL THAT MUST BE ACCOUNTED FOR IN THE DISPOSAL PLAN, AS APPROPRIATE, INCLUDE	
✓	Recovered product
✓	Contaminated equipment and materials, including drums, tank parts, valves, shovels
✓	Personnel protective equipment
✓	Decontamination solutions
✓	Adsorbents
✓	Spent Chemicals

These plans must be prepared in accordance with Federal (e.g., the Resource Conservation and Recovery Act) State and local regulations, where applicable.

Initial oil handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of cleanup operations. Initially, waste management concerns should address:

INITIAL WASTE MANAGEMENT CONCERNS:	
✓	Skimmer Capacity
✓	Periodic removal of contained oil
✓	Adequate supply of temporary storage capacity and materials

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3.7 Waste Management Plan (Cont'd)

3.7.2 Applicability (Cont'd)

THE FOLLOWING ACTION ITEMS SHOULD BE CONDUCTED DURING A SPILL RESPONSE:	
✓	Development of a site-specific Safety and Health Plan addressing the proper PPE and waste handling procedures
✓	Development of a Disposal Plan (See Sec. IV of this plan)
✓	Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term
✓	Organization of waste collection, segregation, storage, transportation and proper disposal
✓	Minimization of risk of any additional pollution
✓	Regulatory review of applicable laws to ensure compliance
✓	Documentation of all waste handling and disposal activities
✓	Disposal of all waste in a safe and approved manner

GOOD HAZARDOUS WASTE MANAGEMENT INCLUDES:	
✓	Reusing materials when possible
✓	Recycling or reclaiming waste
✓	Treating waste to reduce hazards or reducing amount of waste generated

The management of the wastes generated in clean-up and recovery activities must be conducted with the overall objective of ensuring:

OVERALL OBJECTIVES	
✓	Worker Safety
✓	Waste Minimization
✓	Cost-Effectiveness
✓	Minimization of Environmental Impacts
✓	Proper Disposal
✓	Minimization of present and future environmental liability

The collection site to a designated site for:

DESIGNATED SITE ACTIVITIES	
✓	Storage
✓	Waste segregation (decontamination debris)
✓	Cost-Effectiveness
✓	Packaging
✓	Transportation

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3.7 Waste Management Plan (Cont'd)

3.7.2 Applicability (Cont'd)

Solid wastes such as sorbents, PPE, debris and equipment will typically be transported from Once this process is complete, the waste will be shipped off-site to an approved facility for required disposal.

When handling wastes, the site specific Waste Management Plan may be referenced for additional details and the ENVL may be contacted for guidance. Special procedures and/or PPE may be required for handling different wastes. The ENVL and SO will be consulted for handling requirements, PPE needs, etc.

To minimize handling of waste materials suitable and sufficient containers will be used. Once contained, waste will not be mixed or combined with uncontaminated material. Waste streams will be segregated based on their physical characteristics and disposal requirements. New waste will not be combined with waste previously characterized and designated for disposal unless directed to do so by the ENVL. Waste suitable for product recovery or remediation will be kept separate from other waste.

3.7.3 Waste Transportation

Transportation of waste from the release site will comply with applicable government regulations. Any waste or recovered product removed from a release site will be properly documented (refer to the site specific Waste Management Plan). The ENVL, in consultation with the IC, will establish appropriate procedures for waste tracking and transportation.

The following steps will be taken prior to transporting wastes:

- Waste characterization is complete and accurate
- Waste manifests are complete
- Procedure for tracking waste volumes and product recovery are in place
- Regulations are being met for transportation (e.g., placards are available and in place and carrier is registered, manifest completion, etc.)
- Transport equipment is suitable for materials being transported (e.g., sealed bins/end gates, adequate tarps, tank trucks suitable for liquids, and drivers have adequate training)

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3.7 Waste Management Plan (Cont'd)

3.7.3 Waste Transportation (Cont'd)

TRANSPORTATION
Transportation of spilled liquids must be performed by qualified and licensed hazardous material transports or vacuum truck operators. Wolverine Pipeline System maintains a list of qualified and licensed vacuum truck operators. Wolverine Pipeline System maintains spill response material in trailer-mounted spill response units, positioned for pipeline spills with an adequate amount of trucks to transport the trailers. In addition, skid tanks or "Baker" tanks are accessible through contractors who provide for their transportation to the leak site, as requested by Wolverine Pipe Line Company. Furthermore, Wolverine approved contractors or Discharge Cleanup Organizations (DCO) provide additional support, as required. Transportation of spilled liquids is by vacuum trucks operated by licensed firms only. Wolverine Pipe Line Company staff maintains familiarity with the locations of all boat ramps in its design area. Wolverine Pipe Line Company maintains maps depicting the sites of all board ramps on the coast. The majority of Wolverine's response material is trailer mounted with an adequate number of trucks to transport the trailers. All Wolverine-owned equipment may be deployed at a boat launch. Vacuum trucks and skid tanks can be loaded on barges at marine loading facilities, if necessary.

3.7.4 Oil Material Debris Separation

OIL MATERIAL DEBRIS SEPARATION
Recovered oil/water emulsions are allowed to separate to the maximum extent possible with the water phase decanted to allow using the maximum capacity of the available vacuum trucks and/or skid tanks so as not to impede recovery of spilled substance. Recovered oil/water emulsions are returned to the pipeline system or recycled through fuel blenders/reclaimers. In environmentally sensitive areas, the separation process should be completed at an alternate location or at a water treatment facility, when practicable. However, optimum use of containment capacity takes precedence, depending on the availability of equipment and logistics of transporting the equipment. Some skimmers are equipped with oil/water separators. Because large volume storage may not be as quickly deployed as skimmers, separation may be essential before discharging separators into dracones. Most separation is performed by vacuum trucks and skid tanks into contained areas, such as the origin or destination facility sites. Oiled debris may be washed with high pressure water just like beaches, pilings, and rip rap.

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3.7 Waste Management Plan (Cont'd)

3.7.5 Waste Disposal

Waste disposal methods vary depending on the type of waste, release location, regulatory requirements, etc. Some methods include:

- Landfill
- Deep well injection
- Cavern disposal
- Incineration

Disposal options may consider remediation techniques to help minimize waste volumes and recover resources (soil, water, oil):

- Phase separation (gravity, centrifuge)
- Bioremediation
- Thermal desorption
- In-situ burning
- Chemical oxidation
- Water treatment (chemical treatment, filtering)
- Amendment application

A general flowchart for waste management guidelines is shown in Table II-12.1 (See below). An overall checklist for containment and disposal is located in Checklist II-12.1 (See below).

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3.7 Waste Management Plan (Cont'd)

3.7.6 Storage

During an oil spill the volume of oil that can be recovered depends on the storage capacity available. Typical short-term storage methods are summarized in Figure II-12.1 (See below). If storage containers such as bags or drums are used, the container should be clearly marked and/or color-coded to indicate the type of material or waste contained and/or the ultimate disposal option.

STORAGE

Small quantities of used sorbents are stored in plastic bags or barrels and large quantities are stored in lined dumpsters provided by approved contractor. Liquids recovered during offshore spill cleanup are stored in dracones/pillows until they can be replaced with skid tanks or "Baker" tanks deployed on barges. Liquids recovered during onshore spill cleanup and at the shoreline are stored in tank trucks, vacuum trucks, skid tanks or "Baker" tanks. In inaccessible areas, natural depressions or earthen dikes could be lined with plastic or other acceptable liner to serve as temporary storage. Recovered oil/water emulsions are promptly transported and returned to the pipeline system's available breakout tank, reinjected into the pipeline, delivered to a refinery or recycled through fuel blenders/reclaimers.

Contaminated oily debris is accumulated in separate dumpsters, containers or line pits, when possible. Basic separation and segregation of like waste is done to implement different disposal options.

3.7.7 Waste Minimization and Disposal

WASTE MINIMIZATION AND DISPOSAL

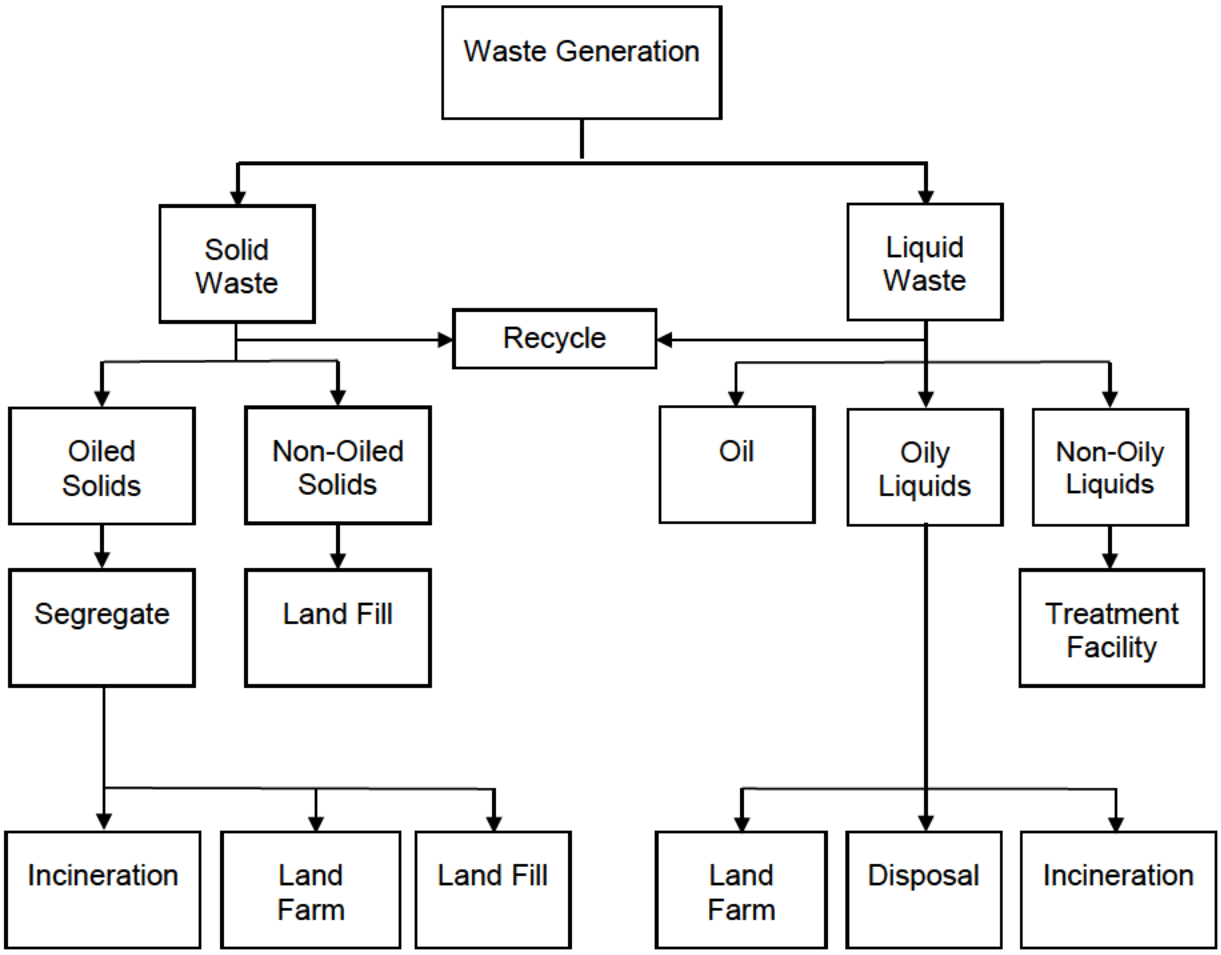
Depending on the nature and quantity of spilled product, Wolverine Pipe Line Company may determine that all or part of the recovered oil is reclaimable. This consideration can be cost-effective, but its use is limited by the availability and response time of reclaimers/recyclers. Recycling is not used if it causes significant time delays in the cleanup process.

Oil recovered from impacted aquatic areas typically contains substantial quantities of water and debris. Excess water, soil, and other estuary materials greatly increase the quantity of waste and its associated costs for transportation, processing, and disposal. To remedy this, different methods can be employed at the cleanup site to separate oiled debris from excess materials which may be returned to the spill area. Oil-water mixtures can be drained from debris through screens, filters, and conveyor systems and collected in temporary containers for further treatment. Oily material (contaminated vegetation, rocks, used sorbents, etc.) can be separated from clean materials. The clean material can then be returned to the spill area where restoration activities begin. Not only is this cost effective from an operations perspective, but it also provides an efficient means of returning clean, excavated materials back to the impacted area as a restorative measure.

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3.7 Waste Management Plan (Cont'd)

3.7.8 Waste Management Flowchart



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3.7 Waste Management Plan (Cont'd)

3.7.9 General Waste Containment and Disposal Checklist

CONSIDERATION	YES/NO/NA
Is the material being recovered as waste?	
Is the material being recovered as reusable product?	
Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?	
Has each of the discrete waste streams been identified?	
Has a representative sample of each waste stream been collected?	
Has the sample been sent to an approved laboratory for the appropriate analysis (i.e. hazardous waste determination)?	
Have the appropriate waste classification and waste code numbers for the individual waste streams been received?	
Has a temporary EPA identification number and generator number(s) been received, if they are not already registered with EPA?	
Have the services of registered hazardous waste transporter been contracted, if waste is hazardous?	
If the waste is nonhazardous, is the transporter registered?	
Is the waste being taken to an approved disposal site?	
Is the waste hazardous or Class I nonhazardous?	
If the waste is hazardous or Class I nonhazardous, is a manifest being used?	
Is the manifest properly completed?	
Are all Federal, State and Local laws/regulations being followed?	
Are all necessary permits being obtained?	
Has a Disposal Plan been submitted for approval/review?	
Have PPE and waste-handling procedures been included in the Site Safety and Health Plan to protect the health and safety of waste handling personnel?	

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3.7 Waste Management Plan (Cont'd)

3.7.10 Temporary Storage Methods

PRODUCT							
CONTAINMENT	OIL	OIL/WATER	OIL/SOIL	OIL/DEBRIS (SMALL)	OIL/DEBRIS (MEDIUM)	OIL/DEBRIS (LARGE)	CAPACITY
Drums			X	X			.2-.5 yd^3
Bags			X	X	X		1-2 yd^3
Boxes			X	X	X		1-5 yd^3
Open Top Rolloff	X	X	X	X	X	X	8-40 yd^3
Roll Top Rolloff	X	X	X		X	X	15-25 yd^3
Vacuum Box	X	X					15-25 yd^3
Frac Tank	X	X					500-20,000 gal
Poly Tank	X	X					200-4,000 gal
Vacuum Truck	X	X	X				2,000-5,000 gal
Tank Trailer	X	X					2,000-4,000 gal
Barge	X	X					3,000+ gal
Berm, 4 ft	X	X	X	X	X	X	1yd^3
Bladders	X	X					25-1,500 gal

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3.8 Disposal Plan

Oil will be recovered and water will be disposed of as normal produced water through permitted UIC (Underground Injection Control) injection wells or third-party disposal wells. Solid waste recovered during clean-up activities will be stored in secure areas (lined, bermed temporary storage areas, lined pits, or tanks) until permits can be secured for proper disposal.

DISPOSAL OPTIONS FOR CONTAMINATED SOIL, DEPENDING UPON ANALYSIS, INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:	
✓	Surface remediation
✓	Enhanced surface remediation
✓	Third party recycling (adsorbents)
✓	Third party disposal

These disposal options will be dependent upon laboratory analysis per current federal, state and local regulation. The Company Waste Management Plan should be consulted for the appropriate analytical requirements for each waste stream. Necessary federal, state and local permits will be obtained by Company Environmental personnel.

Oil contaminated absorbent materials will be stored in covered secured containers and ultimately shipped for recycling.

Spilled material will be skimmed to recover product and minimize contamination of vegetation and soil. Low pressure flushing will also be used to enhance recovery of liquid product. Absorbent materials may be used to recover spilled material that vacuum trucks are unable to pick up. Absorbent materials (and booms) are then recycled and returned for potential future use. Other oil contaminated booms, boats, and boots, will be cleansed by qualified contractors or wiped down on site with rags. The rags will be disposed of properly.

The Company has contracted with USCG Certified OSROs for each ICP Geographical Annex. Contact information and response capability for each OSRO can be found in that particular ICP geographically Annex.

The OSRO(s) contracted to respond in each ICP Geographical Annex is capable of being on site and ensuring planned temporary storage and waste disposal activities are accomplished within the appropriate tier times. They will provide sufficient temporary storage to ensure enough capacity is available to respond to a worst-case discharge.

The waste disposal form can be found in Sec. IV of this Plan.

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3.9 Water Quality and Sediment Quality Analysis

If the situations require, following a release of oil to a waterway, the Company will attempt to gather background data to determine the current conditions of the impacted waterway and sediments. An attempt will be made to collect samples ahead of the plume to determine current background conditions. Water quality data and sediment quality data will also be collected from within the impacted area to determine the changes in conditions. Following cleanup efforts, additional sampling will be conducted to demonstrate the effectiveness of the cleanup operations.

The sampling protocol will be determined by the volume and type of material spilled. In general, near surface water samples will be obtained along with sediment samples. In some cases, depending on spill-specific conditions, stratified sampling may be required. The following EPA analytical methods may be utilized to determine if oil from the Company release exists on the bottom sediments or within the water column. This is not intended to be an exhaustive list, but may be used as a guideline when deciding which methods to use.

Surface Water

Surface water sampling and monitoring procedures will be utilized to assess visible product and/or hydrocarbon sheen that may affect navigable waterways as well as to document background conditions within the waterways.

- Surface water samples will be collected periodically at each sample location to establish concentration changes over time.
- Surface water samples will be collected at various depths within the water column periodically at each sample location to establish concentration changes over time.
- GPS coordinates will be collected for sample locations to assist in re-sampling.
- Location and frequency of the sample collection activities will be determined on a site-specific basis.
- Surface water samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

Groundwater

Groundwater samples will be collected as necessary from public and private wells (residential, public utility, commercial and industrial) within a specified potential receptor zone around the site.

- State or county database will be used to identify wells.
- Ground survey may also be conducted to assure all area wells are identified.
- County Health Department will typically identify required buffer zone.
- Groundwater samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

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3.9 Water Quality and Sediment Quality Analysis (Cont'd)

Sediment

Sediment samples will be collected periodically to provide a base-line evaluation of current conditions and confirm the presence or absence of hydrocarbon impacts.

- Sample locations will be selected in the field based on topography, erosion features, water depth, water velocity and other indicators of sediment deposition.
- GPS coordinates will be collected for sample locations to assist in re-sampling.
- Shallow sediment samples (e.g. 0 to 2" depth) will generally be collected from areas of low potential for sediment deposition (i.e. strait, narrow and/or swiftly moving waterways).
- Deeper sediment samples (e.g. 0 to 6" depth) would generally be collected at locations with a high potential for sediment deposition (i.e. meandering, broad, and/or slowly moving waterways).
- Sediment samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

Soil

Soil sampling will be completed to direct excavation activities, to confirm removal of hydrocarbon impacted soil or to document residual hydrocarbon impacts at the excavation limits.

- Location and quantity of samples will typically be determined by the extent of lateral and vertical hydrocarbon impacts.
- Soil samples will be analyzed for laboratory and field parameters that will be determined on a site specific basis.

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3.10 Decontamination

Decontamination is the systematic removal of residual chemicals from personnel and equipment after exposure to toxic, flammable and/or hazardous products.

The SOFR is responsible to establish work areas which will be divided and identified (i.e. signs and/or barrier tape) into three zones as stated in the ICS 208- Site Safety Plan.

Each time clean-up workers exit the Hot Zone they will undergo decontamination procedures at stations within the Warm Zone. The SOFR will determine the decontamination level, measures and set-up of the decon corridor as part of the Site Safety Plan. If required, the ENVL is responsible for development of the detailed Decontamination Plan.

To determine the scope of decontamination stations needed, consider:

- Weather conditions
- Site conditions (e.g., access to utilities, space)
- Size of the emergency
- Quantity of PPE (e.g., boots, gloves, coats, coveralls, headwear, air monitoring devices, respiratory protective equipment)
- Amount of tools and equipment (e.g., shovels, axes, picks, pumps, chainsaws, compressors, light plants, backhoes, dozers, cranes, vacuum trucks, welding and boom trucks)
- Sensitive areas (natural areas, wildlife habitat)
- Natural drainage pattern
- Logistics of decontamination waste disposal

THE BENEFITS OF DECONTAMINATION INCLUDE:	
✓	Enhancing the safety of responders and other personnel.
✓	Decreasing the hazard of environmental contamination.
✓	Restricting contamination to the immediate area and minimizes the potential for injury to others.
✓	Each step in the process reduces the amount of residual product on the clothing until safe and acceptable levels area achieved.

NON-EMERGENCY / ROUTINE VS. EMERGENCY DECONTAMINATION	
✓	**Routine decontamination** is designed to reduce the amount of residual product on the clothing until safe and acceptable levels are achieved.
✓	**Emergency decontamination** is designed to remove the patient from the hazardous area, remove contaminated clothing and flush the product off the patient. This will be accomplished taking into account any medical considerations. Water should be used to perform the emergency decontamination of the patient. There is less regard for runoff retention, and the emphasis is to expedite emergency medical treatment.

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3.10 Decontamination (Cont'd)

DECONTAMINATION METHODS	
There are many methods for decontamination. The proper method will be determined by the situation and materials involved.	
Dilution	The application of water to reduce the concentration of product to a point that it no longer presents a hazard.
Absorption	Mechanically pulled in or soaked up by the sorbent.
Chemical Degradation	Altering the chemical composition of the material to the point that it is less hazardous or easier to remove. For example, emulsifying a gasoline spill.
Disposal	Easiest form of "decontamination".
Note: Contaminated products require proper disposal – incineration, burial, etc.	

FACTORS INFLUENCING METHODOLOGY	
✓	Product(s) involved
✓	Hazards associated with the product(s)
✓	Degree or extent of contamination
✓	Physical and chemical properties of the product(s)

3.10.1 Decontamination Procedures

- All emergency response personnel will be briefed on decon procedures before entering the decon corridor.
- The decon corridor will be clearly identified by yellow tape or other highly visible method with clearly identifiable entry and exit points.
- The decon corridor will be established upwind of the Hot Zone or in a location where vapors from the Hot Zone will not significantly impact the corridor.
- If possible, the decon corridor will be set up close to services (water, electricity, road access, etc.).
- The floor of each station will be covered with PVC sheets/10 mil poly to prevent contamination of the soil. The rest of the decon corridor will be lined with non-slip sorbent surface and bordered with sorbent rolls, pylons and barrier tape.
- Decon corridor entry and exit will be identified and located within the Warm Zone.
- Runoff water will be contained and removed either by portable pump or buckets into drums or other suitable containers for subsequent hazardous waste removal.
- Tents or plastic barriers will be set up for protection from inclement weather and also for privacy during disrobing. If emergency response personnel include men and women, establish separate disrobing tent/barrier stations per gender.
- Chairs will be set up where needed to assist in PPE removal and boots/booties.
- Decon pools for primary wash/rinse and wading pools for secondary wash/rinse will be established.
- A tool drop will be set up just outside the decon corridor entry point (wading pool and/or other suitable containment).
- All water used in the Hot Zone will be treated as hazardous waste (minimize water use as much as possible).

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3.10 Decontamination (Cont'd)

3.10.1 Decontamination Procedures (Cont'd)

- Heavily contaminated PPE, clothing/equipment considered to be a hazardous waste may be disposed of without decontamination as required.
- Cleaning solutions used will have adequate grease cutting properties and evaluated by degree of hazard for workers and the environment, including the Waste Management Plan. Brushes used will be effective in removing contamination, but will not damage clothing, PPE or cut or injure personnel.
- Wiping down personnel will always be done in a downward motion, away from the facial area (goggles should be left on until personnel enter the Cold Zone). Gloves off last!
- Adequate hazardous waste containment will be on hand and set up along the corridor. Once filled, containers will be closed, sealed and marked as hazardous waste before being removed to a collection area.
- Where hazardous waste is disposed of in plastic (garbage) bags, these will be collected and stored in a marked waste bin or other protective secondary containment.
- PPE items that may be reused after decontamination (e.g. rubber suits, rubber boots) will be collected and stored near the Cold Zone and made available to responders as required.
- A supply of fresh respirator cartridges will be available to responders. Used contaminated cartridges will be collected and stored in an identified container.
- A supply of facial wipes, paper towels and clean water will be maintained outside the Cold Zone for final, personal cleaning. A shower facility (if possible) should be available at this location.
- At demobilization, all materials used in the decon corridor will be marked and placed in suitable containment, including inner packaging and outer packaging, as required for further decontamination before final storage.
- Any tools and equipment that can be decontaminated will be decontaminated to allow future use and to reduce replacement cost.
- Any tools and equipment considered of no further use will be properly disposed of.

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3.10 Decontamination (Cont'd)

3.10.2 Decon Corridor Equipment

Recommended equipment and cleaning supplies for establishing a decon corridor include:

- Barrier tape and pylons;
- Heavy gauge plastic drop cloths or containers with plastic liners for heavily contaminated tools, light duty equipment, duct tape, and protective clothing;
- Sorbent industrial rug to put down on walking surfaces to absorb oil and provide non-slip surface;
- Assorted long-handled, soft bristled brushes to remove and rinse off contaminants;
- Buckets for wash and rinse solutions;
- Tubs, livestock tanks, or children's wading pools large enough to hold wash and rinse solutions, if applicable (size depends on the situation, but should be large enough to place a booted foot. If liquid solutions are used, these may need to be bermed/diked. Consider disposal (drains) for waste water generated);
- Lined pit or box with absorbent pads to wipe off gross contaminants and liquid contaminants;
- Containers for clothing that require laundering, and for containing waste and solutions generated by the decontamination process (e.g., plastic or metal drums, plastic-lined trash cans);
- Chairs to assist with PPE removal;
- Baby oil to be used for safely dissolving heavy oils or tar from skin and hair;
- Spray bottles, small hand operated and or bug type sprayer for applying mild detergent and water mix and/or for rinsing;
- Decon solutions or detergent and water to remove the contaminants;
- Rinse solutions to remove the contaminants and contaminated wash solutions;
- Paper or cloth towels for drying protective clothing and equipment;
- Heavy duty cleaner (Gojo, Lava or other industrial hand cleaner), soap or wash solution, wash cloths, and towels for workers;
- Paper towels, facial wipes and clean water in the Cold Zone;
- Fresh respirator cartridges, outer gloves, boot covers and tape if worker returns to duty; and
- Tents or temporary facilities for the final staging area and during extreme weather provide tents for cool-down or warming area.

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3.10 Decontamination (Cont'd)

3.10.3 Heavy Equipment and Vehicles

Recommended equipment for decontaminating heavy equipment and vehicles include:

- Long-handled brushes for general exterior cleaning.
- Long-handled brushes, rods, and shovels to dislodge contaminated soil from tires and the undersides of vehicles and equipment.
- Wash and rinse buckets for decontaminating interior and exterior of vehicles and equipment.
- Brooms and brushes for cleaning operator areas inside vehicles and equipment.
- Containers or plastic-lined area to hold contaminated soil removed from vehicles and equipment (this can be included in overall cleanup of the Hot/Warm Zones).
- Wash solutions to remove and reduce the hazards associated with the contaminant.
- Rinse solutions to remove contaminants and contaminated wash solutions.
- Pumps for collecting wash and rinse solutions.
- Storage containers for temporary storage of contaminated solutions.
- Pressure and/or steam sprayers for washing and rinsing equipment or truck undercarriages, if applicable. Wash heavy equipment and vehicles in designated areas (e.g., lined areas, on contaminated soil) to prevent further contamination of the site.
- Containers for disposing of contaminated solutions.

3.10.4 General Mitigation Measures for Equipment and Tools

To prevent spreading contamination from equipment and tools outside the Warm Zone:

- Remove contaminated soil caught in tires and the undersides of equipment and vehicles as much as possible.
- Use pressure washers to clean the outsides and undersides of vehicles and equipment. When pressure washers are not feasible, use brushes and buckets with a cleaning solution.
- Ensure containers for storing contaminated materials are available.
- Dispose of all waste generated by cleaning equipment in an acceptable manner.
- Build bermed or lined areas to contain runoff or surface water.

Minimize waste generated from cleaning equipment as much as possible but not to the extent that it compromises adequate decontamination.

If large equipment must be moved offsite or from one location to another for more thorough cleaning, inspect the equipment to ensure contamination will not occur during transport and ensure the alternate location is pre-approved by IC.

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SECTION 4: RESPONSE PROCEDURES

4.1 Response Procedures

The purpose of this section is to identify the response checklist/procedures to follow based on the type of incident that could occur along the Wolverine Pipeline System. The checklists below are developed to allow the field personnel the ability to make sound decisions during the initial response of an incident. The checklists are not meant to substitute for emergency response knowledge, training, or sound judgment calls and do not account for all circumstances. In the event of any type of incident, it is imperative that the safety of **all** personnel be considered **first**, and then the protection of property second.

RESPONSE PROCEDURES/CHECKLIST TABLE OF CONTENTS

TYPE OF INCIDENT	
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4.1.6 Severe Winter Weather	Page 11
4.1.6 Evacuation	Page 12

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4.1 Response Procedures (Cont'd)

4.1.1 General Procedures

General health and safety procedures for operational activities at the site are covered in Wolverine Pipeline Company Safety Manual. The Incident Commander is responsible for implementing these plans, including the Cleanup Operation Site Safety and Health Plan, which outlines health and safety procedures for a specific spill. Material Safety Data Sheets for the products most likely spilled are available from Wolverine Pipe Line Company at 8075 Creekside Drive, Suite 210, Portage, MI 49024.

OSHA has established regulation 29 CFR 1910.120, known as HAZWOPER, to protect the safety and health of workers involved in emergency response to hazardous substance releases. It includes requirements for worker protection during post-emergency cleanup operations, if it is necessary to remove hazardous substances and materials contaminated with them (such as soil contaminated with oil).

Response supervisors and the Incident Commander are responsible for developing and conducting the cleanup operation in accordance with a Site Safety and Health Plan, for training of their employees, for informing any subcontractors of the provisions and requirements of the Site Safety and Health Plan, and for compliance with all appropriate laws and regulations. Workers are responsible for following the work practices and procedures established in the Site Safety and Health Plan.

GENERAL SAFETY PROCEDURES	
✓	Secure the area.
✓	Monitor vapor release from spill and eliminate ignition sources, where appropriate.
✓	Work upwind of spill, if possible.
✓	Monitor oxygen levels, particularly for spills in poorly ventilated areas.
✓	Oxygen levels should be between 19.5% and 20.9%.
✓	Obtain and use personal protective equipment, including respiratory, skin, eye, and splash protection.
✓	Make sure supervisors know where you are working.
✓	Monitor other workers for signs of heat stress or hypothermia.

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4.1 Response Procedures (Cont'd)

4.1.1 General Procedures (Cont'd)

THE FOLLOWING GOVERNMENT SAFETY STANDARDS ARE CONSIDERED IN DEVELOPING SITE-SPECIFIC / INCIDENT-SPECIFIC SAFETY PLANS:	
✓	29 CFR Part 1920, Occupational Safety & Health Standards
✓	29 CFR Part 1904, Record Keeping and Reporting Occupational Illnesses
✓	29 CFR Part 1910.120, Hazardous Waste Operations and Emergency Response
✓	29 CFR Part 1010.132-37, Subpart I, Personal Protective Equipment
✓	29 CFR Part 1910.38, Employee Emergency Action Plans & Fire Prevention Plan
✓	29 CFR Part 1910.1200, Hazard Communication Standards
✓	49 CFR Part 195, Hazardous Liquid Pipeline Transportation Regulations

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4.1 Response Procedures (Cont'd)

4.1.1 General Procedures (Cont'd)

Initial response actions are those taken by local personnel immediately upon becoming aware of a discharge or emergency incident, before the Emergency Response Team is formed and functioning. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation.

INITIAL DISCOVERY / RESPONSE ACTIONS CHECKLIST	
DISCOVERER	Initiate Initial Response Procedures and Notifications (Refer to Section 2). A list of contact numbers is located in **Section 5**: List of Contacts.

PERSON-IN-CHARGE RESPONSE GUIDELINES

The appropriate response to a particular incident may vary depending on the nature and severity of the incident.

	✓	Action	Definition
1	☐	Secure the source.	Act quickly to shut-in source, close valves, etc. (**IF SAFE TO DO SO, PROPERLY TRAINED & HAVE PROPER PPE**).
2	☐	Consider safety of personnel / call for medical assistance if needed.	Pull an alarm, push an evacuation button, use radio or call 911. **EVACUATE IF NECESSARY**.
3	☐	Shut off ignition sources.	Motors, open flames, electrical circuits.
4	☐	Coordinate rescue and medical response actions.	Perform this task only if trained to do so (i.e., member of medical & rescue teams) Refer to hospital listings in local notifications section of Section 5.
5	☐	Identify pollutant and assess possible hazards to human health and the environment.	Identify source and volume; characterize oxygen levels, explosive character, toxicity of air on scene, splash and ingestive hazards.
6	☐	Initiate containment if necessary and safe to do so.	Contact OSROs as necessary.
7	☐	Report all incidents to the Qualified Individual or Safety Officer.	Follow Notification Procedures, **Section 2.** Contact Numbers located in **Section 5**.

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4.1 Response Procedures (Cont'd)

4.1.2 Injury / Medical / Rescue

MEDICAL EMERGENCY CHECKLIST	
The following checklist identifies key items to consider during a medical emergency at a company facility.	
✓	**Stabilize the victim. Provide <u>BASIC LIFE SUPPORT</u> at the scene if necessary by:** • Maintain airway/breathing – administer CPR • Control bleeding • Treat for shock

✓	**Activate professional medical care for the victim by:**
	• Call **911** to arrange for ground or air ambulance support. Provide the 911 dispatch the following information:
	  • Your name and location
	  • Type of medical emergency
	  • Name and location of the injured
	  • Condition of injured
	  • Contact phone number
	• Transport the victim to a local hospital or physician.

✓	Assess the situation and contact the Safety Officer.
✓	Determine the level of medical attention needed - first aid or outside professional assistance.
✓	Administer first aid if necessary.
✓	Transport or activate professional medical care to provide medical support at local hospital or physician if necessary.
Note: Evacuation of seriously ill or injured persons should be conducted by ground or air ambulance only. Transportation by company or private vehicle should be discouraged, unless advised to do so by medical authorities. All medical emergencies should be documented on appropriate company reports.	

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4.1 Response Procedures (Cont'd)

4.1.3 Fire & Explosion

FIRE & EXPLOSION PROCEDURES	
Once a fire has been detected, the following actions are initiated:	
✓	**Sound Alarms** – If not automatic, sound facility alarm and communicate location of
(b) (7)(F)	[redacted]
✓	**Rescue Injured Personnel** – If personnel can be rescued without undue risk, perform rescue operations and arrange for medical treatment of injured personnel.
✓	**Activate Fire Protection Systems** – Start any applicable automatic, fixed fire protection system.
✓	**Make Notifications** – • Notify municipal fire brigade and local police, as necessary. • Immediately notify OCC supervisors and facility management. • Notify and assemble facility Crisis Management Team (CMT), as appropriate for incident. Clearly identify the Incident Commander and other positions on CMT. • Notify government authorities to meet legal obligations. • Notify other nearby facilities, private residences, and others that may be infected.
✓	**Shut Off Electrical Power** – Shut off electrical power, if it presents a hazard to fire fighting operations. Make sure this does not shut off fire pumps or otherwise interfere with incident response efforts.
✓	**Evacuate Personnel from Fire Scene** – Evacuate personnel from fire scene and direct them to primary or secondary assembly area.
✓	**Extinguish Fire** – Only attempt to extinguish the fire: • If fire is small • If you determine fire can be put out with a hand fire extinguisher • You have been trained in its use.
✓	**Stop Sources of Fuel to Fire** – Stop flow of product feeding fire.
Note: DO NOT EXTINGUISH a flowing natural gas or LPG fire. Cool down adjacent property with water until natural gas or LPG flow can be shut off.	

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4.1 Response Procedures (Cont'd)

4.1.3 Fire & Explosion (Cont'd)

FIRE & EXPLOSION PROCEDURES(CONT'D)	
Subsequent Response Actions:	
✓	**Clear Access to Scene** – Open front gate and keep access clear to fire scene for firefighting apparatus.
✓	**Man Main Gate** – Assign an employee to main gate to direct firefighters to scene of the fire and prevent entry of unauthorized persons.
✓	**Account for Personnel** – Conduct a headcount at assembly point to ensure no one is missing.
✓	**Remove Vehicles** – If safe to do so, remove personal and company vehicles, which may be endangered, from premises to a pre-designated area.
✓	**Assist Fire Brigade** – In those locations where a local fire brigade assumes full control of firefighting efforts, assemble available firefighting material and stand by to advise or assist fire brigade.
✓	**Advise Mutual Aid Organizations** – Advise mutual aid organizations of emergency in progress and ask them to stand by in case help is needed.
✓	**Obtain Firefighting Foam** – Contact sources for additional firefighting foam supplies should they be needed in controlling the fire.
✓	**Arrange for Water Supplies** – Contact municipal water supply company should pressure or flow rate of firefighting water require increased pressure.
✓	**Cool Adjacent Tanks** – Apply water to adjacent storage tanks receiving radiant heat from fire with fixed water monitors to prevent tank rupture. If fixed water monitors are not available, use at least two 2-1/2 inch hose lines behind a barricade. If safe, be sure to drain tank dike containment area to prevent filling with water. If a tank ruptures, full dikes would cause product to overflow bounded area. Ensure drain valve is manned all the time it is open.
✓	**Clear Exit Routes** – Make sure emergency exit routes are kept open at all times.
✓	**Apply Foam** – Cover gasoline, naptha, solvent, and other product spills with a high vapor pressure (having a Reid vapor pressure greater than 5) with foam to prevent fumes from traveling to an ignition source.

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4.1 Response Procedures (Cont'd)

4.1.3 Fire & Explosion (Cont'd)

	FIRE & EXPLOSION PROCEDURES(CONT'D)
	Specific Fire Scenarios:
✓	**Procedures for Tanks Involved in a Fire** – Under certain circumstances, additional procedures can be follow to prevent the spread of fire or exposure to other property, as follows: • Isolate burning tank, if possible • Drain diked areas to prevent overflow of product and firefighting water. Ensure drain valve is manned the entire time it is open. • Do not attempt to fight the fire until equipment is available, per the established plan, for each individual tank at the facility. • Every effort should be made to contain large tank fires until adequate equipment and firefighting foam are available. • Transfer product from problem tank to another tank. • Empty the tank by transferring the product. **CAUTION:** Drawing down product level in a tank results in loss of "heat sink effect" and will lead to damage of tank wall, if tank wall is exposed to fire without being cooled with water. • If a tank has a low side leaking bottom, pump water into it so only water leaks out. **Use caution to avoid overfilling tank.** Water bottoms in tanks are a temporary measure only. Water should be removed, as soon as possible, at the end of the emergency. • If tank roof is sunk, cover exposed product with foam to suppress vapors and reduce evaporation. Make sure foam is flowing from nozzles before directing streams into tank to avoid static ignition. • Keep sides of fire/heat exposed tanks above product level cool with water, provided adequate water supplies are available and firefighting water collected inside tank dikes can be rapidly drained.
✓	**Procedures for Pipeline and Pressure Fires** – • Stop pump or compressor feeding line. • Clear personnel from area.
✓	**Procedures for a Tank Truck** – • Stop flow of product, if possible. • Keep all persons away from area. • Attempt to put out secondary fire using fire extinguishers or small hoses. • Request help from local fire brigade, police, and mutual aid members, as appropriate. • On arrival of fire brigade, advise the senior officer of duration of fire, type of product involved, and any actions that might have been taken. Provide verification of product with shipping papers, MSDS, or other documentation.

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4.1 Response Procedures (Cont'd)

4.1.3 Fire & Explosion (Cont'd)

	FIRE & EXPLOSION PROCEDURES(CONT'D)
	Specific Fire Scenarios (Cont'd):
✓	**Procedures for a Building Fire –** • Identify exact location of fire. • Evacuate building immediately. Occupants proceed directly to primary assembly location. • Activate fixed fire protection and smoke removal systems, if available. • Conduct headcount at assembly location to ensure no one is missing. • If anyone is believed to be in the building, request fire brigade to conduct a search. • Identify hazardous materials in building and inform on-scene personnel in charge of fighting fire so they can determine proper techniques to fight fire. • Take necessary precautions against hazardous material or smoke exposure.
	Plan Availability:
✓	The following plans should be available to assist CMT in responding to a fire emergency: • Storage Tank Plan • Facility Firefighting Equipment List and System Diagrams • Mutual Aid Manpower, Equipment and Foam Supplies • Plot plan diagram showing Product Transfer Lines and Systems with location of emergency valves and switches. • Building Evacuation Plans • Fire Detection and Alarm System Operation Manuals • Hazardous Material List

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4.1 Response Procedures (Cont'd)

4.1.4 Oil Release

OIL RELEASE CHECKLIST	
✓	Stop the flow of spilled product.
✓	Consider safety of personnel.
✓	Shut off ignition source.
✓	Coordinate rescue and medical response actions.
✓	Identify release and assess possible hazards to human health and the environment.
✓	Report all spills to Supervisor and Management.

RIVER FLOW RATES
River flow rates are established at time of spill to project spill plume arrival times at environmental and other sensitive areas. Wolverine Pipe Line Company relies on over-flights by company aircraft and scouting exercises by both boat and land vehicles. Wolverine personnel usually perform scouting activities jointly with outside agencies. Spill movement can be controlled by propwashing, high pressure pump washing, and corralling with booms. Weather monitoring is a routine function of spill responses.

ESTIMATING THE TRAJECTORY OF THE SPILL	
Trajectory of a spill can be estimated from the following data:	
✓	Location where the spill occurred
✓	Time the spill occurred
✓	Wind speed and direction at time of spill
✓	Water current and direction at time of spill

The trajectory of the spill is modeled as the vector sum of an effective current component and an effective wind component. The effective current component has the same magnitude and direction as the current acting on the spill at the time of the prediction. The magnitude of the effective wind component is 3% of the magnitude of the wind action on the spill at the time of the prediction. The effective wind component direction is the wind direction corrected for Coriolis effects. This correction is a variable wind deflection angle calculated as a function of the wind magnitude.

After the initial trajectory is predicted, period updates of wind and water current information are used to revise the projected trajectory. Often, water current data are not readily available at the time of the spill. In such cases, updated spill leading edge locations can be used to estimate water current speed and direction.

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4.1 Response Procedures (Cont'd)

4.1.5 Severe Weather

THUNDERSTORMS / LIGHTNING / HIGH WINDS CHECKLIST	
This checklist identifies actions to be taken when the Facility is threatened by thunderstorms, producing lightning or high winds.	
✓	Upon notification by weather monitoring of impending severe weather conditions, notify the PIC or the appropriate office of the situation.
✓	Personnel will be instructed to shut down all nonessential activities and take shelter where available until the storm has passed.
✓	Immediately bring personnel off vessels, tanks, pipe racks, and other elevated work areas. Suspend product loading operations and close all tank openings.
✓	Take shelter until the storm has passed.

4.1.6 Severe Winter Weather

The Wolverine Pipeline operating area is subject to severe winter weather that could affect the ability of operations personnel to maintain normal production and poses a serious threat to any personnel who are stranded. Severe weather may include blizzards, white outs, extremely cold weather (below -40° F.), large snowfalls, high winds and resulting drifts. The following precautions and procedures will be utilized to minimize risk exposure for personnel and equipment.

SEVERE WINTER WEATHER PRECAUTIONS AND PROCEDURES	
✓	Offices will be equipped with food, supplies, and equipment to support normal operating personnel for extended periods in the event that relief personnel cannot reach these offices.
✓	Operations will maintain several 4x4 vehicles for routine and emergency access to critical locations, manifolds, block valves, and well sites, and for other appropriate emergencies (search and rescue, evacuation, etc.).
✓	In the event that an operating shift must go unrelieved, it is the responsibility of local management to assign special watches, rest periods, etc. as necessary to minimize fatigue.
✓	Additional severe winter weather requirements and procedures may be identified and added as necessary.

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4.1 Response Procedures (Cont'd)

4.1.7 Evacuation

EVACUATION CHECKLIST	
When the alarm is sounded or a signal to evacuate is given all personnel should:	
✓	Immediately stop work activities.
✓	Check the wind direction.
✓	Move upwind or cross wind.
✓	Check the wind again.
✓	Person-in-Charge will conduct a head count to account for all personnel known to be at the facility.
✓	Person-in-Charge will assist in alerting and escorting personnel, including visitors and contractors to the appropriate evacuation point.
✓	Person-in-Charge will notify the appropriate office, and make all other appropriate notifications, as necessary.
✓	Person-in-Charge will assist in hazard control activities as requested.
✓	Person-in-Charge will initiate search and rescue of missing persons.
✓	All other personnel will remain at the evacuation point until the "All Clear" signal is given, or until instructed to board the operations boat to evacuate.
Note: Evacuation should be carried out in an orderly manner. Personnel should WALK, not run or panic.	

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4.2 Response Termination and Follow-up Procedures

4.2.1 Debriefing the Incident

Debriefings should begin as soon as the "emergency" phase of the operation is completed. Ideally, this should be before first responders leave the scene, and it should include the hazmat response team, sector officers, and other key players such as public information officers and agency representatives who the Incident Commander determines would benefit from being involved.

AN EFFECTIVE DEBRIEFING SHOULD:	
✓	Inform responders exactly what hazardous materials they were (possibly) exposed to and the signs and symptoms.
✓	Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
✓	Assign information-gathering responsibilities for a Post-Incident Analysis and critique.
✓	Summarize the activities performed by each sector, including topics for follow-up.
✓	Reinforce the positive aspects of the response.
Safety meeting attendance forms and or memoranda may be utilized to document the debriefing.	

DEBRIEF CHECKLIST	
Procedures	
Use safety meeting attendance forms and or memoranda to document the debriefing.	☐
Inform responders exactly what hazardous materials they were (possibly) exposed to and the signs and symptoms.	☐
Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation	☐
Assign information-gathering responsibilities for a Post-Incident Analysis and critique.	☐
Summarize the activities performed by each sector, including topics for follow-up.	☐
Reinforce the positive aspects of the response.	☐
Debrief Performed By:	Date/Time

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4.2 Response Termination and Follow-up Procedures (Cont'd)

4.2.2 Post-Incident Analysis (PIA)

Post-Incident Analysis is the detailed, step-by-step review of the incident to establish a clear picture of the events that took place during the incident. It is conducted to establish a clear picture of the emergency response for further study.

The PIA is not the same as investigations conducted to establish the probable cause of the accident for administrative, civil, or criminal proceedings. Those are usually conducted utilizing root cause or HAZOP methodologies. One person or (or office) should be designated to collect information about the response during the debriefing. Additional data may be obtained from Command post logs, incident reports and eyewitness interpretations.

Once all available data has been assembled and a rough draft report developed, the entire package should be reviewed by key responders to verify the available facts are arranged properly and actually occurred.

THE PIA SHOULD FOCUS ON FOUR KEY TOPICS:	
✓	***Command and Control*** – Was command established and sectors organized? Did information flow from operations personnel through Sector Officers to the Incident Commander? Were response objectives communicated to the personnel expected to carry them out?
✓	***Tactical Operations*** – Were the tactical options ordered by the IC and implemented by emergency response personnel effective? What worked? What did not?
✓	***Resources*** – Were the resources adequate for the job? Are improvements needed to apparatus and/or equipment? Were personnel trained to do the job effectively?
✓	***Support Services*** – Were the support services received from other organizations adequate? What is required to bring support to the desired level?

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4.2 Response Termination and Follow-up Procedures (Cont'd)

4.2.2 Post-Incident Analysis (Cont'd)

POST-INCIDENT ANALYSIS:	
✓	PIA is the detailed, step-by-step review of the incident to establish a clear picture of the events that took place during the incident. It is conducted to establish a clear picture of the emergency response for further study.
✓	The PIA is not the same as investigations conducted to establish the probable cause of the accident for administrative, civil, or criminal proceedings. Those are usually conducted utilizing root cause or hazard and operability methodologies. One person or (or office) should be designated to collect information about the response during the debriefing. Additional data may be obtained from Command post logs, incident reports and eyewitness interpretations.
✓	Once all available data has been assembled and a rough draft report developed, the entire package should be reviewed by key responders to verify the available facts are arranged properly and actually occurred. The PIA should focus on four key topics: *Command and Control, Tactical Operations, Resources and Support Services*.
✓	*Command and Control* – Was command established and sectors organized? Did information flow from operations personnel through Sector Officers to the Incident Commander? Were response objectives communicated to the personnel expected to carry them out?
✓	*Tactical Operations* – Were the tactical options ordered by the IC and implemented by emergency response personnel effective? What worked? What did not?
✓	*Resources* – Were the resources adequate for the job? Are improvements needed to apparatus and/or equipment? Were personnel trained to do the job effectively?
✓	*Support Services* – Were the support services received from other organizations adequate? What is required to bring support to the desired level?

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4.2 Response Termination and Follow-up Procedures (Cont'd)

4.2.3 Critiquing the Incident

A GOOD CRITIQUE PROMOTES:	
✓	Trust in the response system as being self-correcting.
✓	Willingness to cooperate through teamwork.
✓	Continuing training of skills and techniques.
✓	Pre-planning for significant incidents.
✓	Sharing information between response agencies.

CRITIQUING THE INCIDENT:	
A commitment to critique an all hazardous material response will improve IMT performance by improving efficiency and pinpointing weaknesses. Use the tool as a valuable learning experience (everyone came to the incident with good intentions) A good critique promotes:	
✓	Trust in the response system as being self-correcting.
✓	Willingness to cooperate through teamwork.
✓	Continuing training of skills and techniques.
✓	Pre-planning for significant incidents.
✓	Sharing information between response agencies.

4.2.4 Critique Format

A CRITIQUE LEADER IS ASSIGNED. THIS CAN BE ANYONE WHO IS COMFORTABLE AND EFFECTIVE WORKING IN FRONT OF A GROUP. THE CRITIQUE LEADER SHOULD:	
✓	Control the critique. Introduce the players and procedures, keep it moving and end on schedule.
✓	Ensure that specific questions receive detailed answers.
✓	Ensure that all participants follow the critique rules.
✓	Ensure that each operational group presents their observations.
✓	Keep notes of important points.
✓	Sum up the lessons learned.
✓	Follow up.

Following the critique, the critique leader should forward written comments to management. They should highlight suggestions for improving response capabilities and alternative solutions.

When larger incidents are involved or injuries have occurred, formal reports should be circulated so that everyone in the response system can understand the "lessons learned."

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4.3 Immediate Response Areas (Cont'd)

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[redacted]

4.3 Immediate Response Areas (Cont'd)

(b) (7)(F)

[redacted]

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(b) (7)(F)

[redacted]

SECTION 5: LIST OF CONTACTS

5.1 Emergency Response Team (ERT)

The Emergency Response Team (ERT) is designed to manage the response to any emergency involving Wolverine Pipeline System operations. The organizational structure of the ERT operates within a tiered response framework, which allows for the mobilization of resources at varying levels as dictated by incident circumstances.

QUALIFIED INDIVIDUAL / INCIDENT COMMANDER	OFFICE PHONE	HOME PHONE	CELL PHONE
John Gurrola	269-323-2491 x12	(b) (6)	269-207-5567
Office Address: 8075 Creekside Dr. Suite 210, Portage, MI 49024			
ALTERNATE QI / IC	**OFFICE PHONE**	**HOME PHONE**	**CELL PHONE**
Steve Iseminger	269-323-2491 x 20	(b) (6)	269-998-0488
Office Address: 8075 Creekside Dr. Suite 210, Portage, MI 49024			

EMERGENCY RESPONSE TEAM CONTACT LIST			
QI	**Name / Position**	**Office Phone**	**Cell Phone**
X	John Gurrola, *Crisis Manager/Incident Commander*	269-323-2491 x 12	269-207-5567
X	Steve Iseminger *Deputy Incident Commander*	269-323-2491 x 20	269-998-0488
	Tom Morneau *Legal Advisor*	218-832-3211	--
	Tom Shields- Marketing Resource Group (MRG) MediaMedia Relations *Information Officer*	517-372-4400	517-449-9810
	Dave Staten *On-Scene Commander / Operations Section Chief*	734-428-8386	734-260-1689
	Bobby Tinkham *On-Scene Commander / Operations Section Chief*	269-683-6305	269-876-6415
	Bill Connors *On-Scene Commander / Operations Section Chief*	989-463-1976 x 10	517-749-0904

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5.1 Emergency Response Team (ERT) (Cont'd)

EMERGENCY RESPONSE TEAM CONTACT LIST (CONT'D)			
QI	**Name / Position**	**Office Phone**	**Cell Phone**
	Jerry Johnson *Liaison Officer*	269-323-2491 x 42	269-998-7557
	Christine Himes *Safety Officer*	269-323-2491 x 20	269-217 0841
	Al Goodrich *Security Advisor*	269-323-2491 x 54	269-876-6414
	Edwin Peters *ROW &Claims*	269-323-2491 x 24	269-217-5158
	Ben Baxter *Logistics Section Chief*	269-323-2491 x 29	989-621-7268
	Cindy Williams *Planning/Technical Section Chief*	269-323-2491 x 21	269-217-4722
	Kathy Dean *Finance/Administrative Section Chief*	269-323-2491 x 14	269-720-3387
	Carl Meyer *Michiana :Land Services (ER Claims Services)*	269-925-8682	269-208-0155
	Zack Meyer *Michiana :Land Services (ER Claims Services)*	269-408-8035	269-332-7121
	Field Regulatory Specialist (Portage, MI) Spencer Welling	269-323-2491 x 37	

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5.2 Personnel Notification in Area of Responsibility Contact List

PERSONNEL NOTIFICATION NUMBERS CONTACT LIST		
Title	**Telephone**	**Other Telephone/Fax**
Portage OCC	219-844-9510 888-337-5004 (Toll-Free)	--
State of Illinois ONE CALL (Julie)	800-892-0123	—
State of Indiana ONE CALL (IUPPS)	800-382-5544	—
State of Michigan ONE CALL	800-482-7171	—
State of Ohio ONE CALL	800-362-2764	—
Management Contact	269-323-2491 x 12	269-207-5567 – M
Product Movement Mgr.	269-323-2491 x 42	269-998-7557 – M

5.3 Station Contact List

STATION CONTACT LIST					
Station	**Telephone #**	**Station**	**Telephone #**	**Station**	**Telephone #**
Albion	517-629-9208	Grand Haven	616-842-5270	Michigan City	219-362-8723
Alma Maint.	989-463-1976	Holland	616-396-3975	Niles Maint.	269-683-6305
Alma Pump	989-463-1161	Jackson	517-788-7484	Niles Pump	269-683-6300
Bay City	989-684-1283	JolietJoliet	815-423-5872	Portage Office	269-323-2491
Casco Jct.	269-236-5999	Kennedy Ave.	219-844-2398	Stockbridge	517-851-80758075
DaileyDailey	269269-445-2697	Lansing Term	517-321-3445	Vicksburg	269-327-3870
Ferrysburg	616-842-03830383	LaPaugh	989-224-1310	White Oak	219-931-1781
Freedom Jct.	734-428-00220022	Lockport	815-838-8160	Woodhaven	734-675-7580
Freedom Pump	734-428-83868386	Marshall	269-781-5564	Wyoming	313-584-9262

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5.4 Federal Agencies

The SH&E Advisor or designee is responsible for assuring that all required notifications/reports are completed in a timely manner for all incidents. All contacts with Local, State, and Federal regulatory agencies must be properly documented. The following contains a comprehensive listing of regulatory notification requirements for spills/releases of hazardous materials (by substance, amount, and agency to be notified).

5.4.1 National Response Center

NRC

National Response Center	800-424-8802 (24 Hr. Emergency)

If you have a spill/release to report, contact the NRC via the toll-free number or visit the NRC Web Site (http://www.nrc.uscg.mil) for additional information on reporting requirements and procedures. For those without 800 access, please contact the NRC at 202-267-2675.

Reporting Requirements	
Type	All spills that impact or threaten navigable water or adjoining shorelines
Verbal:	At the earliest practicable moment following discovery of a release
Written:	As requested by the agency

5.4.2 Environmental Protection Agency – Region 5

EPA (Region 5)

Environmental Protection Agency	800-621-8431 (24 Hr. Emergency)

Reporting Requirements	
Type	Any amount of oil that has causes a sheen on any navigable waters, or a release of a hazardous substance above the Reportable Quantities (RQ) according to CERCLA regulations.
Verbal:	Within two (2) hours of release
Written:	May be requested by EPA

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5.4 Federal Agencies (Cont'd)

5.4.3 Department Of Transportation – Pipeline and Hazardous Materials Safety Administration

DOT – PHMSA	
Department of Transportation – Pipeline and Hazardous Materials Safety Administration (DOT-PHSMA)	**202-267-2675 (24 Hr.)**

In addition to the reporting of accidents to the NRC, a written accident report (PHMSA Form 7000-1), must be submitted for releases resulting in any of the following:

1. Explosion or fire not intentionally set by the operator.
2. Release of five gallons or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than five barrels resulting from a pipeline maintenance activity if the release is:
   a. not one described under the NRC's reporting conditions.
   b. confined to company property or pipeline right-of-way; and
   c. cleaned up promptly.
3. Death of any person.
4. Personal injury necessitating hospitalization.
5. Estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding $50,000.

5.4.4 Occupational Safety & Health Administration

OSHA	
Occupational Safety & Health Administration (OSHA)	**800-321-6742**

Basic requirement. Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person.

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5.5 State Agencies

5.5.1 Illinois Emergency Management Agency

IEMA	
Illinois Emergency Management Agency	800-782-7860 (In State) 217-782-7860 (Out of State)

5.5.2 Illinois Environmental Protection Agency

IEPA	
Illinois Environmental Protection Agency	217-782-3637

5.5.3 Indiana Department of Environmental Management

IDEM	
Indiana Department of Emergency Management	888-233-7745 (24 hr.) 800-451-6027 (In State) 317-232-8603 (Out of State) Office of Air Management 317-233-7745 *(24-hr Emergency)* 317-233-0178 *(Office of Air Mgmt)*

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5.5 State Agencies (Cont'd)

5.5.4 Indiana Department of Natural Resources

IDNR	
Indiana Department of Natural Resources	317-232-4200

5.5.5 Michigan Department of Environmental Quality

MDEQ	
Michigan Department of Environmental Quality	800-292-4706 (In State) 517-373-7660 (Out of State) Air Quality: 517-373-7023 (8 to 5) 800-292-4706 (24 hour) Storage Tank Division 517-335-7211

5.5.6 Ohio Environmental Protection Agency

OEPA	
Ohio Environmental Protection Agency	614-644-3020

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5.5 State Agencies (Cont'd)

5.5.7 LEPC Lists by State

ILLINOIS – LEPC LIST			
County	**Contact Address**	**LEPC Contact/ Phone #**	**Emergency Phone #**
Cook	24148 S. Clover Court Manhattan, IL 60442	Gary Kulhan 815-955-9827	--
Will	302 North Chicago Street Joliet, IL 60432	Don Gould 815-740-8351	815-740-0911

INDIANA – LEPC LIST			
County	**Contact Address**	**LEPC Contact/ Phone #**	**Emergency Phone #**
Lake	2900 West 93rd Avenue Crown Point, IN 46307	William Timmer 219-756-8302	219-755-3512 (24 hrs)
LaPorte	809 State Street, Suite 101A LaPorte, IN 46350	Jeffrey Hamilton 219-362-7210	219-362-6205 (24 hrs)
Porter	1995 South State Road 2 Valparaiso, IN 46385	Russ Shirley 219-465-3593	219-477-3000 (24 hrs)
St. Joseph	St. Joseph County, IN 4714 Lathrop Street South Bend, IN 46628	Mike Damiano 574-235-9234	--
State Emergency Management Agency (SEMA)			**800-669-7362 317-232-3986**

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5.5 State Agencies (Cont'd)

5.5.7 LEPC Lists by State (Cont'd)

MICHIGAN – LEPC LISt			
County	**Contact Address**	**LEPC Contact/ Phone #**	**Emergency Phone #**
Allegan	3271 – 122nd Ave. Allegan, MI 49010	Scott Corbin 269-673-0571	--
Bay	Bay County LEPC 1200 Washington Ave. Bay City, MI 48708	Chris Izworski 989-895-4112	--
Berrien	Berrien Co. Emergency Mgmt. 2100 E. Empire Benton Harbor, MI 49022	Capt. Corey Burks 269-983-7141 x 4916	--
Calhoun	Calhoun County LEPC 161 E Michigan Ave. Battle Creek, MI 49014	Durk Dunham 269-969-6430	--
Cass	Cass Co. Emergency Mgt. 130 N. Broadway Cassopolis, MI 49031	David Smith 269-445-1178	--
Clinton	Clinton Co. Emergency Mgt. 1347 E. Townsend Road St. Johns, MI 48879	Steve Lehman 989-227-6595	--
Detroit City	Detroit Fire Dept. 250 W. Larned Detroit, MI 48226	Harold Watkins 313-596-5195	--
Gratiot	Gratiot County LEPC 1375 County Farm Drive Ithaca, MI 48847	John Aten 989-875-5280	--
Ingham	Ingham County LEPC 5303 S. Cedar Street, P.O. Box 30161 Lansing, MI 48909	Herb Corey 517-887-4508	--
Jackson	Jackson Co. Emergency Mgt. 312 S. Jackson Street Jackson, MI 49201	Brad Piros 517-768-7948	517-937-6094
Kalamazoo	Kalamazoo Co. Emergency Mgt. 1500 Lamont Street Kalamazoo, MI 49048	Lt. Paul Baker 269-383-8712	

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5.5 State Agencies (Cont'd)

5.5.7 LEPC Lists by State (Cont'd)

MICHIGAN – LEPC LIST (CONT'D)			
County	**Contact Address**	**LEPC Contact/ Phone #**	**Emergency Phone #**
Lansing	LEPC C/o Lansing Fire Department 815 Marshall Lansing, MI 48912	Trent Atkins 517-483-4186	517-483-4566
Midland	Midland Co. LEPC 220 W. Ellsworth Street Midland, MI 48640	Roger Garner 989-832-6750	--
Ottawa	Ottawa County LEPC 12220 Fillmore Street West Olive, MI 49460	William Smith 616-738-4050	--
Saginaw	Saginaw Co. Emergency Mgt. 111 S. Michigan Ave. Saginaw, MI 48602	Timothy Genovese 989-790-5434	--
Van Buren	Van Buren LEPC 205 S. Kalamazoo Street Paw Paw, MI 49079	Lt. Alain Svilpe 269-657-7786	--
Washtenaw	Washtenaw County LEPC 705 N. Zeeb Road Ann Arbor, MI 48107	Leon Moore 734-222-3848	--
Wayne	Wayne County LEPC 10250 Middlebelt Detroit, MI 48242	Lisa DiRado 734-942-5289	--

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5.5 State Agencies (Cont'd)

5.5.8 Emergency Services/ 911 Call Centers by State

ILLINOIS – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Cook	815-955-9827
Will	815-727-8575, Ext # 0

INDIANA – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Lake	219-755-3334
LaPorte	219-362-6205
Porter	219-477-3000, Ext # 1
St. Joseph	574-235-9611

MICHIGAN – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Allegan	269-673-3899
Bay	989-892-9551
Berrien	269-983-3060, Ext #1
Calhoun	269-781-0911, Ext #1
Cass	269-445-1560
Clinton	989-224-6792
Detroit City	313-2224-1500

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5.5 State Agencies (Cont'd)

5.5.8 Emergency Services/ 911 Call Centers by State (Cont'd)

MICHIGAN – EMERGENCY SERVICES/911 CALL CENTERS	
County	**Direct Dial Number**
Gratiot	989-875-7505
Ingham	517-272-6026
Jackson	517-787-7911
Kalamazoo (City)	269-337-8994
Kalamazoo (County)	269-384-0911
Kalamazoo (Township)	269-343-0568
Portage (City)	269-329-1016
Lansing (City)	517-272-6026
Midland	989-839-6466
Ottawa	800-249-0911
Saginaw	989-797-4580
Van Buren	269-657-3101
Washtenaw	734-994-2911
Wayne (Trenton)	734-676-3737, Ext #1

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5.6 Contractors and Vendors

CONTRACTORS AND VENDORS		
Contractor's Name	**Location**	**Telephone #**
Bolin Enterprises	P.O. Box 70 Casey, IL 62420	217-932-4533 217-232-4533 (Jim Bolin – 24 Hours) 217-251-4590 (Mike Bohannon – 24 Hours)
Conestoga Rovers & Assoc.	4141 Davis Creek Court Kalamazoo, Michigan 49001	269-685-5181 Office 269-207-6184 Cell (Wayne Bauman – 24 hrs.)
Countryside Contracting, Inc.	P.O. Box 198 Bourbonnais, IL 60914	815-953-7660 (Carl Haye's cell – 24 Hours)
Great Lakes Contracting, Inc.	14370 172nd Ave. Grand Haven, MI 49417	616-846-8888 616-638-0196 (Ray Buikema's, cell – 24 Hours)
J & L Pipeline Services	603 W. South Street Tipton, IA 52772	563-886-1643
MTS Pipeline Maintenance Inc.	30 West North Street Decaturville, TN 38329 322 E. Main Street Ste. 104 Niles, MI 49120-2332	731-852-4900
Pro-Soil Landscape Inc.	1000 S Hosmer St, Lansing, MI 48912	517-267-8767
Roberts Pipeline Construction Inc.	P.O. Box 169 Sulphur Springs, IN 47388	765-533-4728
Welded Construction, L.P.	26933 Eckel Rd Perrysburg, OH 43551	419-874-3548
The Response Group	13939 Telge Road Cypress, TX 77429	281-880-5000
Light House Technical Consultants	NRDA Consultant	978-546-0004
Exponent Engineering and Scientific Consultation	NRDA Consultant	312-999-4200
Stratus Consulting	NRDA Consultant	303-381-8000
CARDNO/JF New	NRDA Consultant	517-898-9018

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5.6 Contractors and Vendors (Cont'd)

CONTRACTORS AND VENDORS (CONT'D)		
Contractor's Name	**Location**	**Telephone #**
Midwestern Contractors	245 W. Roosevelt Rd. Building 15, Suite 139 West Chicago, IL 60185	630-668-3420 **24 Hour Emergency Contacts** **During Work Hours:** *Timothy A. Bell* 630-742-3645 (Cell) 630-668-3420 x225 (Office) **Evening, Weekends and Holidays:** *Timothy A. Bell* 630-742-3645 (Cell) (b) (6) [redacted] *Gerard Besenhard* 630-659-4088 (Cell) (b) (6) [redacted]
Tri-State Bird Rescue and Research, Inc.	110 Possum Hollow Road Newark, Delaware 19711	Telephone: 302-737-7241 Fax: 302- 737-9562 24 Hour: 800-710-0695 or 0696
International Bird Rescue Research Center	699 Potter Street Berkley, CA 94810	Telephone: 707-207-0380 Fax: 510-841-9089 24 Hour: 888-447-1743
Focus Wildlife	http://www.focuswildlife.net/	800-578-3048
S.W.A.T. Consulting Inc	--	866-610-7928 dsahara@swat-ab.ca
Commonwealth Cultural Resource Group, Inc. (Historical and Cultural Preservation)	2530 Spring Arbor Rd Jackson, Michigan 49203	Telephone: 517-788-3550 Fax: 517-788-6594 24 Hour: 517-262-9484 Email: ajweir@ccginc.com

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5.6 Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT		
Eastern Michigan and Ohio Areas		
Clean Harbors	6414 Product Drive Sterling Heights, MI 48312	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	2701 North I-94 Service Dr. Ypsilanti, MI 48198	734-547-2500
Heritage Environmental Services, LLC	7901 West Morris Street Indianapolis, IN 46321	800-48-Spill (77455)
Young's Environmental Cleanup, Inc.	Flint, MI Dearborn, MI Comstock Park, MI	800-4 Youngs (496-8647)
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp.	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745) * 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 hrs.

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5.6 Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
Contractor's Name	**Location**	**Telephone #**
Eastern Michigan and Ohio Areas (Cont'd)		
Marine Pollution Control	8631 W. Jefferson Detroit, MI 48209	800-521-8232 313-849-2333 – 24 Hours
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155
Joliet, Lockport and Hammond Areas		
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
Ace / Allwaste Environmental Service / PSC Industrial Outsourcing, Inc.	1401 Summer Street Hammond, IN 46320	219-931-8900 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
Heritage Environmental Services, LLC	7901 West Morris Street Indianapolis, IN 46321	800-48-Spill (77455)
Marine Spill Response Corp.	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745)* 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 hrs.
National Industrial Maintenance, Inc.	4530 Baring Avenue East Chicago, IN 46312-3209	800-551-2218 – 24 Hours 219-398-6660 – 24 Hours

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5.6 Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
Contractor's Name	**Contractor's Name**	**Contractor's Name**
Kalamazoo, Grand Haven, and Niles Areas		
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	36255 Michigan Ave. Wayne, MI 48184	734-329-8000 800-839-3975 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
Inserv Environmental Services	P.O. Box 1822 South Bend, IN. 46634	877-917-3239 -24 Hours
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp. (MSRC)		800-OIL-SPIL (645-7745) 800-259-6772 732-417-0175 (Satellite)
National Industrial Maintenance, Inc.	4530 Baring Avenue East Chicago, IN 46312-3209	800-551-2218 – 24 Hours 219-398-6660 – 24 Hours
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155

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5.6 Contractors and Vendors (Cont'd)

CLEANUP CONTRACTORS, VACUUM TRUCKS, AND EQUIPMENT (CONT'D)		
Contractors Name	**Location**	**Telephone #**
Wolverine Spartan 6-inch/8-inch/12-inch Products Segment of the System		
Beckman Production Services, Inc. (for Vac Trucks only)	3786 Beebe Road P.O. Box 670 Kalkaska, MI 49646	231-258-9524 – 24 Hours * Main office dispatches to closest yard.
Clean Harbors	11800 S. Stony Island Ave. Chicago, Illinois 60617	800-OIL-TANK (645-8265)
EQ - Environmental Quality Co.	36255 Michigan Ave. Wayne, MI 48184	734-329-8000 800-839-3975 – 24 Hours
Future Environmental, Inc.	19701 S. 97th Avenue Mokena, IL 60448	(866) 579-6900 – 24 Hours
K&D Industrial Services	Corporate Offices 30105 Beverly Road Romulus, MI 48174	734-722-8922
Marine Spill Response Corp. (MSRC)	220 Spring Park Place Ste. 500 Herndon, VA 20170	800-OIL-SPIL (645-7745)* 800-259-6772 (Emergency) 732-417-0175 (Satellite)* * - 24 Hrs.
Northern A-1 Services	3947 US 131 North P.O. Box 40 Kalkaska, MI 49646	800-544-2663 – 24 Hours 231-258-9961
Terra Contracting LLC	5100 W Michigan Ave Kalamazoo, MI 49006	269-375-9595 800-632-4176 – 24 Hours
Young's Environmental Cleanup	G-5305 N. Dort Hwy Flint, MI 48505	800-496-8647 – 24 Hours 810-789-7155

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5.6 Contractors and Vendors (Cont'd)

CONTRACT AIRCRAFT LISTINGS		
Barr Air Patrol	1442 Airport Blvd., Suite 11 Mesquite, TX 75181	972-222-0229 – Office 214-629-7982 Cell (Gregory Reeves) 214-629-8543 Cell (Cort Andrews)
McMahon Helicopter Services, Inc.	8351 Ronda Drive Canton MI 48187	734-459-5980
McMahon Helicopters 24 Hour on Command Service During business hours, they can be at the Kalamazoo Airport within an hour for pickup. Duncan Aviation (269-343-2548) whose facilities are right outside the airport is the Fixed Based Operator for the Airport. Those taking a chartered flight would be greeted by the pilot at Duncan Aviation and asked for identification. (Do not go to the airport terminal)		
Lansing Helicopter Charter	Lansing, MI	866-806-2456

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5.7 OSRO Contracts

OSRO Contracts can be obtained from Wolverine Business Services Contract Administrator in Portage, MI.

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5.7 OSRO Contracts (Cont'd)

5.7.1 MSRC Contract

MARINE SPILL RESPONSE CORPORATION
SERVICE AGREEMENT

EXECUTION INSTRUMENT

The MSRC SERVICE AGREEEMENT attached hereto (together with this execution instrument, the "Agreement"), a standard form of agreement amended and restated as of September 27, 1996, is hereby entered into by and between

Wolverine Pipe Line Company
[Name of COMPANY]

a Delawaie Corporation
[Type of entity and place of organization]

with its principal offices located at 8075 Creekside Dr. Suite 210, Portage, MI 49024 (the "COMPANY"), and MARINE SPILL RESPONSE CORPORATION, a nonprofit corporation organized under the laws of Tennessee ("MSRC"), and shall be identified as

SERVICE AGREEMENT No. 6MPA 313 [This is to be provided by MSRC.]

IN WITNESS WHEREOF, the parties hereto each have caused this Agreement to be duly executed and effective as of September 20, 2011.

Wolverine Pipe Line Company [COMPANY]

By: W A Sawyer Jr. [signature]

W. Alan Sawyer, JR. [print name]

Title: President

Address: 8075 Creekside Dr, Suite 210
Portage, MI 49024

Telephone: 269-323-2491 x 16 Fax: 269-323-9359

MARINE SPILL RESPONSE CORPORATION:

By: Judith A. Roos

Judith A. Roos
Vice President
Marketing, Customer Services & Corporate Relations
220 Spring Street, Suite 500
Herndon, VA 20170
(703) 326-5617; Fax: (703) 326-5660

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5.7 OSRO Contracts (Cont'd)

5.7.1 MSRC Contract (Cont'd)

FINANCIAL RESPONSIBILITY CERTIFICATION

In accordance with Section 2.01(a) of Schedule 2 to the MSRC Service Agreement, the undersigned, being a duly authorized officer of Wolverine Pipe Line Company [*insert name of the "COMPANY" that is the party to the Service Agreement*] ("COMPANY"), does hereby certify to the best knowledge and belief of the undersigned, that the COMPANY meets the requirements of Schedule 2 and:

(i) the method relied on by the COMPANY to establish financial responsibility for each Vessel and Facility owned or operated within the Operational Area by the COMPANY or its affiliates is as follows (*see Section 2.02 (a) through (c) of Schedule 2 for the available methods*):

Insurance Certificate

[Attach additional sheets if necessary]

(ii) the applicable Financial Responsibility Amount for each Vessel and Facility owned or operated within the Operational Area by the COMPANY or its affiliates is as follows (*see the definitions in Section 2.03 of Schedule 2 for the proper calculation of Financial Responsibility Amount*):

$ 375,000,000.00

[Attach additional sheets if necessary]

Capitalized terms used in this Certificate and not defined have the meaning ascribed to such terms under the Service Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Certificate in the name and on behalf of the COMPANY as of September 20, 2011.

Wolverine Pipe Line Company
[*COMPANY NAME*]

BY: W A Sawyer, Jr.
[*signature of duly authorized officer*]

Name: W. Alan Sawyer, Jr.
[*print name of officer signing*]

Title: President
[*print title of officer signing*]

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5.7 OSRO Contracts (Cont'd)

5.7.2 Clean Harbors Contract

this Agreement, nor a waiver of a subsequent breach of the same provision or condition.

12.3 Severability - If any section, subsection, sentence or clause of this Agreement shall be deemed to be illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect the legality, validity or enforceability of this Agreement or other sections of this Agreement.

12.4 Entire Agreement - This Agreement and any Exhibits to this Agreement represent the entire understanding and agreement between Customer and Contractor and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding same. Modifications to this Agreement shall be in writing and shall be signed by the Customer and Contractor. Additional, conflicting or different terms on any Purchase Order or other preprinted document issued by Customer shall be void and are hereby expressly rejected by Contractor.

12.5 Survival - The provisions contained in Articles 3, 4, 5, 8 and 12 shall survive and remain in effect following the termination of this Agreement.

12.6 Applicable Law - This Agreement shall be interpreted and enforced according to the Laws of the state where the work is performed and the parties agree to submit to the jurisdiction of the courts of the state where the work is performed for any disputes arising under this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

CUSTOMER

Wolverine Pipeline Co.

Signature: [signature]

By: [illegible]
PRINT NAME

Title: Vice President

CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.

Signature: [signature]

By: William E. Conners
PRINT NAME

Title: Senior Vice President

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5.7 OSRO Contracts (Cont'd)

5.7.3 Heritage Environmental Contract

10/21/2010 07:42 FAX 26932393 WOLVERINE PIPE LINE 002

WOLVERINE PIPE LINE COMPANY
STANDARD PROCUREMENT AGREEMENT
SERVICES WITH INCIDENTAL GOODS ("AGREEMENT")

Enabling Articles Of The Agreement ("Articles")

Agreement No: CSA1010JLF0099 **Effective Date:** 11/01/2010 **Expiration Date:** 10/31/2013

"Company": Wolverine Pipe Line Company, a Delaware corporation
"Supplier": Heritage Environmental Services a limited liability company

1. *Description of Services and Pricing.* **"Services" and pricing shall be as follows:**

See Exhibit A, Scope of Work, and Exhibit D, Compensation

2. *Exhibits; Addenda.* Exhibits which are checked below are incorporated into each Order issued under this Agreement:

- X A – Scope of Work
- X B – Release Order Form
- X C – Change Order Form
- X D – Compensation
- X E – Invoicing Procedures
- – F – Federal Contract Supplement
- X G – Health and Safety Requirements
- X H – Drug and Alcohol Policy
- X I – Site Specific Attachments
- – J – Contractor Employee Hours Reporting Procedures
- X K – Workplace Harassment
- -- M – Minority/Women Owned Business Enterprise
- X N – Background Checks for Contract Workers

Other – Consulting Services Addendum

3. *Notices.* *Questions, information, and any notices under this Agreement must be directed to the following addresses. Notices regarding this Agreement by one party to the other shall be in writing and either deposited in the United States mail with first class postage prepaid, delivered in person or by private prepaid courier, or sent by facsimile with confirmation. Either Company or Supplier may change its address below by written notice to the other party.*

Company:	WOLVERINE PIPE LINE COMPANY
Address:	8075 CREEKSIDE DRIVE, SUITE 210
City, State, Zip:	PORTAGE, MI 49024
Attn:	JOHN GURROLA
Phone:	269-323-2491 x12
Fax:	269-323-9359
E-Mail:	John_Gurrola@wplco.com

Supplier:	HERITAGE ENVIRONMENTAL SERVICES, LLC.
Address:	7901 WEST MORRIS STREET
City, State, Zip:	INDIANAPOLIS, IN 46231
Attn:	BILL MCDANIEL
Phone:	(317) 243-8811
Fax:	(317) 486-5080
E-Mail:	bill.mcdaniel@heritage-enviro.com

4. *Purpose and Operation.* *The Agreement consists of the Enabling Articles, the General Terms and Conditions, and the attached Exhibits and Addenda. Each Order will incorporate the terms of the General Terms and Conditions and the designated Exhibits and Addenda. Company shall not be responsible for obligations under any Order except any Order issued by Company. Each Order will constitute a legal contract between Purchaser and Supplier, separate and distinct from any other Order or this Agreement.*

5. *No Exclusivity or Minimums.* *This Agreement does not require exclusivity of business dealings by either party or any obligation on the part of Company to purchase any specific amount of Services.*

6. *Early Termination.* *This Agreement may be terminated by either Company or Supplier before the Expiration Date upon at least 30 days prior written notice to the other party. Termination of the Agreement does not affect the rights and obligations of Purchasers and Supplier under any outstanding Orders.*

7. *Governing Law.* *The validity and interpretation of these Enabling Articles will be governed by the laws of the State of Michigan, without reference to that State's principles of conflicts of law which, if applied, may require the application of the laws of another jurisdiction.*

8. *Entire Agreement; Amendment; Assignment.* *This Agreement constitutes the entire agreement between Supplier and Company concerning the subject matter hereof. The Agreement supersedes all prior negotiations, representations, or agreements, either oral or written, related to this Agreement. Any amendment to the Agreement must be agreed in writing by Company and Supplier. Supplier shall not assign the Agreement, in whole or in part, without the prior written approval of Company.*

9. *Other Terms.* *Supplier agrees to hold in confidence all technical and business information made available to Supplier by Company. This Article 9 shall survive termination of these Enabling Articles.*

The parties indicate their agreement below:

Wolverine Pipe Line Company		Supplier:	
By:	W A Sawyer Jr	By:	Heritage Env. Svcs
Print Name:	W A Sawyer, Jr.	Print Name:	Bill McDaniel
Authorized Title:	President	Authorized Title:	Pres
Date:	11/4/10	Date:	10/26/10

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5.7 OSRO Contracts (Cont'd)

5.7.3 Heritage Environmental Contract (Cont'd)

10/21/2010 08:20 FAX 2693239358 WOLVERINE PIPE LINE 050

7.0 RCRA and CERCLA Status.

7.1 RCRA and CERCLA Status. Nothing contained within this Agreement shall be construed or interpreted as requiring Contractor to assume the status of a generator, or a storage, treatment or disposal facility as those terms are defined by RCRA or any other federal, state or local law, statute, rule or regulation governing the generation, treatment, storage or disposal of hazardous wastes, solid wastes or special wastes. Contractor does no accept Ownership, title or responsibility for Owner's wastes or materials or substances involved in Owner's Environmental Emergency, unless such wastes, materials or substances are treated and disposed of at a Heritage Environmental Services, LLC – owned facility. Owner hereby acknowledges that it shall evaluate and "select" the proper disposal site for treatment, storage or disposal of its wastes and/or materials or substances involved in any Environmental Emergency and shall be solely responsible therefore.

Agreed and accepted this 29th day of October, 2010

WOLVERINE PIPE LINE CO.

By: W A Sawyer, Jr.

Printed Name: W A Sawyer, Jr.

Title: President

HERITAGE ENVIRONMENTAL SERVICES, LLC.

By: W J McDaniel

Printed Name: Bill McDaniel

Title: Pres

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5.7 OSRO Contracts (Cont'd)

5.7.4 National Industrial Maintenance Contract

Article 10. Termination

This Agreement may be terminated by either party upon forty-eight (48) hours prior notice to the other party.

Article 11. Notice

Any notice to be given under this Agreement shall be in writing and delivered to the address listed below:

Customer: Wolverine Pipe Line Company
8075 Creekside Drive, Suite 210
Portage, MI 49024

Contractor: National Industrial Maintenance, Inc.
4530 Baring Avenue
East Chicago, IN 46312

Article 12. Additional Provisions

12.1 Waiver — Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition.

12.2 Severability — If any section, subsection, sentence or clause of this Agreement shall be deemed to be illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect the legality, validity or enforceability of this Agreement or other sections of this Agreement.

12.3 Entire Agreement — This Agreement and any Exhibits to this Agreement represent the entire understanding and agreement between CUSTOMER and CONTRACTOR and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding same. Modifications to this Agreement shall be in writing and shall be signed by the CUSTOMER and CONTRACTOR. Additional, conflicting or different terms on any Purchase Order or other preprinted document issued by CUSTOMER shall be void and are hereby expressly rejected by CONTRACTOR.

12.4 Survival — The provisions contained in Sections 3, 4, 5, 8 and 12 shall survive and remain in effect following the termination of this Agreement.

12.5 Applicable Law — This Agreement shall be interpreted and enforced according to the Laws of the Commonwealth of Indiana and the parties agree to submit to the jurisdiction of the courts of the Commonwealth of Indiana for any disputes arising under this Agreement or the appropriate federal court within Indiana, if federal jurisdiction is applicable.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

CUSTOMER

Wolverine Pipe Line Company

Signature: W. Alan Sawyer, Jr. 1/6/12

By: W. Alan Sawyer, Jr.

PRINT NAME

Title: President

NATIONAL INDUSTRIAL MAINTENANCE, INC.

Signature:

By: William A. Dennison

PRINT NAME

Title: Vice President

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Rev. 11/30/11

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List

STANDBY EMERGENCY RESPONSE AGREEMENT

This Agreement is made this 17th day of September, 2012, by and between INSERV/ DPW Transportation, LLC., and affiliates, an Indiana corporation, with offices located at 719 Wilber Street, South Bend, IN 46628 ("CONTRACTOR") and Wolverine Pipe Line Company, a Delaware corporation, with its principal place of business at__8075 Creekside Drive, Suite 210, Portage, MI 49024__ ("CUSTOMER").

WHEREAS, CONTRACTOR is engaged in the business of providing Emergency Response Services ("Services") to respond to discharges of oil or other hazardous substances; and

WHEREAS, CUSTOMER desires to engage CONTRACTOR to provide such Services; and

WHEREAS, CUSTOMER and CONTRACTOR desire to establish the terms and conditions pursuant to which such Services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

Article 1. Purpose

1.1 This Agreement establishes the terms and conditions pursuant to which CONTRACTOR may furnish CUSTOMER with certain Services in connection with response to discharges of oil or other hazardous substances.

1.2 This Agreement shall not obligate CUSTOMER to purchase Services from CONTRACTOR, nor shall it obligate CONTRACTOR to provide Services, but shall govern all orders for Services issued by CUSTOMER and which are accepted by CONTRACTOR. CONTRACTOR will use best efforts to respond to requests by CUSTOMER for Services.

Article 2. Scope of Services

2.1 The Services contemplated in connection with the response to discharges of oil or other hazardous substances may include, but not be limited to, the following:

- Containment, recovery, repackaging and removal of materials;
- Site evaluation, decontamination and restoration;
- Transportation, storage, treatment or disposal of wastes;
- Technical services, including sampling, laboratory analysis, and other related services;
- Standby of personnel and equipment in anticipation of imminent activation;
- Training and mock spill drill deployments.

Article 3. Contractor's Warranties

3.1 CONTRACTOR shall provide supervision, labor, materials, tools, equipment and subcontracted items for the performance of the Services.

3.2 CONTRACTOR shall take necessary precautions for the safety of its employees, and shall comply with applicable provisions of the Occupational Safety and Health Act. It is understood and agreed, however, that CONTRACTOR shall not be responsible for the elimination or abatement of safety hazards created by or otherwise resulting from work being performed by CUSTOMER'S employees, its other contractors or agents.

3.3 CONTRACTOR represents that it holds the permits and licenses required for the performance of Services.

Article 4. Customer's Warranties

4.1 CUSTOMER shall provide full and complete information regarding its requirements for the Services.

4.2 CUSTOMER shall designate a representative ("CUSTOMER'S Representative") who shall be fully acquainted with the Services to be provided hereunder and who shall be authorized to approve changes in the Services; render decisions promptly; authorize commitments and expenditures on behalf of CUSTOMER; and approve CONTRACTOR'S daily worksheets.

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

4.3 CUSTOMER shall be responsible for repairs to all private property, roadways, structures and rights-of-way resulting from CONTRACTOR'S reasonable use thereof.

4.4 CUSTOMER represents and warrants that it shall provide payment to CONTRACTOR for the Services provided by CONTRACTOR as set forth in Article 5, and shall demonstrate to CONTRACTOR'S satisfaction prior to the commencement of the Services, and at such other times as CONTRACTOR may require, that sufficient funds are available and committed by CUSTOMER for the entire cost of the Services. Unless such financial assurances are provided by CUSTOMER, CUSTOMER agrees that CONTRACTOR shall not be required to commence or continue any Services and may immediately stop work. The failure of CONTRACTOR to insist upon the provisions of this paragraph at any one time shall not constitute a waiver of CUSTOMER'S obligation to make payments pursuant to this Agreement nor shall it constitute a waiver of CONTRACTOR'S right to request that evidence of sufficient funds be provided by CUSTOMER at a later date.

4.5 CUSTOMER shall communicate to CONTRACTOR all special hazards or risks known to or learned by the CUSTOMER during the term hereof which are related to the performance of Services pursuant to this Agreement, i.e. Customer shall provide MSDS for each hazardous product released plus a listing of all site risks that are not otherwise readily apparent.

Article 5. Compensation

5.1 CUSTOMER agrees to pay CONTRACTOR for Services in accordance with CONTRACTOR'S Rate Schedule for emergency response work ("Rates") in effect at the time Services are rendered. CUSTOMER'S obligation to pay amounts due pursuant to this Agreement shall not be conditioned upon or limited by the types, amounts or availability of insurance coverage.

5.2 CONTRACTOR will present its first invoice to CUSTOMER as soon as possible following commencement of Services provided hereunder, and subsequent invoices every five (5) days thereafter. CUSTOMER agrees to pay the full, undisputed amount of each invoice amount within thirty (30) business days of the date of receipt of said invoice by CUSTOMER'S Representative.

5.3 CUSTOMER agrees that interest shall accrue and will be paid to CONTRACTOR on any unpaid balance of any invoice after thirty (30) business days of receipt of invoice by CUSTOMER at the rate of one and one half percent (1.5%) per month or the maximum amount allowed by law.

5.4 In the event that legal or other action is required to collect unpaid balances of invoices due CONTRACTOR, CUSTOMER agrees to pay all costs of collection, litigation or settlement incurred by CONTRACTOR, including reasonable attorneys' fees. "Legal or other action" as used above shall include bankruptcy and insolvency proceedings.

5.5 In the event that work is suspended or terminated for any reason prior to the completion of the Services, CUSTOMER agrees to pay for labor, equipment, materials, disposal and other costs incurred by CONTRACTOR at the Rates and for reasonable demobilization costs.

5.6 CUSTOMER agrees to pay CONTRACTOR in accordance with the Rates for any litigation support or testimony provided by CONTRACTOR in connection with, or arising out of, the work performed by CONTRACTOR hereunder.

Article 6. Changes in Work

6.1 CUSTOMER agrees to pay CONTRACTOR at the Rates for any costs incurred or delays resulting from CONTRACTOR'S response to any emergency condition which is beyond Contractor's control and threatens the safety of persons or property during the performance of the Services, i.e., contractor is called to service and upon arrival there is an explosion and fire that requires a waiting period before it is safe for personnel to be in the area. It is our intent here that our expenses are covered in the event of such an occurrence.

6.2 If any change occurs during the term of this Agreement with respect to any laws, rules, regulations or ordinances which affect the rights or obligations of CUSTOMER or CONTRACTOR under this Agreement, or the applicability of any taxes or fees, or the cost of handling waste materials, CUSTOMER and CONTRACTOR shall negotiate in good faith to bring this Agreement into conformance with such change or changes. In the event that such agreement cannot be reached, CUSTOMER or CONTRACTOR shall have the right to terminate this Agreement immediately upon written notice to the other party.

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

Article 7. Insurance

7.1 CONTRACTOR shall keep in effect during the term of this Agreement the following insurance coverages:

COVERAGE	LIMITS
Worker's Compensation	Statutory
Auto Liability	$1 million per occurrence
	$1 million aggregate
Comprehensive General Liability	$1 million per occurrence
	$3 million aggregate

7.2 CONTRACTOR shall provide CUSTOMER with a certificate of insurance upon written request.

Article 8. Indemnification

8.1 CONTRACTOR agrees to indemnify, defend and hold harmless CUSTOMER, its parent and affiliated companies and their respective directors, officers, employees and agents from and against any and all costs, liabilities, claims, demands and causes of action including, without limitation, bodily injury to or death of any person or destruction of or damage to any property, except natural resource and other damages as provided for in Section 8.3, which CUSTOMER may suffer, incur, or pay out, to the extent such are caused by the negligence or willful misconduct of CONTRACTOR, its agents or employees during the performance of this Agreement, or CONTRACTOR'S failure to comply with any laws, regulations or lawful authority, or failure to comply with its obligations under this Agreement; except to the extent such liabilities, claims, demands and causes of action result from CUSTOMER'S failure to comply with any laws, regulations or other lawful authority, or CUSTOMER'S failure to comply with its obligations under this Agreement or result from the negligence or willful misconduct of CUSTOMER, its employees or agents.

8.2 CUSTOMER shall indemnify, defend and hold harmless CONTRACTOR, its parent and affiliated companies and their respective directors, officers, employees and agents from and against any and all costs, liabilities, claims, demands and causes of action including, without limitation, any bodily injury to or death of any person or destruction of or damage to property which CONTRACTOR may suffer, incur, or pay out, to the extent such are caused by the negligence or willful misconduct of CUSTOMER, its employees or agents or the failure of CUSTOMER to comply with any laws, regulations or other lawful authority or the failure of CUSTOMER to comply with its duties or obligations under this Agreement; except to the extent such liabilities, claims, demands and causes of action result from CONTRACTOR'S failure to comply with any laws, regulations or lawful authority, or CONTRACTOR'S failure to comply with its obligations under this Agreement or result from the negligence or willful misconduct of CONTRACTOR, its employees or agents.

8.3 Notwithstanding the foregoing, CUSTOMER shall indemnify, defend and hold harmless CONTRACTOR, its parent and affiliated companies and their respective directors, officers, employees, agents and subcontractors from and against any and all costs, liabilities, claims, demands and causes of action for pollution damages; contamination or adverse effects on the environment; destruction of, damage to, or loss of, whether actual or alleged, any property or natural resources, including the cost of assessing the damage; injury to or economic losses resulting from destruction of real or personal property; damages for loss of subsistence use of natural resources; damages equal to the loss of profits or impairment of earning capacity due to the injury, destruction or loss of real property, personal property or natural resources; damages for net costs of providing increased or additional public services; removal costs; and any other costs assessable under the Oil Pollution Act of 1990, the Comprehensive Environmental Response, Compensation and Liability Act, or other local, state or Federal law or lawful authority applicable to discharges or releases of oil or hazardous substances, including the disposal of contaminated water, soil and sediment collected by CONTRACTOR during the response to CUSTOMER'S emergency condition, which CONTRACTOR, individually or collectively, may suffer, incur, or pay out in connection with, or arising out of, the release of oil or hazardous substances by CUSTOMER; provided, however, that the foregoing indemnity shall not apply to any claims, liabilities or causes of action caused by the transportation of waste materials by CONTRACTOR.

Article 9. Excuse of Performance

The performance of this Agreement, except for the payment of money for Services already rendered, may be suspended by either party in the event performance of this Agreement is prevented by a cause or causes beyond the reasonable control of such party. Such causes shall include but not be limited to: acts of God, acts of war, riot, fire, explosion, accidents, inclement weather, or sabotage; lack of adequate fuel, power, raw materials, labor or transportation facilities; changes in government laws, regulations, orders, or defense requirements; restraining orders, labor dispute, strike, lock-out or injunction. The party which is prevented from performing by a cause beyond its reasonable control shall use its best efforts to eliminate such cause or event, provided that neither party shall be required to settle a labor dispute against its own best judgments.

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

Article 10. Termination

This Agreement may be terminated by either party upon forty-eight (48) hours prior notice to the other party.

Article 11. Notice

Any notice to be given under this Agreement shall be in writing and delivered to the address listed below:

Customer: Wolverine Pipe Line Company
8075 Creekside Drive, Suite 210
Portage, MI 49024

Contractor: INSERV/ DPW Transportation, LLC.
719 Wilber Street
South Bend, IN 46628

Article 12. Additional Provisions

12.1 Waiver — Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition.

12.2 Severability — If any section, subsection, sentence or clause of this Agreement shall be deemed to be illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect the legality, validity or enforceability of this Agreement or other sections of this Agreement.

12.3 Entire Agreement — This Agreement and any Exhibits to this Agreement represent the entire understanding and agreement between CUSTOMER and CONTRACTOR and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding same. Modifications to this Agreement shall be in writing and shall be signed by the CUSTOMER and CONTRACTOR. Additional, conflicting or different terms on any Purchase Order or other preprinted document issued by CUSTOMER shall be void and are hereby expressly rejected by CONTRACTOR.

12.4 Survival — The provisions contained in Sections 3, 4, 5, 8 and 12 shall survive and remain in effect following the termination of this Agreement.

12.5 Applicable Law — This Agreement shall be interpreted and enforced according to the Laws of the Commonwealth of Indiana and the parties agree to submit to the jurisdiction of the courts of the Commonwealth of Indiana for any disputes arising under this Agreement or the appropriate federal court within Indiana, if federal jurisdiction is applicable.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

CUSTOMER

Signature: W A Sawyer, Jr.

By: W. Alan Sawyer, Jr.
PRINT NAME

Title: President

INSERV / DPW Transportation, LLC.

Signature:

By: Dalwick P. Wilson
PRINT NAME

Title: PRESIDENT

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

INSERV RATE SHEET / PROJECT PRICING FOR WOLVERINE						
DESCRIPTION	Flat Fee	Daily Rate	Weekly Rate	Hourly Rate	Hourly Rate OT / Emerg. Resp.	Hourly Rate Sundays and Holidays
LARGE EQUIPMENT:						
AIR COMPRESSOR - 185 CFM	-	-	-	$20.00	$30.00	$40.00
AIR COMPRESSOR - (SUPPLIED AIR)	-	-	-	$10.00	$15.00	$20.00
BOBCAT	-	-	-	$65.00	$97.50	$130.00
BOBCAT - MOB/DEMOB	$100.00	-	-	-	-	-
BOBCAT W/TRACKS				$85.00	$127.50	$170.00
BOBCAT W/BACKHOE				$95.00	$142.50	$190.00
TANKER CLEANING	$450.00	-	-	-	-	-
6000 GALLON VAC TANKER - NON DOT	-	-	-	$95.00	$142.50	$190.00
6000 GALLON VAC TANKER - DOT	-	-	-	$110.00	$165.00	$220.00
3000 GALLON WET VACUUM - DOT	-	-	-	$70.00	$105.00	$140.00
3000 GALLON WET/DRY VACUUM - DOT	-	-	-	$125.00	$187.50	$250.00
CUSCO DRY VACUUM TRUCK	-	-	-	$175.00	$262.50	$350.00
CUSCO DRY VACUUM TRUCK W/HEPA				$250.00	$375.00	$500.00
HURRICANE DRY VACUUM CYCLONE				$150.00	$225.00	$300.00
HURRICANE DRY VACUUM CYCLONE W/HEPA				$235.00	$352.50	$470.00
SEWER JETTER				$135.00	$202.50	$270.00
GAMA-JET TANK CLEANING SYSTEM				$200.00	$300.00	$400.00
SERVICE TRUCK	-	-	-	$65.00	$97.50	$130.00
BOX VAN	-	-	-	$65.00	$97.50	$130.00
DUMP TRUCK - 10 CU YD	-	-	-	$65.00	$97.50	$130.00
DUMP TRUCK - 10 CU YD w/trailer	-	-	-	$85.00	$127.50	$170.00
DUMP TRUCK - 20 CU YD	-	-	-	$85.00	$127.50	$170.00
PICK UP TRUCK	-	-	-	$25.00	$37.50	$50.00
POWER WASHER - 3000k - 4000k	-	-	-	$35.00	$52.50	$70.00
POWER WASHER 4,000 psi HOT WATER	-	-	-	$45.00	$67.50	$90.00
WATER BLASTER - 10,000 psi / 36,000 psi	-	-	-	$135.00	$202.50	$270.00
HYDROEXCAVATOR	-	-	-	$250.00	$375.00	$500.00

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

DESCRIPTION	Flat Fee	Daily Rate	Weekly Rate	Hourly Rate	Hourly Rate OT / Holiday / Emerg. Resp.	Hourly Rate Sunday and Holidays
SMALL EQUIPMENT:						
SUPPLIED AIR	-	$250.00	-	-	-	-
BREATHING AIR - 120 MIN	-	$100.00	-	-	-	-
BREATHING AIR - 30 MIN	-	$35.00	-	-	-	-
COMBUSTIBLE GAS MONITOR	-	$150.00	-	-	-	-
CONCRETE SAW	-	$75.00	-	-	-	-
PARTNER SAW	-	$95.00	-	-	-	-
CUTTING TORCHES W/GAS	-	$65.00	-	-	-	-
DECONTAMINATION EQUIPMENT	-	$25.00	-	-	-	-
DIAPHRAGM PUMP - 2"	-	$100.00	-	-	-	-
DIAPHRAGM PUMP - 3"	-	$125.00	-	-	-	-
DRUM MOUNTED VAC - AIR	-	$100.00	-	-	-	-
DRUM MOUNTED VAC - electric explosion proof/HEPA	-	$150.00	-	-	-	-
EXPLOSION PROOF FAN	-	$100.00	-	-	-	-
GENERATOR 6500 WATT	-	$125.00	-	-	-	-
HAND AUGER	-	$15.00	-	-	-	-
MULTI-PURPOSE SAW	-	$25.00	-	-	-	-
NON-SPARKING TOOLS	-	$100.00	-	-	-	-
SAWDUST UTILITY SAW	-	$35.00	-	-	-	-
SHOP VAC	-	$35.00	-	-	-	-
SOUND LEVEL METER	-	$65.00	-	-	-	-
STEAM CLEANER	-	$150.00	-	-	-	-
SUPPLIED AIR PUMP	-	$50.00	-	-	-	-
TEFLON BAILER	-	$10.00	-	-	-	-
TRAFFIC CONTROL-barricades, signage, delineators	-	$200.00	$100.00	-	-	-
TRASH PUMP - 3"	-	$100.00	$300.00	-	-	-
TUBE AND KNUCKLE SCAFFOLD - PER SECTION	-	$100.00	$200.00	-	-	-
WATER RESPONSE EQUIPMENT:						
16 FT FLAT BOTTOM BOAT - 25 HSP		$500.00				
18 FT BASS BOAT - 140 HSP		$650.00				

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

DESCRIPTION	Flat Fee	Daily Rate	Weekly Rate	Hourly Rate	Hourly Rate OT / Holiday / Emerg. Resp.	Hourly Rate Sunday and Holidays
DRUMS - 85 GALLON STEEL RECONDITIONED - EA.	$95.00	-	-	-	-	-
GAYLORD BOXES W/LINERS - EACH	$120.00	-	-	-	-	-
LINERS / BOX ROLL OFF	$40.00	-	-	-	-	-
OIL DRY - BAG - EACH	$10.00	-	-	-	-	-
PLASTIC ROLL - 6 mil x 20' x 100' - EACH	$75.00	-	-	-	-	-
LABOR:						
PROJECT MANAGER	-	-	-	$55.00	$82.50	$110.00
HAZWOPER SITE SUPERVISOR	-	-	-	$50.00	$75.00	$100.00
HAZWOPER GENERAL LABORER	-	-	-	$35.00	$52.50	$70.00
ENVIRONMENTAL TECHNICIAN	-	-	-	$35.00	$52.50	$70.00
DRIVER	-	-	-	$35.00	$52.50	$70.00

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

DISPOSAL RATES					
WASTE STREAM DISCRIPTION	LIQUID DISPOSAL PER GALLON	SOLIDS DISPOSAL PER GALLON	LIQUID DISPOSAL PER DRUM	SOLIDS DISPOSAL PER DRUM	MINIMUM CHARGE
Non Hazardous Waste - Bulk Vac Truck	$0.35	$0.90			$125.00
Non Hazardous Waste - 55-Gallon Drums			$50.00	$75.00	$125.00

NOTE: ***Lodging and per diem rates are at cost and subject to geographic location. These will be invoiced at cost plus 10%***
Overtime Rates: ***Overtime Rates apply on weekends, Holidays, and after 5:00 pm or before 7:00 am on weekdays.***
Daily Rates: ***Daily Rates apply after 5 hours.***

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

INSERV RESOURCES
(4) 24-HOUR SPILL TRAILERS W/ EQUIPMENT AND SUPPLIES
(1) 48 FT. DROP DECK TRAILER W/ HYDRAULIC RAMPS AND WINCH
(1) 48 FT. VAN TRAILER W/ LIFT GATE FOR SHORT AND LONG TERM JOBSITE STORAGE
(1) 18 FT. FIBERGLASS BOAT W/ 110HP OUTBOARD
(1) 16 FT. FLAT BOTTOM ALUMINUM BOAT W/ 25HP OUTBOARD
4,000 FT. 18" CONTAINMENT BOOM (TRAILERED)
(2) SKIDS OIL ABSORBING PADS
(12) GELMAT MAN WAY COVERS
6,000 LBS. OIL DRI
6,000 LBS. SPILL KING ASH ABSORBANT
1,000-22,000 GALLON PORTABLE STORAGE TANKS
(2) 20,000 FRAC TANKS W/ CONTAINMENT
(50) 55 GALLON OPEN TOP DRUMS
(25) 110 GALLON OVER PACK DRUMS
20, 30 AND 40 CU. FT. ROLL OFF BOXES
(25) 275 GALLON TOTES
(3) 3,000 GALLON WET/DRY VACUUM TRUCKS -DOT 407/412 W/BLOWERS AND VANE PUMPS
(2) 3,0000 GALLON WET/DRY VACUUM TRUCKS-DOT 407/412 W/LIQUID RING PUMPS
(3) 6,000 GALLON VACUUM TANKERS (1) DOT 407/412
(3) SEMI TRACTORS W/ VANE PUMPS
(1) 7 YARD DUMP TRUCK W/ LIFT GATE
(1) 10 YARD DUMP TRUCK W/ LIFT GATE
(2) 1 TON STAKE BED TRUCKS W/ LIFT GATES
(1) 24' BOX TRUCK W/ LIFT GATE
(6) 3/4 TON DIESEL SERVICE TRUCKS
(4) 1/2 TON SERVICE TRUCKS
(2) 185 CFM PULL BEHIND AIR COMPRESSORS
(1) 875 TURBO BOBCAT W/ TRAILER
(1) NEW HOLLAND SKID STEER W/ BACKHOE AND TRAILER
(2) DRUM TOP VACUUM LOADERS FOR 55 GALLON DRUMS
(2) SKIDS NEUTRILIZATION CHEMICALS
(4) EACH 1", 2" AND 3" DIAPHRAM PUMPS (PNEUMATIC)
(1) 2" EXPLOSION PROOF CENTRIFUGAL PUMP
(1) 5,600 CFM HURRICANE 828 UNIT (AIR KNIFE AND HYDROVAC CAPABILITIES)

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

INSERV RESOURCES (CONT''D)
(5) 4,000 PSI HEATED PRESSURE WASHERS (2 DIESEL)
(1) ELASTEC PNEUMATIC 70 GALLON/MINUTE OIL SKIMMER
(5) EXPLOSION PROOF HEPA VACUUMS (3 ELECTRIC, 2 PNEUMATIC)
(4) 4 WAY AIR MONITORS
(1) 4 WAY AIR MONITOR W/ PID
(2) DRAEGER COLORMETRIC PUMPS (FOR BENZENE)
CONFINED SPACE ENTRY RESCUE EQUIPMENT
EXPLOSION PROOF FANS AND TOOLS
(2) MERCURY SPILL AND DECON KITS
(2) 800 CFM HEPA AIR SCRUBBERS
(4) 60" BOX FANS
(2) INDUSTRIAL DEHUMIDIFIERS
(12) SCBA'S
(3) SUPPLIED AIR CASCADE SYSTEMS W/ 500' AIR HOSE
(12) 5 MINUTE ESCAPE BOTTLES
FIRE RESISTANT CLOTHING, RAIN GEAR AND PPE
20,000 LBS. ACTIVATED CARBON FOR BOTH LIQUID AND VAPOR FILTRATION
(4) SKI DOO 800CC SNOWMOBILES

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5.7 OSRO Contracts (Cont'd)

5.7.5 Inserv Contract and Equipment List (Cont'd)

INSERV TRAINING AND CERTIFICATIONS
40 HOUR HAZWOPPER TRAINED TECHNICIANS AND DRIVERS
(3) TRAINED INCIDENT COMMANDERS
ISNET APPROVED CONTRACTOR
PICS APPROVED CONTRACTOR
PEC PREMIER APPROVED CONTRACTOR
NCMS APPROVED CONTRACTOR
CSX RAILROAD APPROVED CONTRACTOR
NORFOLK SOUTHERN RAILROAD APPROVED CONTRACTOR
BP, MARATHON, CITGO, BUCKEYE, AEP, HONEYWELL, BAYER AND MASONITE APPROVED CONTRACTOR
API WORKSAFE SAFETY KEY COMPLIANT
AMERICAN HEART ASSOCIATION FIRST AID, CPR AND AED CERTIFIED
PROFESSIONAL HOME INSPECTION INSTITUTE (MOLD CERTIFIED)
ENVIRONMENTAL MANAGEMENT INSTITUTE (LEAD CERTIFIED)
BLOODBORNE PATHOGENS TRAINED
CONFINED SPACE ENTRY AND RESCUE CERTIFIED
FALL PROTECTION CERTIFIED
FORKLIFT/MANLIFT CERTIFIED
DOT OQ PIPELINE CERTIFIED
PCB AWARENESS
OSHA 10 HOUR CERTIFIED

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5.8 Emergency Contact List

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Joliet Station		**815-423-5872**
Joliet, IL	ExxonMobil Refinery	815-521-7318 815-521-7282
Joliet, IL	City of Joliet Fire Dept./ Ambulance Service	815-724-3500 815-726-2401
Joliet, IL	Joliet Fire Chief	815-724-3500 Ext. 3510
Joliet, IL	Silver Cross Hospital	815-740-1100
Joliet, IL	ExxonMobil Refinery Company Doctor	815-521-7321
Joliet, IL	Provena St. Joseph Medical Center Company Doctor	815-725-7133
Springfield, IL	Illinois Emergency Management Agency Emergency Response	217-782-7860 800-782-7860
Will County	Highway Department	815-727-8476
Will County	Sheriff	815-727-8575
Illinois	Illinois State Police	815-726-6377
Lockport Station		**815-838-8160**
Lockport, IL	Lockport Fire Department	815-838-2151 815-838-2121
Joliet, IL	Joliet Fire Department	815-724-3500
Lockport, IL	Lockport Ambulance Service	815-838-2121
Joliet, IL	Med-Care Ambulance Service	815-744-0880
Joliet, IL	Provena St. Joseph Medical Center	815-725-7133
Joliet, IL	Silver Cross Hospital	815-740-1100
Joliet, IL	ExxonMobil Refinery Company Doctor	815-521-7321
Lockport, IL	Lockport Police	815-838-2131
Springfield, IL	Illinois Emergency Management Agency Emergency Response	217-782-7860 217-782-3637
Will County	Highway Department	815-727-8476
Will County	Sheriff	815-727-8575
Illinois	Illinois State Police	815-726-6377
Kennedy Avenue Station		**219-844-2398**
Hammond, IN	Hammond Fire Department	219-853-6416
East Chicago, IN	East Chicago Fire Department	219-391-8472
Hammond, IN	Hammond Fire Dept. Ambulance Service	219-853-6416 911 – Local
East Chicago, IN	St. Catherine Hospital	219-392-1700
Hammond, IN	St. Margaret Mercy Healthcare Centers	219-932-2300
Munster, IN	Hammond Clinic Company Doctor	219-836-5800
Hammond, IN	Hammond Police	219-853-6490

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Kennedy Avenue Station (Cont'd)		**219-844-2398**
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
Crown Point, IN	Lake County Emergency Planning Commission	219-756-8302
Crown Point, IN	Lake County Highway Department	219-663-0525
Lake County	Sheriff	219-755-3300
Indiana	Indiana State Police, Lowell Post	219-696-6242
White Oak Station		**219-931-1781**
Hammond, IN	Hammond Fire Department	219-853-6416
East Chicago, IN	East Chicago Fire Department	219-391-8472
Hammond, IN	Hammond Fire Dept. Ambulance Service	219-853-6416 911 - Local
Hammond, IN	St. Margaret Mercy Healthcare Centers	219-932-2300
East Chicago, IN	St. Catherine's Hospital	219-392-1700
Munster, IN	Hammond Clinic, Company Doctor	219-836-5800
Hammond, IN	Hammond Police	219-853-6490
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
Crown Point, IN	Lake County Emergency Planning Commission	219-756-8302
Crown Point, IN	Lake County Highway Department	219-663-0525
Lake County	Sheriff	219-755-3300
Indiana	Indiana State Police, Lowell Post	219-696-6242
Michigan City Station		**219-362-8723**
La Porte, IN	City of La Porte Fire Department	219-362-3456 219-362-8417
Michigan City, IN	Michigan City Fire Department	219- 873-1440
Michigan City, IN	St. Anthony Memorial Health Centers Emergency Services Center	219-877-1616 219-879-8511
La Porte, IN	La Porte Hospital & Health Services	219-326-1234
Niles, MI	Family Care of Niles Company Doctor	269-684-6000
Indianapolis, IN	Indiana Department of Environmental Management, Emergency Response	317-233-7745 (Out State) 888-233-7745 (In State)
La Porte, IN	La Porte County Emergency Management	219-326-6808 219-874-5611 Ext. 2264
La Porte County	Highway Department	219-362-2051
La Porte County	Sheriff	219-879-3530
Indiana	Indiana State Police – Lowell Post	219-696-6242

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Niles Station – Maintenance HQ #		**269-683-6305**
Niles, MI	Niles Township Fire Department	269-683-3311
Niles, MI	Niles Fire Department	269-683-0160
Niles, MI	Southwest Michigan Community Ambulance Service	269-684-2170
South Bend, IN	Memorial Hospital	574-647-7219 574-647-1000
Niles, MI	Lakeland Health	269-683-5510
Niles, MI	Family Care of Niles, Company Doctor	269-684-6000
Niles, MI	Niles Police Department	269-683-1313
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Berrien County	Road Commission	269-925-1196
Berrien County	Sheriff Sub Station	269-684-5274, x6279
Michigan	Michigan State Police – Niles Post	269-683-4411
Dailey Station		**269-445-2697**
Cassopolis, MI	Cassopolis Fire Department	269-445-2519
Niles, MI	Southwest Michigan Community Ambulance Service	269-684-2170
South Bend, IN	Memorial Hospital	574-647-7219 574-647-1000
Niles, MI	Lakeland Health	269-683-5510
Niles, MI	Family Care of Niles, Company Doctor	269-684-6000
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Cass County	Road Commission	269-445-8611
Cass County	Sheriff	269-445-8644
Michigan	Michigan State Police – Niles Post	269-683-4411

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Vicksburg Station		**269-327-3870**
Portage, MI	Portage Fire Department	269-329-4487
Vicksburg, MI	Vicksburg Fire Department	269-649-2530
Vicksburg, MI	Ambulance Service	269-649-1381
Kalamazoo, MI	Life Emergency Medical Service – Ambulance	269-343-5433
Vicksburg, MI	Bronson Vicksburg Hospital	269-649-2321
Kalamazoo, MI	Bronson Methodist Hospital	269-341-6386
Portage, MI	Borgess Medical Center at Woodbridge Hills	269-324-8400
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Kalamazoo County	Road Commission	269-381-3171
Kalamazoo County	Sheriff	269-385-6173
Vicksburg, MI	Vicksburg Police	269-649-1144
Portage, MI	Portage Police	269-329-4567
Michigan	Michigan State Police – Niles Post	269-683-4411
Marshall Station		**269-781-5564**
Marshall, MI	Marshall Fire Department	269-781-3922
Marshall, MI	Marshall Township Hall	269-781-8422
Marshall, MI	Marshall Fire Fighters Ambulance Authority	269-781-9819
Marshall, MI	Oaklawn Hospital	269-781-4271
Marshall, MI	Marshall Police Department	269-781-2596
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Calhoun County	Road Commission	269-781-9841
Calhoun County	Sheriff	269-969-6450
Michigan	Michigan State Police – Coldwater Post	517-278-2373
Albion Station		**517-629-9208**
Albion, MI	Albion City Fire Department	517-629-3933
Albion, MI	Sheridan Township Fire Department	517-629-9151
Albion, MI	Albion Community Ambulance Service	517-629-9431
Albion, MI	Allegiance Family Medicine-Albion	517- 629-8311

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Albion Station (Cont'd)		**517-629-9208**
Albion, MI	Albion Department of Public Safety	517-629-3933
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 800-292-4706
Calhoun County	Road Commission	269-781-9841
Calhoun County	Sheriff	269-969-6450
Michigan	Michigan State Police – Coldwater Post	517-278-2373
Jackson Station		**517-788-7484**
Jackson, MI	Blackman Township Fire Department	517-788-4223
Jackson, MI	Jackson City Fire Department	517-788-4150
Jackson, MI	Jackson Community Ambulance Service	517-841-4800
Jackson, MI	Allegiance Health	517-788-4811 (Emer. Care) 517-788-4800
Jackson, MI	Jackson Police	517-788-4100
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Jackson County	Road Commission	517-788-4230
Jackson County	Sheriff	517-788-4200
Michigan	Michigan State Police – Jackson Post	517-780-4580
Detroit Woodhaven Station		**734-675-7580**
Woodhaven, MI	Woodhaven Fire Department	734-675-4918
Romulus, MI	Medic One Ambulance Service	734-946-4008
Trenton, MI	Oakwood Southshore Medical Center	734-671-3800
Wyandotte, MI	Henry Ford Wyandotte Hospital	734-246-6000
Woodhaven, MI	Woodhaven Police	734-676-7337
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-737-7660 800-292-4706
Wayne County	Road Commission - DPS	313-224-7600
Wayne County	Sheriff	313-224-2222
Michigan	Michigan State Police – Metro Post	734-287-5000

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Casco Junction Station		**269-236-5999**
South Haven, MI	South Haven Fire Department	269-637-5151
Pullman, MI	Lee Township Fire Department	269-236-5988
Allegan, MI	Allegan General Hospital	269-673-8424
South Haven, MI	South Haven Community Hospital	269-637-5271
Muskegon, MI	Dr. David Deitrick, Company Doctor Norton Family Practice	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
South Haven, MI	South Haven Police	269-637-5151
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Allegan County	Road Commission	269-673-2184
Allegan County	Sheriff	269-673-0500
Michigan	Michigan State Police – Wayland Post	269-792-2213
Holland Station		**616-396-3975**
Holland, MI	Holland Fire Department	800-249-0911
Holland, MI	Holland Community Hospital	616-392-5141
Muskegon, MI	Dr. David Deitrick, Company Doctor Norton Family Practice	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
Holland, MI	Holland Police	616-355-1100
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (In State)
Ottawa County	Road Commission	616-842-5400 or 616- 399-6591
Ottawa County	Sheriff Fillmore Street Complex	616-738-4000
Michigan	Michigan State Police – Rockford Post	616-866-4411
Coast Guard	Coast Guard	616-399-9330

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
Grand Haven Station		**616-842-5270**
Grand Haven, MI	Grand Haven City Fire Department	616-842-3460
Grand Haven, MI	Grand Haven Township Fire Department	616-842-5988 911 – Local
Grand Haven, MI	North Ottawa Community Hospital Ambulance Service	616-842-3600
Muskegon, MI	Dr. David Deitrick, Company Doctor	231-733-3155
Grand Haven, MI	North Ottawa Community Hospital, Company Doctor	616-842-3600
Grand Haven, MI	Grand Haven Police	616-842-3460
Lansing, MI	Michigan Department of Environmental Quality, Emergency Response	517-373-7660 (Out State) 800-292-4706 (in State)
Ottawa County	Road Commission	616-842-5400
Ottawa County	Sheriff Fillmore Street Complex	616-738-4000
Michigan	Michigan State Police – Rockford Post	616-866-4411
Coast Guard	Coast Guard	616-850-2552
Stockbridge Station		**517-851-8075**
Stockbridge, MI	Stockbridge Village Police Department	Stockbridge, MI
Stockbridge, MI	Stockbridge Fire Dept	Stockbridge, MI
Stockbridge, MI	Stockbridge Area Ambulance Service	Stockbridge, MI
Chelsea, MI	Chelsea Community Hospital	Chelsea, MI
Ingham County	Sheriff	Ingham County

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5.8 Emergency Contact List (Cont'd)

EMERGENCY CONTACT LIST		
Location	**Department to Notify**	**Telephone #**
East Lansing Station		**517-337-9500**
East Lansing, MI	Police Department	517-351-4220
East Lansing, MI	Fire Department	517-332-1956
Lansing, MI	EMS Ambulance Service	517-337-3018
Lansing, MI	Sparrow Specialty Hospital	517-364-4149
Lansing, MI	McLaren – Greater Lansing Medical Services	517-975-7500
Ingham County, MI	Sheriff	517-676-2431
LaPaugh Station		**989-224-1310**
St. Johns, MI	Clinton County Sheriff	989-224-5200
St. Johns, MI	Fire Department	989-224-2151
St. Johns, MI	Ambulance Service	989-224-4132
Clinton County	Clinton Memorial Hospital	989-224-6881
Michigan	Michigan State Police, Lakeview Post	989-352-8477
Alma Station – Maintenance		**989-463-1976** **989-463-0742**
St. Johns, MI	Fire Department	989-224-2151
St. Johns, MI	Ambulance Service	989-224-4132
Alma, MI	Mid-Michigan Medical Center	989-466-3228
Gratiot County	Sheriff	989-875-5211
Michigan	Michigan State Police, Lakeview Post	989-352-8477
Bay City Terminal		**989-684-1283**
Bay City, MI	Police Department	989-892-8571
Bay County	Sheriff	989-895-4050
Bay City, MI	Fire Department	989-892-8601
Bay City, MI	Bay Regional EMS Ambulance Service	989-894-3122
Bay City, MI	McLaren Bay Region Medical Center	989-894-3000
Lansing Terminal		**517-321-3445**
Lansing, MI	Police Department	517-483-6850
Lansing, MI	Fire Department	517-483-4552
Lansing, MI	EMS Ambulance Service	517-483-4200
Lansing, MI	Sparrow Specialty Hospital	517-364-6800
Lansing, MI	McLaren – Greater Lansing Medical Services	517-975-7500
Ingham County	Sheriff	517-676-2431

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5.9 Other Pipeline Company Notification Centers

OTHER PIPELINE COMPANY NOTIFICATION CENTERS CONTACT LIST		
Company Name	**Telephone #**	**Milepost**
Joliet to Lockport 16-inch Products System		
BP Pipeline Company	800-548-6482	4.7
Enbridge Pipeline	888-858-5253	5.7
ANR Pipeline	888-427-2875	5.7
Peoples Gas	877-832-6747	6.1
Natural Gas Pipeline of America	800-733-2490	6.1, 10.0
NICOR Pipeline	888-642-6748, x5315	8.8, 10.5, 11.8, 12.1, 17.5, 18.0, 19.8, 20.9
ExxonMobil/Mustang Pipe Line Co.	214-742-3106 or 713-656-6045	14.4, 14.6, 14.8, 15.1, 18.9
BP Pipelines Inc. (Chicap Pipe Line)	800-548-6482	19.0
Burlington Northern Santa Fe & LG Morgan Railroad	800-832-5452	
IL Central Railroad	800-465-9239	
Lockport to Kennedy Ave. 16-inch Products System		
NICOR Pipeline	888-642-6748, x5315	0.5, 1.6, 6.5, 8.9, 9.9, 10.6, 12.8, 13.3, 15.6, 22.3, 24.5, 24.8, 24.9, 26.6, 29.8, 30.8
BP Pipeline Company	800-548-6482	0.7, 20.8, 33.8, 36.4, 36.6, 37.1, 38.1, 38.2
Chicap Pipeline Company	800-548-6482	3.7, 11.4
North Shore Gas	866-566-6005	6.4, 6.5
Natural Gas Pipeline of America	800-733-2490	7.9, 20.8, 26.0, 26.6, 29.3
Texas Eastern Pipeline	800-231-7794	14.6
NIPSCO	800-634-3524	33.0, 33.8, 34.5, 35.2, 35.3, 35.4, 35.5, 35.6, 35.7, 37.1, 39.4, 39.5
Shell Pipe Line Company	800-992-3459	35.6, 36.4, 38.1, 38.2, 40.2
Phillips Pipe Line Company	800-766-8230	36.3
Wabash Pipeline (Marathon Ashland)	800-537-6644	36.4
TransMontaigne Pipeline	800-732-8140	36.4
Buckeye Pipeline	800-331-4115	39.2
Clark Pipeline	708-385-5000	40.6

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5.9 Other Pipeline Company Notification Centers (Cont'd)

OTHER PIPELINE COMPANY NOTIFICATION CENTERS CONTACT LIST		
Company Name	**Telephone #**	**Milepost**
Joliet to Kennedy Ave. 18-inch Products System		
ExxonMobil Pipe Line Company	214-742-3106 or 713-656-6045	0.2
TransMontaigne Pipeline	800-732-8140	3.7, 4.4, 4.9, 15.4, 40.2, 41.2, 45.2, 45.4, 45.9
NICOR Pipeline	888-642-6748, x 5315	4.9, 22.5, 29.0, 30.3, 41.1, 44.9, 45.9, 48.3
Phillips Pipe Line Company	800-766-8230	8.7
ExxonMobil/Mustang Pipe Line Co.	214-742-3106 or 713-656-6045	8.9, 29.5, 30.1, 31.1, 43.2
North Shore Gas	800-566-6005	9.2
BP/Amoco Pipeline Company	800-548-6482	10.1, 11.9, 42.5, 42.8
Chicap Pipeline Company	800-548-6482	10.0
Vector Pipeline	888-427-7777	17.2
Buckeye Pipe Line Company	800-331-4115	21.0, 40.7, 45.0, 45.1, 49.0, 49.4
Texas Eastern Pipeline	800-231-7794	26.3
Lakehead Pipeline (Enbridge)	800-858-5253	27.1, 40.2
ANR Pipeline	888-427-2875	28.0, 28.1
Vector Pipeline	888-427-7777	28.1
Phillips Pipe Line Company	800-766-8230	41.2, 42.2, 4.2, 44.8, 45.1
BP/Amoco Pipeline Company	800-548-6482	45.0, 45.1
Explorer Pipeline	888-876-0036	45.1
Marathon Ashland Pipeline	800-537-6644	45.1
Buckeye Pipeline	800-331-4115	45.9, 46.0, 46.9, 47.0, 48.0
Burlington Northern Santa Fe & LG Morgan Railroad	800-832-5452	
IL Central Railroad	800-465-9239	
Kennedy Ave. to Detroit 16-inch Products System (Mainline)		
NIPSCO	800-634-3524	0.1, 0.5, 0.6, 0.8, 1.3, 2.3, 2.7, 3.9, 6.4, 9.5, 9.8, 10.8, 13.0, 13.6, 15.2, 17.7, 19.2, 20.9, 21.0, 22.7, 23.2, 24.7, 29.5, 30.8, 31.6, 33.0, 33.1, 33.9, 36.0, 36.7, 38.5, 39.1, 42.4, 42.6, 51.8, 54.6, 55.1

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5.9 Other Pipeline Company Notification Centers (Cont'd)

OTHER PIPELINE COMPANY NOTIFICATION CENTERS CONTACT LIST		
Company Name	**Telephone #**	**Milepost**
Kennedy Ave. to Detroit 16-inch Products System (Mainline) (Cont'd)		
ANR Pipeline	888-427-2875	28.2, 28.3, 75.2, 133.4, 165.2, 218.0
Marathon Ashland Pipeline	800-537-6644	28.9, 237.4, 237.5
Lakehead Pipeline (Enbridge)	800-858-5253	46.1, 68.8, 146.7, 169.2
Consumers Energy	800-477-5050	96.6, 106.2, 106.7, 112.3, 114.8, 145.1, 171.4, 172.5, 175.2, 179.1, 180.3, 183.9, 189.6
Panhandle Eastern Pipeline	800-225-3913	144.5, 144.8, 198.8, 199.4, 241.9
Michigan Gas Utilities	800-401-6402 – 24 hr. Customer Service 800-401-6451 - Emergency	146.1, 147.3
Consumers Energy	517-788-1033	197.6, 198.2
Michigan Consolidated Gas	800-942-5571	207.8, 212.9, 213.1, 216.4, 217.2, 217.5, 222.3, 226.1, 226.7, 228.6, 233.3, 235.8, 242.1, 242.4, 243.3, 244.1, 244.5, 246.1
BP/Amoco Pipeline Company	800-548-6482	219.5, 221.5, 233.6, 246.1
Buckeye Pipeline	800-331-4115	229.3, 229.5, 237.1, 237.5
Unocal Pipeline - Chevron	800-285-8744	233.0, 233.2, 233.6
Sun Pipeline	810-364-6251	234.4, 234.7, 237.1, 241.9
Richcoast Waste Treatment Inc.	313-582-8866	239.4, 242.1
Detroit to Detroit Woodhaven 16-inch Products System		
Michigan Consolidated Gas	800-852-5423	0.2, 1.4, 2.4, 3.4, 11.2
Sun Pipeline	734-782-3887 - Romulus 313-292-8850 - Taylor	1.2, 1.4, 2.2, 2.4, 2.8, 4.2, 5.2
Panhandle Eastern Pipeline	800-225-3913	7.2
Buckeye Pipeline	800-331-4115	8.9, 9.8
Freedom Jct. to Toledo DuPont Road 16-inch Products System		
Panhandle Eastern Pipeline	800-225-3913	0.5, 30.2, 30.3
BP Pipeline Company	800-548-6482	2.9
Dome Pipeline – Kinder Morgan	800-265-1423	30.2
Michigan Gas Utilities	800-401-6451	36.6

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5.9 Other Pipeline Company Notification Centers (Cont'd)

OTHER PIPELINE COMPANY NOTIFICATION CENTERS CONTACT LIST		
Company Name	**Telephone #**	**Milepost**
Freedom Jct. to Toledo DuPont Road 16-inch Products System (Cont'd)		
Buckeye Pipeline	800-331-4115	42.7, 43.8, 44.1, 44.3, 45.7, 51.0, 51.1, 51.5, 51.9, 52.6
Sun Pipeline	810-364-6251	45.6, 47.5, 47.6, 48.4, 49.3, 50.5, 52.1
Columbia Gas Pipeline of Ohio	800-344-4077	52.1
BP Oil Pipeline	800-842-6561	52.6
Mid-Valley Pipeline	281-637-6531	53.3
Kennedy Ave. to Niles 16-inch Products System (Loopline)		
Marathon Ashland Pipeline	800-537-6644	2.6, 4.1, 9.9, 11.3, 11.5, 14.3, 14.4, 14.7, 14.9, 18.2, 19.3, 32.2, 36.8, 37.2, 39.2, 67.2
NIPSCO	800-634-3524	4.2, 9.9, 13.1, 21.0, 21.1, 22.2, 22.7, 29.6, 31.7, 35.6, 36.8
ANR Pipeline	888-427-2875	28.3
BP Pipeline Company	800-548-6482	36.6
Lakehead Pipeline (Enbridge)	800-858-5253	46.3
Niles to Grand Haven 8-inch Products System (Extension)		
Lakehead Pipeline (Enbridge)	800-858-5253	1.5, 2.2
Michigan Gas Utilities	800-401-6402	16.5, 79.4, 83.0
ANR Pipeline	888-427-2875	50.7
Marathon Ashland Pipeline	800-537-6644	51.9

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5.10 Volunteer / Environmental Interest Groups

During planning and training exercises, volunteer groups are contacted, as appropriate. However, unless specifically requested by the Incident Commander, volunteers generally are not used for physical removal or remedial activities. Volunteer groups may be utilized for beach surveillance, logistical support, and bird/wildlife cleaning and rehabilitation. Supervisors of volunteer groups report directly to the Incident Commander, Organizational Coordinator, or their designee(s). During planning and training exercises, outside contractors are contacted, as appropriate.

5.10.1 Illinois

ILLINOIS – VOLUNTEER / ENVIRONMENTAL INTEREST GROUPS	
Group Title	**Telephone #**
Alliance for the Great Lakes 17 N. State Street, Suite 1390 Chicago, IL 60602	312-939-0838
Sierra Club Illinois Chapter 70 E. Lake Street (Suite 1500) Chicago, IL 60601	312-251-1680
IDNR Division of Wildlife 1 Natural Resources Way Springfield, IL 62702	217-782-6384
U.S. Fish & Wildlife Services Chicago Field Office 1250 S. Grove Avenue (Suite 103) Barrington, IL 60010	847-381-2253
Chicago Audubon Society 5801-C N. Pulaski Road Chicago, IL 60646	773-539-6793
Middlefork Audubon Society P.O. Box 1291 Danville, IL 61834	217-446-5926
Nature Conservancy 8 S. Michigan Avenue (Suite 900) Chicago, IL 60603	312-580-2100
Cook County Clean Streams Committee Cook County Forest Preserve c/o 536 N. Harlem Avenue River Forest, IL 60305	708-366-8210

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5.10 Volunteer / Environmental Interest Groups (Cont'd)

5.10.2 Indiana

INDIANA – VOLUNTEER / ENVIRONMENTAL INTEREST GROUPS	
Group Title	**Telephone #**
Potawatomi Audubon Society P.O. Box 1632 LaPorte, IN 46350	219-785-2765
Lake County Fish & Game Protective Assn. Inc. 2000 E. Main Griffith, IN 46319	219-884-4532
Izaak Walton League - Griffith Chapter 1532 E. Main St. Griffith, IN 46319	219-924-0650
Hoosier Chapter Sierra Club 1915 W. 18th Street Suite D Indianapolis, IN 46202	317-822-3750
Izaak Walton League – Miller Chapter 1269 Crisman Road Portage, IN 46368	219-762-9974
Waterfowl USA 1707 S. Cline Avenue Griffith, IN 46319	219-322-1545
Audubon Society South Bend, IN Mailing Address: P.O. Box 581 Mishawaka, IN 46546	574-243-8739

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5.10 Volunteer / Environmental Interest Groups (Cont'd)

5.10.3 Michigan

MICHIGAN – VOLUNTEER / ENVIRONMENTAL INTEREST GROUPS	
Group Title	**Telephone #**
Michigan United Conservation Clubs 2101 Wood Street Lansing, MI 48912	517-371-1041
Audubon - Capitol Area 2020 E. Mount Hope Avenue Lansing, MI 48910	517-483-4224
Huron River Watershed Council 1100 N. Main Street (Suite 210) Ann Arbor, MI 48104	734-769-5123
Nature Conservancy 101 E. Grand River Lansing, MI 48906	517-316-0300
Sierra Club Mackinac Chapter 109 E. Grand River Avenue Lansing, MI 48906	517-484-2372
East Michigan Environmental Action Council 87 E. Canfield (Suite 4500) Detroit, MI 48201	248-258-5188
Fennville Rod & Gun Club 2503 49th Street Fennville, MI 49408	269-561-2133
Edwardsburg Conservation Club 26524 Pine Lake Street Edwardsburg, MI 49112	269-663-2776
Jackson County Outdoor Club 3550 Hart Road Jackson, MI 49201	517-764-3415
Holland Fish & Game Club 10840 Chicago Drive Zeeland, MI 49464	616-395-8292
Berrien County Sportsman's Club 2985 E. Linco Road Berrien Springs, MI 49103	269-429-3792
Kalamazoo Rod & Gun Club 7533 N. Sprinkle Road Kalamazoo, MI 49004	269-342-1550
Watervliet Rod & Gun Club 3413 Hennessey Road Watervliet, MI 49098	269-463-8785

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5.10 Volunteer / Environmental Interest Groups (Cont'd)

5.10.4 Ohio

OHIO – VOLUNTEER / ENVIRONMENTAL INTEREST GROUPS	
Group Title	**Telephone #**
Ohio Department of Natural Resources Division of Wildlife 952 Lima Avenue (Suite F) Findley, OH 45840	419-424-5000
Nature's Green Nursery, Inc. Physical Address: 2335 State Route 119 Mailing Address: P.O. Box 643 Fort Recovery, OH 45846	419-375-2322
Sierra Club – Ohio Chapter 131 N. High Street (Suite 605) Columbus, OH 43215	614-461-0734
University of Toledo Department of Biological Services 2801 W. Bancroft, Mailstop 601 Toledo, OH 43606	419-530-2065

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SECTION 6: TRAINING PROCEDURES

6.1 Overall Training

Experienced, well-trained people are essential for successful implementation of this Emergency Response Plan. Exercises are performed to check the effectiveness of the training and to test the Plan. An ongoing training and exercise program will be carried out at the facility. In addition to maintaining maximum familiarity with all aspects of the Plan, the training and exercise program is intended to provide members of the spill response team with the basic knowledge, skills and practical experience necessary to perform safe and effective spill response operations in accordance with the plan.

OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) rule (29 CFR 1910.120) became law on March 6, 1990. It sets minimum training and/or competency requirements for people associated with an oil spill emergency. HAZWOPER requirements are described in the following section. Additional training and exercise requirements are discussed in the balance of this section.

6.2 Response Training

6.2.1 Spill Response Training

The Spill Response Training Program has been developed to ensure pipeline personnel are properly prepared to perform their response duties and to be in compliance with PHMSA requirements. Training is an essential part of Wolverine's response commitment and is conducted for pipeline employees with responsibilities under the Plan to engage in response of a discharge of oil in a safe and timely manner.

TRAINING PROGRAM CONTENT

Content of the program is made up of subjects that support the functional job tasks of personnel performing response duties. These training subject modules are part of a larger training matrix developed for field operations personnel. In addition to these subjects, response personnel are coached on participation in annual Preparedness for Response Exercise Program (PREP) drills conducted in the field or in conjunction with other local industry/cooperatives exercises. Through the evaluation of lessons learned from these drills and exercises, training is added/modified/revised to meet specific task needs of responders. Wolverine participates in any announced drills by the USCG and other government agencies, as time and personnel commitments allow and provided it has not already participated in similar drills in the previous 24 months.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS

All response personnel are trained to meet (OSHA) standards for emergency response operations (29 CFR 1920.120). This training includes volunteers and casual laborers employed during a response who are subject to those standards (40 CFR, Part 311).

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6.2 Response Training (Cont'd)

6.2.2 Training of Response Personnel

REQUIRED TRAINING
Refresher training is presented classroom-style or administered via CBT annually except where noted for Wolverine Pipe Line Company employees who work in the field and might engage in mitigation response to an emergency spill or leak of pipeline transported materials. This training includes information on applicable OSHA Standards contents and requirements, as well as Wolverine Pipe Line Company procedures on the following topics:
Emergency Procedures – Procedures to follow in the event of an emergency leak of pipeline transported materials. The emergency procedures are described in detail in Section 4 of this manual and Section 5 lists contractors and agencies that could assist in evacuation and/or mitigation should they be necessary. Selected employees are sent to outside courses on oil spill control and emergency response. Each year, a coordinated emergency response simulation is conducted for at least one Wolverine Pipe Line Company facility.
Hazard Communications – Information is presented on the hazardous properties of materials used and transported by the Wolverine Pipe Line Company facilities. Personal protective equipment, toxicology, hazards detection and control, and precautionary measures are discussed in this training.
Respiratory Protection – The inspection and maintenance of 30-minute self-contained breathing air masks, the conditions which require their use and fit testing are discussed. The Donning and Doffing of the SCBA units is also practiced. This training also includes the use and limitations of half face piece cartridge respirators.
Fire Training – On-site training is conducted for all field employees every three years covering fire detection methods, fire prevention methods, and the use of available extinguishing equipment.
Atmospheric Testing Instrumentation – The use, maintenance, and calibration of LEL, oxygen, benzene, VOC and hydrogen sulfide detectors are discussed, along with the conditions under which their use is required.
First Aid and CPR – Training on first aid procedures and CPR is given. A certificate good for 2 years from the date of training is issued to employees who successfully complete the First Aid and CPR course.
Confined Space Entry – Procedures to be followed for confined space entry are taught in an annual CBT. Atmospheric testing and other requirements are covered for entry into areas with restricted air movement and limited access or exit locations.
Hearing Conservation – Information on noise-induced hearing loss, the posting of high noise level areas, and the type and use of hearing protectors to prevent hearing loss is presented. Specialized training, when applicable, is presented to employees on grinders, ladders, electrical equipment, loading hoses, forklifts, welding, pressure relief devices, and other topics as new regulations or accident trends develop. New employees who could engage in spill or leak emergency response are given appropriate training and orientation, as well as on-the-job supervision until they can demonstrate competency.

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6.2 Response Training (Cont'd)

6.2.2 Training of Response Personnel (Cont'd)

POSITIONS REQUIRING TRAINING
Wolverine Pipe Line Company employees that may be required to respond to an emergency, such as a leak, spill, fire, or explosion, receive training in Emergency Response. This training covers the requirements outlined in 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. Training includes such topics as the Incident Command System, preparing site plans, hazard recognition, toxicology decontamination, evacuation, personal protective equipment, site security, and control and preplanning.

6.2.3 Spill Response Training Records

OPERATOR PERSONNEL TRAINING RECORDS
Operator personnel training records, records of drills, and records of discharge prevention meetings are maintained at the operator's headquarters for a period of five (5) years.

RESPONSE PERSONNEL TRAINING RECORDS
Response personnel training records are maintained as long as the individual is assigned duties under the response plan.

6.2.4 HAZWOPER Response Qualifications

Certain designated Company employees are required to obtain qualifications to meet different levels of training in accordance with OSHA 1910.120 or HAZWOPER.

THE LEVELS OF HAZWOPER QUALIFICATION APPLICABLE TO COMPANY EMPLOYEES ARE:	
✓	First Responder - Awareness (Level 1) (CBT)
✓	First Responder - Operations (Level 2) (8 hours initial)
✓	Hazardous Material Technician (Level 3) (24 hours initial)
✓	Hazardous Material Specialist (Level 3) (24 hours initial)
✓	Hazwoper Technician (Level 4) (40 hours initial)
✓	"On-Scene" Commander or Incident Commander (Level 4) (24 hours initial)

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6.2 Response Training (Cont'd)

6.2.5 HAZWOPER Levels

FIRST RESPONDER AWARENESS LEVEL	
First responders at the Awareness Level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First responders at the Awareness Level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:	
✓	An understanding of what hazardous substances are, and the risks associated with them in an incident.
✓	An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.
✓	The ability to recognize the presence of hazardous substances in an emergency.
✓	The ability to identify the hazardous substances, if possible.
✓	An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook.
✓	The ability to realize the need for additional resources, and to make appropriate notifications to the communication center.

FIRST RESPONDER OPERATIONS LEVEL	
First responders at the Operations Level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures. First responders at the Operational Level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:	
✓	Knowledge of the basic hazard and risk assessment techniques.
✓	Know how to select and use proper personal protective equipment provided to the first responder operational level.
✓	An understanding of basic hazardous materials terms.
✓	Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
✓	Know how to implement basic decontamination procedures.
✓	An understanding of the relevant standard operating procedures and termination procedures.

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6.2 Response Training (Cont'd)

6.2.5 HAZWOPER Levels (Cont'd)

HAZARDOUS MATERIALS TECHNICIAN	
Hazardous Materials Technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous Materials Technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:	
✓	Know how to implement the employer's emergency response plan.
✓	Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
✓	Be able to function within an assigned role in the Incident Command System.
✓	Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
✓	Understand hazard and risk assessment techniques.
✓	Be able to perform advance control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available.
✓	Understand and implement decontamination procedures.
✓	Understand termination procedures.
✓	Understand basic chemical and toxicological terminology and behavior.

HAZARDOUS MATERIALS SPECIALIST	
Hazardous Materials Specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The Hazardous Materials Specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities. Hazardous Materials Specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:	
✓	Know how to implement the local emergency response plan.
✓	Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
✓	Know of the state emergency response plan.
✓	Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
✓	Understand in-depth hazard and risk techniques.
✓	Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
✓	Be able to determine and implement decontamination procedures.
✓	Have the ability to develop a site safety and control plan.
✓	Understand chemical, radiological and toxicological terminology and behavior.

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6.2 Response Training (Cont'd)

6.2.5 HAZWOPER Levels (Cont'd)

40 HOUR HAZWOPER TECHNICIAN
40 Hour Hazwoper Technicians are general site workers (such as equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards. 40 Hour Hazwoper Technicians shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained experienced supervisor. Workers with 24 hours of training who are covered by above descriptions of Hazardous Material Technician or Hazardous Materials Specialist, and who become general site workers or who are required to wear respirators, shall have the additional 16 hours and two days of training necessary to total the training specified in paragraph one of this description.

ON SCENE INCIDENT COMMANDER	
Incident Commanders, who will assume control of the incident scene beyond the First Responder Awareness Level, shall receive at least 24 hours of training equal to the First Responder Operations Level and in addition have competency in the following areas and the employer shall so certify:	
✓	Know and be able to implement the employer's Incident Command System.
✓	Know how to implement the employer's emergency response plan.
✓	Know and understand the hazards and risks associated with employees working in chemical protective clothing.
✓	Know how to implement the local emergency response plan.
✓	Know of the state emergency response plan and of the Federal Regional Response Team.
✓	Know and understand the importance of decontamination procedures.

6.3 Incident Command System (ICS)

The Incident Command System (ICS) was first developed as a result of wild fires in southern California in the 1970s. In 1980, the ICS made the transition into a national program called the National Incident Management System (NIMS). ICS is now the backbone of a wider-based system for all Federal agencies. The NIMS ICS has also now been adopted by the Federal Government in the National Response Framework.

In summary, the company's Incident Command System training program is developed directly from NIMS.

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SECTION 7: DRILL PROCEDURES

7.1 Response Exercise Program

The Company exercise program is designed to be consistent with the exercise requirements as outlined in the National Preparedness for Response Exercise Program (PREP) Guidelines developed by the U.S. Coast Guard and adopted by the Pipeline & Hazardous Materials Safety Administration (PHMSA), the Minerals Management Service (MMS), and the U.S. Environmental Protection Agency (EPA). Participation in this program ensures that the Company meets all federal exercise requirements mandated by OPA '90.

The primary elements of the Company exercise program are notification exercises, tabletop exercises, pipeline-owned equipment deployment exercises, contractor exercises, unannounced exercises by government agencies and area-wide exercises conducted by industry and government agencies. The exercise year for all Company facilities will be from January 1 to December 31. Pipeline Management is responsible for implementing the exercise program.

All exercises and actual release event responses will be critiqued. If appropriate, the information derived from the post-exercise or post-event evaluation will be incorporated into the Emergency Response Plan. The IC will cause the ERP to be updated as necessary and updates will be forwarded to Pipeline Management.

Regions must exercise all 15 core components outlined in the PREP Guidelines at least once during each triennial cycle.

A single spill or exercise may satisfy more than one type of exercise requirement (i.e., an actual spill response could give credit for an unannounced exercise, an equipment deployment, internal notification and qualified individual notification).

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7.1 Company Program (Cont'd)

7.1.1 Exercise Format and Procedures

Exercises serve to evaluate the thoroughness and effectiveness of the response component of the ICP by testing under simulated conditions. Exercises will be conducted in alignment with the PREP Guideline to maintain maximum effectiveness of the Plan. When conducting exercises it is strongly recommended that the Exercise Planning Team invite external organizations to observe and/or participate in them. Example organizations are listed below:

THE FOLLOWING IS A LIST OF SUGGESTED ORGANIZATIONS THAT SHOULD BE INVITED EXERCISES:	
✓	Federal Agencies having jurisdictional responsibility during a spill or emergency (i.e. USCG, EPA, DOT).
✓	State agencies having jurisdictional responsibility during a spill or emergency.
✓	Local agencies having jurisdictional reasonability during a spill or emergency (i.e. Local Fire Department, LEPC, Law Enforcement, EMS, Health Department).
✓	Other interested entities that may play a critical role during a spill or fire (i.e. Local Utilities).

7.1.2 Types of Exercises

DISCUSSION-BASED EXERCISES	
Seminar	Provides presentation of new or current plans, resources, strategies, concepts, procedures or tactics.
Workshop	Achieves specific goal or builds upon a policy or guideline (e.g., exercise objectives, standards, policies, plans).
Tabletop Exercise	Validates plans and procedures and provides experience for participants by using a scenario to drive discussions.
Game	Explores decision-making process and examines consequences of those decisions. Infrequently used by Wolverine Pipe Line Co.

OPERATIONS-BASED EXERCISES	
Drill / Deployment	Focuses on a single operation or function of an agency or several agencies. Maximizes on-the-job training benefits.
Functional Exercise (FE)	Evaluates plans, functions, capabilities and staffs of Incident Command, Unified Command, intelligence centers, or other multi-agency coordination centers. (e.g., Emergency Operations Centers, incident command posts, etc.). This type of exercise does NOT incorporate "boots-on-the-ground" activities.
Full-Scale Exercise (FSE)	Same as FE, but with actual deployment of field personnel; includes mobilization of operational and support resources, conduct of operations and integrated elements of exercise play.

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7.1 Company Program (Cont'd)

7.1.3 Exercise Cycle

Exercise Designing is the process of designing, developing, conducting, evaluating, and reporting on a single exercise.

Each exercise progresses through the five phases of the exercise cycle: Foundation, Design & Development, Conduct, Evaluation, and the AAR/IP. This section provides an overview of the exercise cycle.

Foundation (Phase 1)

The exercise cycle starts with the foundation. In this phase, the exercise planning team is established and begins reviewing plans, port assessments and lessons learned from past exercises or actual contingency operations.

Design & Development (Phase 2)

Next, the exercise planning team, including Subject Matter Experts (SMEs) from participating entities, design and develop the exercise. This phase is the largest part of the exercise cycle in terms of workload. (e.g. local response agencies and pipeline maintenance personnel can be a planning team)

Conduct (Phase 3)

Plans, policies, doctrine, and capabilities are tested during exercise conduct. Participants improve their understanding of response/contingency plans, ICS and coordination mechanisms, partner capabilities, limitations, etc.

Evaluation (Phase 4)

After exercise conduct, observations captured during exercise play are developed into a written evaluation that identifies strengths and areas for improvement.

After Action Report (AAR) / Improvement Plan (IP) (Phase 5)

The AAR/IP contains specific recommendations for improvement identified from the evaluation, player hot-wash, and participant feedback forms. All AAR/IPs that identify updates needed to this Plan shall be provided to the Emergency and Security Management Department notwithstanding the other requirements in this section.

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7.1 Company Program (Cont'd)

7.1.4 Observers

Observers provide an unbiased observation of the exercise and document they're observations accordingly. Observers should avoid interaction with exercise participants.

7.1.5 Internal Exercises

Internal exercises are those that are conducted wholly within the Company. The internal exercises test the various components of the response plan to ensure the plan adequately meets the OPA '90 requirements for spill response.

All of the internal exercises, with the exception of the government initiated unannounced exercises, will be self-evaluated and self-certified.

7.1.6 External Exercises

The external exercises go outside the Company to test the interaction of the Company with the response community. The external exercises will test the Company's entire plan and the coordination with members of the response community necessary to conduct an effective response to a pollution incident.

The external exercise includes area exercises.

An Area Exercise is conducted by the EPA, the USCG, DOT and industry working in cooperation to exercise the Integrated Contingency Plan. This is a large-scale exercise that is planned and evaluated by all parties involved. All Area Exercises will be coordinated by the Emergency and Security Management Department.

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7.1 Company Program (Cont'd)

7.1.7 Credit for Actual Response

The Company may take credit for internal exercises conducted in response to actual spills. The spill response must be evaluated with an AAR/IP completed. The Company must determine which exercises were completed in the spill response. This determination should be based on whether the response effort would meet the objectives of the exercise as listed in the PREP Guidelines.

The Incident Commander or designee must ensure that all documentation including an After Action Report/Improvement Plan is complete and stored in the FRS filing system for a period of 3 years.

Documentation for credit purposes will include (but not limited to):

- ICS 201 Packet
- Incident Action Plan(s) (if applicable)
- Hot Wash Meeting Minutes
- Participant(Responder) Feedback/Critique Forms
    - Company Personnel
    - Contractor Personnel (if available)
- After Action Report / Improvement Plan

Proper documentation for self-certification should include, as a minimum, the following information:

- The type of exercise.
- Date and time of the exercise.
- A description of the exercise.
- The objectives met in the exercise.
- The components of the response plan exercised.
- Lessons learned.

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7.2 PREP Drill & Exercise Guidelines

7.2.1 Drill & Exercise Schedule

EXERCISE TYPE	EXERCISE FREQUENCY	SUGGESTED PARTICIPANTS	TARGETED PREP COMPONENTS TESTED
Qualified Individual Notification *(total of 12 per 3 year cycle)*	**Quarterly-** One annual notification must be made during non-business hours.	Qualified Individuals Listed in Section 5 of the ERP	1, 2, 3, and 10
Spill Management Tabletop (Area PLM Group and Incident Management Team) *(total of 3 per 3 year cycle)*	**Annually-** One exercise in the triennial cycle must involve a worst case discharge scenario	PLM Group, Incident Management Team (IMT), Applicable non-field personnel (i.e. IT, Procurement, Environment, Engineering, etc.)	1, 3, 5, 8, 10, 12, 15
Unannounced Exercise *(total of 3 per 3 year cycle)*	**Annually-** Any exercise except qualified individual notifications, if conducted unannounced, would satisfy this requirement	All applicable personnel to include, but not limited to PLM, IMT, Non-field personnel, etc.	1 through 15 (not all 15 need to be completed in each exercise)
Equipment Deployment *(total of 3 per 3 year cycle)*	**Annually-** Using either OSRO and/or Company owned equipment	Area PLM Groups, Environment, Regional Engineering, etc.	1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 14, 15
Area Exercise *(coordinated through the SH&E Dept.)*	**Once per 3 year cycle**	All applicable Regional and Corporate personnel	1 through 15

It is the responsibility of Pipeline Management to ensure that at least once every three years, all components of the response plan are exercised in a drill or drills.

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.2 Owner or Operator Internal Notification Exercise

ONSHORE TRANSPORTATION RELATED PIPELINES	
Owner or Operator Internal Notification Exercise	
Applicability	Pipeline owner or operator
Frequency	As indicated by the response plan and, at a minimum, consistent with the triennial cycle (quarterly)
Party Initiating Exercise	As indicated in the response plan
Participants	Pipeline response personnel and the pipeline's qualified individual
Scope	Exercise notification process between key pipeline personnel and the qualified individual to demonstrate the accessibility of the qualified individual
Objectives	Contact by telephone, radio, message-pager, or facsimile and confirmation established as indicated in response plan
Format	As indicated in response plan
Certification	Self-certification as indicated in response plan. Each plan should have a written description of the company's certification process.
Verification	Verification conducted by the Pipeline and Hazardous Materials Safety Administration (PHMSA) Office of Pipeline Safety (OPS) during regular inspections* or PHMSA tabletop exercises. *Verification will not be done by inspections in the near term.
Records	
Retention	3 years
Location	Owner or operator shall retain records as indicated in response plan. PHMSA to retain verification records.
Credit	Plan holder should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is generated. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.2 Owner or Operator Internal Notification Exercise (Cont'd)

EVALUATION FORM I(A)
QUALIFIED INDIVIDUAL NOTIFICATION DRILL

1. Facility: _____
   Location of Exercise: _____
   Date of Exercise: _____
   Time of Exercise: _____

2. Objectives Evaluated:

   Was timely contact made with QI? _____Yes_____No

   Elapsed Time: _ Minutes

   Was notification procedure effective? ___Yes__No

   If no, explain:_____
   _____
   _____
   _____
   _____

3. Corrective Action (if necessary):

   Explain:_____

   Target Completion Date:_____

   Person Accountable:_____

4. Approval:

By:_____

Title:_____

Date:_____

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.3 Internal Tabletop Exercise

ONSHORE TRANSPORTATION RELATED PIPELINES	
Internal Tabletop Exercises	
Applicability	Pipeline owner or operator
Frequency	As indicated by the response plan and, at a minimum, consistent with the triennial cycle (quarterly)
Party Initiating Exercise	As indicated in the response plan
Participants	Designated spill emergency response team members.
Scope	Demonstration of the response team's ability to organize, communicate, and make strategic decisions regarding population and environmental protection during a spill event.
Objectives	Designated emergency response team members should demonstrate: • Knowledge of facility response plan; • Ability to organize team members to effectively interface with a unified command; • Communication capability; and • Coordinate for response capability as outlined in response plan.
Format	Internal tabletop exercise as outlined in response plan.
Certification	Self-certification as indicated in response plan or as defined in the "Guiding Principles" section of this document, whichever is more stringent. Each plan should have a written description of the company's certification process.
Verification	Verification conducted by PHMSA during regular inspections* or PHMSA tabletop exercises. *Verification will not be done by inspections in the near term.
Records	
Retention	3 years
Location	Owner or operator shall retain records as indicated in response plan. PHMSA to retain verification records.
Credit	Plan holders should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is generated. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.3 Internal Tabletop Exercise (Cont'd)

EVALUATION FORM II(A) (SHEET 1 OF 2)
TABLETOP EXERCISE

1. Facility Information

   Facility Name:_____

   Location:_____

   Date of Event:_____

   Time of Exercise:_____

2. Is this drill unannounced? __Yes_____No

3. Organizational Design

   a. Notifications _____Yes_____No

   b. Staff mobilization_____Yes_____No

   c. Ability to operate within the response management system described in the plan_____Yes_____No

4. Operational Response

   a. Discharge control_____Yes_____No

   b. Assessment of discharge_____Yes_____No

   c. Containment of discharge_____Yes_____No

   d. Recovery of spilled material_____Yes_____No

   e. Protection of economically and environmentally sensitive areas_____Yes_____ No

   f. Disposal of recovered product_____Yes_____No

5. Response Support

   a. Communications_____Yes_____No

   b. Transportation_____Yes_____No

   c. Personnel support_____Yes_____No

   d. Equipment maintenance and support_____Yes_____No

   e. Procurement_____Yes_____No

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.3 Internal Tabletop Exercise (Cont'd)

EVALUATION FORM II(A) (SHEET 2 OF 2)
SPILL MANAGEMENT TEAM TABLETOP DRILL

6. Documentation_____Yes_____No

7. Objectives

Exercise of the Spill Management Team in a review of:	Was the objective met?	
Knowledge of the Response Plan	_____Yes	_____No
Proper notifications	_____Yes	_____No
Communications system	_____Yes	_____No
Ability to access OSRO	_____Yes	_____No
Coordination of organization/agency personnel with responsibility for spill response	_____Yes	_____No
Ability to effectively coordinate spill response activity with National Response System infrastructure	_____Yes	_____No
Ability to access information in Area Contingency Plan for location of sensitive areas, resources available within the area, unique condition of area, etc.	_____Yes	_____No

If no, explain:_____

_____

_____

_____

_____

_____

8. Corrective Action (if necessary):

_____

_____

_____

_____

_____

Target Completion Date:_____

Approved:_____

Title:_____

Date:_____

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.4 Annual Equipment Deployment Exercise

ONSHORE TRANSPORTATION RELATED PIPELINES	
Owner/Operator Equipment Deployment Exercises	
Applicability	Pipeline owner or operator
Frequency	As indicated by the response plan and, at a minimum, consistent with the triennial cycle (quarterly). *The number of equipment deployment exercises should be such that equipment and personnel assigned to each response zone are exercised at least once per year. If the same personnel and equipment respond to multiple zones, they need only exercise once per year. If different personnel and equipment respond to various response zones, each must participate in an annual equipment deployment exercise.
Party Initiating Exercise	As indicated in the response plan
Participants	Designated spill emergency response team members.
Scope	Demonstrate ability to deploy spill response equipment* identified in the ERP. *May consist entirely of operator owned equipment, or a combination of OSRO and operator equipment.
Objectives	Designated emergency response personnel should demonstrate: • Ability to organize, and; • Ability to deploy and operate representative types of key response equipment as described in response plan.
Format	Announced deployment exercise indicated in response plan.
Certification	Self-certification as indicated in response plan. Each plan should have a written description of the company's certification process.
Verification	Verification conducted by PHMSA during regular inspections* or PHMSA tabletop exercises. *Verification will not be done by inspections in the near term.
Records	
Retention	3 years
Location	Owner or operator shall retain records as indicated in response plan. PHMSA to retain verification records.
Credit	Plan holders should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is generated. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.4 Annual Equipment Deployment Exercise (Cont'd)

EVALUATION FORM III(A)
BOOM AND/OR SKIMMER EQUIPMENT

1. Facility:_____

   Location of Exercise:_____

   Date of Exercise:_____

   Time of Exercise:_____

2. Equipment owned by:
   Facility_____(complete all items)
   Contractor/Co-op_____(skip to item 7)

3. Is this current drill unannounced? _____Yes_____No

4. Date of previous equipment deployment:_____
   (Exercises should be at least 4 months apart.)

5. Date of last unannounced equipment deployment:_____

6. Objectives:
   Was equipment deployed/operated as identified in the OPA? _____Yes_____No
   If no, explain:_____
   _____
   _____

   Corrective action:_____
   _____
   _____

   Target Completion Date:_____
   Person Accountable:_____

   Corrective action:_____
   _____
   _____

   Target Completion Date:_____
   Person Accountable:_____

7. Contractor/Co-op:_____
   Attach documentation certifying last deployment, etc.

   Approved:_____Title:_____

   Date:_____

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7.2 PREP Drill & Exercise Guidelines (Cont'd)

7.2.5 Unannounced Exercise

ONSHORE TRANSPORTATION RELATED PIPELINES	
Unannounced Exercises	
Applicability	Pipeline owner or operator
Frequency	Maximum of 20 unannounced PHMSA exercises conducted annually for the pipeline industry as a whole. A single owner or operator will not be required to participate in a PHMSA- initiated unannounced exercise, if they have already participated in one within the previous 36 months.
Party Initiating Exercise	PHMSA
Participants	Designated spill emergency response team members. Operations staff. On-Scene Coordinator (optional). State and local government (optional).
Scope	Demonstrate ability to respond to a worst-case discharge spill event.
Objectives	Designated emergency response team members should demonstrate adequate knowledge of their facility response plan and the ability to organize, communicate, coordinate, and respond in accordance with that plan.
Format	Unannounced tabletop exercise to discuss strategic issues.
Certification	Certification can be effectuated by PHMSA personnel conducting the exercise. PHMSA will provide written certification of the exercise date, participants, and response zone exercised.
Verification	Verification can be made by PHMSA personnel conducting the exercise.
Records	
Retention	3 years
Location	Owner or operator shall retain records as indicated in response plan. PHMSA to retain verification records.
Credit	Plan holders should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is generated. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

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SECTION 8: RESPONSE PLAN REVIEW & UPDATE PROCEDURES

8.1 Plan Review

This Plan shall undergo an annual review by the Operator with input as appropriate from the field operations personnel. Lessons learned from training, exercises and/or real event critiques shall be taken into consideration in the review process and as such provide input in the review process. Any revisions made to the ERP will be listed on the Record of Revisions table in the Foreword. This Plan is required to be submitted to PHMSA for approval every five (5) years from the last approval date, and within 30 days of any significant updates.

CHANGES ARE DEFINED AS THOSE THAT RESULT IN A CHANGE IN:	
✓	Company policy as it relates to crisis management operations.
✓	Structure of response organizations.
✓	Incident Management System.
✓	Training and exercise programs or requirements.

PRIMARY CONTACT	Steve Iseminger, *SH&E Advisor*
ANNUAL UPDATES	This Emergency Response Plan will be updated at a minimum of once per year to ensure the capture of all personnel changes, contact information, contractor and available equipment changes, and other relevant information within the Plan, as required.
SIGNIFICANT UPDATES	Plan revisions should be made in the event of: • Changes occur which will impact response capabilities; • Any change occurs with regards to primary field response personnel; • Company name changes or significant pipeline updates due to mergers, acquisitions or construction.
DOCUMENTATION & DISTRIBUTION	All revisions will be recorded on the Record of Revisions table in the Foreword. The Distribution List is also located in the Foreword.

8.2 Plan Distribution

- A copy of this Plan is supplied to each response zone Qualified Individual.
- A copy of this Plan and the relevant response zone appendices are supplied to other locations where response activities may be conducted.

The Distribution List is located in the Foreword Section of this Plan.

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APPENDIX A: RESPONSE ZONE 5

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A.1 Response Zone Description

RESPONSE ZONE 5 FACT SHEET			
Pipeline System(s):		System(s)	Milepost
		Joliet to Lockport	00.0 to 21.51
		Lockport to Kennedy Ave.	00.0 to 40.71
		Joliet to Kennedy Ave.	00.0 to 49.54
		Kennedy Ave. to White Oak	00.0 to 04.85
		Kennedy Ave. to Niles	00.0 to 67.84
		Kennedy Ave. to Jackson	00.0 to 173.5
		Niles to Grand Haven	00.0 to 96.24
		Jackson to Stockbridge	00.0 to 21.0
		Wolverine Spartan 6"/8"	00.0 to 109.0A
Location:	State:	Illinois	
	Counties:	Will, Cook	
	State:	Indiana	
	Counties:	Lake, Porter, LaPorte, St. Joseph	
	State:	Michigan	
	Counties:	Berrien, Cass, Van Buren, Kalamazoo, Calhoun, Jackson, Ingham, Clinton, Gratiot, Midland, Saginaw, Bay	
Qualified Individual(s):	Primary Name:	John Gurrola	
	Cell:	269-207-5567	
	Office:	269-232-2491 Ext. 12	
	Alternate Name:	Steve Iseminger	
	Cell:	269-998-0488	
	Office:	269-232-2491 Ext. 20	

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A.1 Response Zone Description (Cont'd)

TYPE OF OIL	CHARACTERISTICS	HAZARDS
Heating Oil	Petroleum liquid	Flammable
Natural Gasoline	Volatile liquid	Extremely flammable
Diluent	Volatile liquid	Extremely flammable
Jet A	Petroleum liquid	Flammable
Low & Ultra Low Sulphur Diesel Fuel	Petroleum liquid	Flammable
Biodiesel	Petroleum liquid	Flammable
Regular-Unleaded	Volatile liquid	Extremely flammable
Super-Unleaded	Volatile liquid	Extremely flammable
Blend Grade Gasoline	Volatile liquid	Extremely flammable

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A.2 Spill Volume Calculations and Scenarios

DOT-PHMSA DISCHARGE VOLUME CALCULATION	
Worst Case Discharge = the largest volume (gal and bbls) of the following:	
Option 1	Pipeline's maximum release time (hrs.), plus the maximum shutdown response time (hrs.), multiplied by the maximum flow rate (bbls/hr.), plus the largest line drainage volume after shutdown of the line section.
Option 2	Largest foreseeable discharge for the line section is based on the maximum historic discharge, if one exists, adjusted for any subsequent corrective action or preventive action taken.
Option 3	Capacity of the single largest breakout tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system.

The pipeline's worst case discharge is based upon Option 3 listed above. The largest volume of oil that could be discharged from the pipeline system would be from (b) (7)(F))(F) .

WORST CASE DISCHARGE VOLUME CALCULATION					
(b) (7)(F)	Product (Group)	(b) (7)(F)	Prevention Credit (%)	(b) (7)(F)	
	Blend Grade Gasoline		70%		
*The worst case discharge is based on the Capacity of the single largest breakout tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system.					

This release, however, is unlikely to impact environmentally sensitive areas, as defined in 49 CFR 194.5. Therefore, Wolverine Pipeline has calculated a second, smaller discharge based on Option 1 listed above. A release from this segment of the pipeline is likely to impact environmentally sensitive waters and the navigable waters of the United States.

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A.2.1 Breakout Tank Capacity

(b) (7)(F)	STORAGE SOURCE	(b) (7)(F)	SECONDARY CONTAINMENT
[redacted]	Storage Tank	[redacted]	Diked Area
	Storage Tank		Diked Area
	Storage Tank		Diked Area
	Storage Tank		Diked Area
	Storage Tank		Diked Area

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A.3 Resources Available for a Worst Case Discharge

Wolverine Pipeline System has obtained, through contract or other approved means, the necessary private personnel and equipment to respond to the maximum extent practicable, to a worst case discharge or substantial threat of such a discharge.

This section lists the information (such as specifications) of the oil spill response equipment located at strategic locations in Wolverine's pipeline systems, as shown in the table below.

WOLVERINE LOCATIONS WITH SPILL RESPONSE EQUIPMENT*
Alma, MI (Wolverine)
Albion, MI (Wolverine)
Stockbridge, MI (Wolverine)
Niles, MI (Wolverine)

*Information regarding OSRO spill response equipment is located starting on page 8 of this Appendix.

The oil recovery rates listed for skimmers are taken from manufacturers' specifications sheets and may not necessarily reflect the recovery rates in actual operational situations. The recovery rate is dependent on encounter rate, oil thickness, oil characteristics, weather, and recovered oil storage. Manufacturers' specifications do not represent a guarantee of performance, either by Wolverine or the manufacturer.

Distance traveled in three hours and six hours (Tier 1) is based on an average travel speed of 35 mph in a straight line route. Actual distance traveled depends on accessible highways, road conditions, and weather conditions.

A.3.1 Use of Vapor Testing Equipment

Vapor testing equipment, such as a combustible gas indicator (sniffer), must be available at every leak or product spill site. Vapor testing equipment is used to determine the coverage of the vapor cloud and to determine the extent of the hazardous area. For additional information, refer to DOT Liquids Manual regulation **195.402E.8**.

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A.3 Resources Available for a Worst Case Discharge (Cont'd)

A.3.2 Containment/Deflection/Protective Boom

LOCATION	QUANTITY	SIZE	TYPE
Albion, MI	900'	12"	6" Float 6" Skirt – Slick Bar
Alma, MI	700'	12"	Soft Boom
Ferrysburg	200'	6"	Hard Boom
Ferrysburg	200'	4"	Hard Boom
Niles, MI	900'	12"	Soft Boom
Stockbridge	700'	12"	Soft Boom
Holland	400'	6"	Hard Boom
Muskegon	200'	8"	Soft Boom
Muskegon	200'	4"	Soft Boom
Muskegon	300'	6"	Hard Boom
Muskegon	200'	6"	Hard Boom
Muskegon	200'	4"	Hard Boom

A.3.3 Skimmer Equipment

LOCATION	QUANTITY	SIZE	TYPE
Niles, MI	1	2"	Skim Pak Floating Suction
Alma, MI	1		Skimmer
Albion, MI	1		Skimmer

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A.3 Resources Available for a Worst Case Discharge (Cont'd)

A.3.4 Pumps and Hoses

LOCATION	QUANTITY	SIZE	TYPE
Niles, MI	1	3"	360 gpm Centrifugal, Trash
Niles, MI	1	3"	100 gpm Diaphragm
Niles, MI	1	3"	360 gpm Centrifugal, Trash
Niles, MI	1	2"	140 gpm Pneumatic
Albion, MI	1		1/3 hp Sump Pump
Alma, MI	2	2"	132 gpm Water Pumps
Alma, MI	1	3"	68 gpm diaphragm

A.3.5 Vacuum Systems

LOCATION	QUANTITY	SIZE	TYPE
Alma, MI	1	1800 gal.	Truck Mounted Vacuum Tank with 84 gpm Capacity

A.3.6 Liquid Recovery Storage Equipment

LOCATION	QUANTITY	SIZE	TYPE
Hammond, IN	2	5000 bbl.	Trans Mix Tank-3350 bbl. Working Cap.
Niles, MI	1	5000 bbl.	Trans Mix Tank-3350 bbl. Working Cap.
Detroit, MI	1	5000 bbl.	Trans Mix Tank-3350 bbl. Working Cap.

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A.3 Resources Available for a Worst Case Discharge (Cont'd)

A.3.7 Response Boats

LOCATION	QUANTITY	SIZE	TYPE
Alma, MI	2		Small Aluminum Boats with 4hp & 6 hp motors
Niles, MI	1	20'	Work Boat with 70 hp Motor
Niles, MI	1	12'	Jon Boat
Albion, MI	1		Boat with 8.0 hp Motor
Ferrysberg	1	16'	Aluminum Flat Bottom Boat
Holland	1	16"	2000 LOWE Aluminum John Boat
Muskegon	1	16"	2000 LOWE Aluminum John Boat

A.3.8 OSRO Owned Response Equipment

Listings of equipment owned by contracted OSROs can be located in SharePoint on the Wolverine Pipeline Intranet. These inventories are also entered into The Response Group's Incident Action Plan software.

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A.3 Resources Available for a Worst Case Discharge (Cont'd)

A.3.9 Equipment Testing

RESPONSIBILITIES
The Area Supervisor or a designated alternate is responsible for ensuring that spill response equipment maintenance and testing is conducted in their area of responsibility. Spill response equipment must be maintained in operable condition and ready for immediate deployment in the event of a spill.

TESTING PROCEDURES	
The spill response equipment maintenance and testing shall include the following actions:	
•	Prior to or during the Annual Equipment Deployment Exercise, check for operability of equipment.
•	Monthly conduct an inventory of spill response equipment and materials listed in the response plan.
•	Replace materials used or spent in response to a spill and repair / replace mechanical equipment, as necessary.

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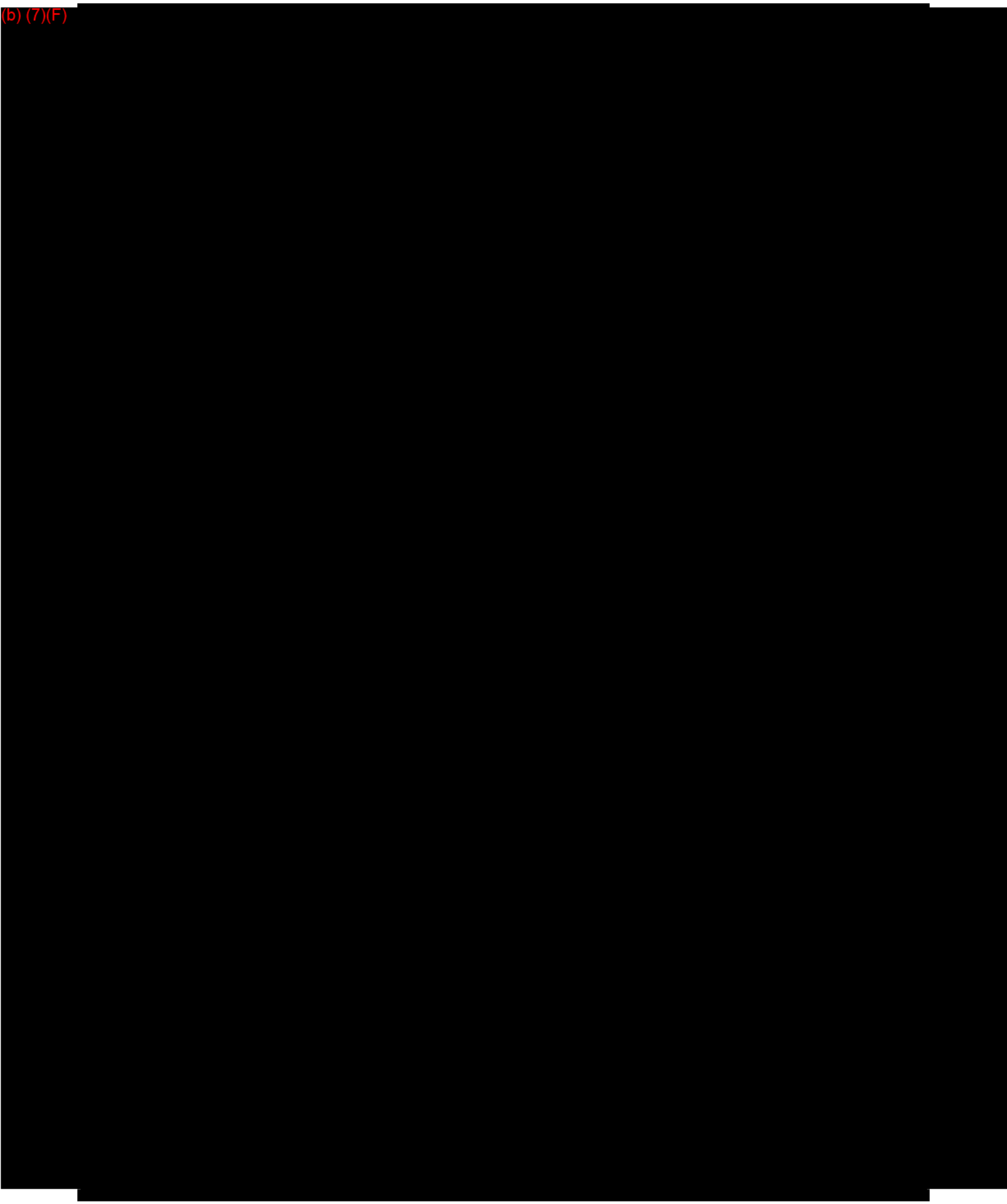
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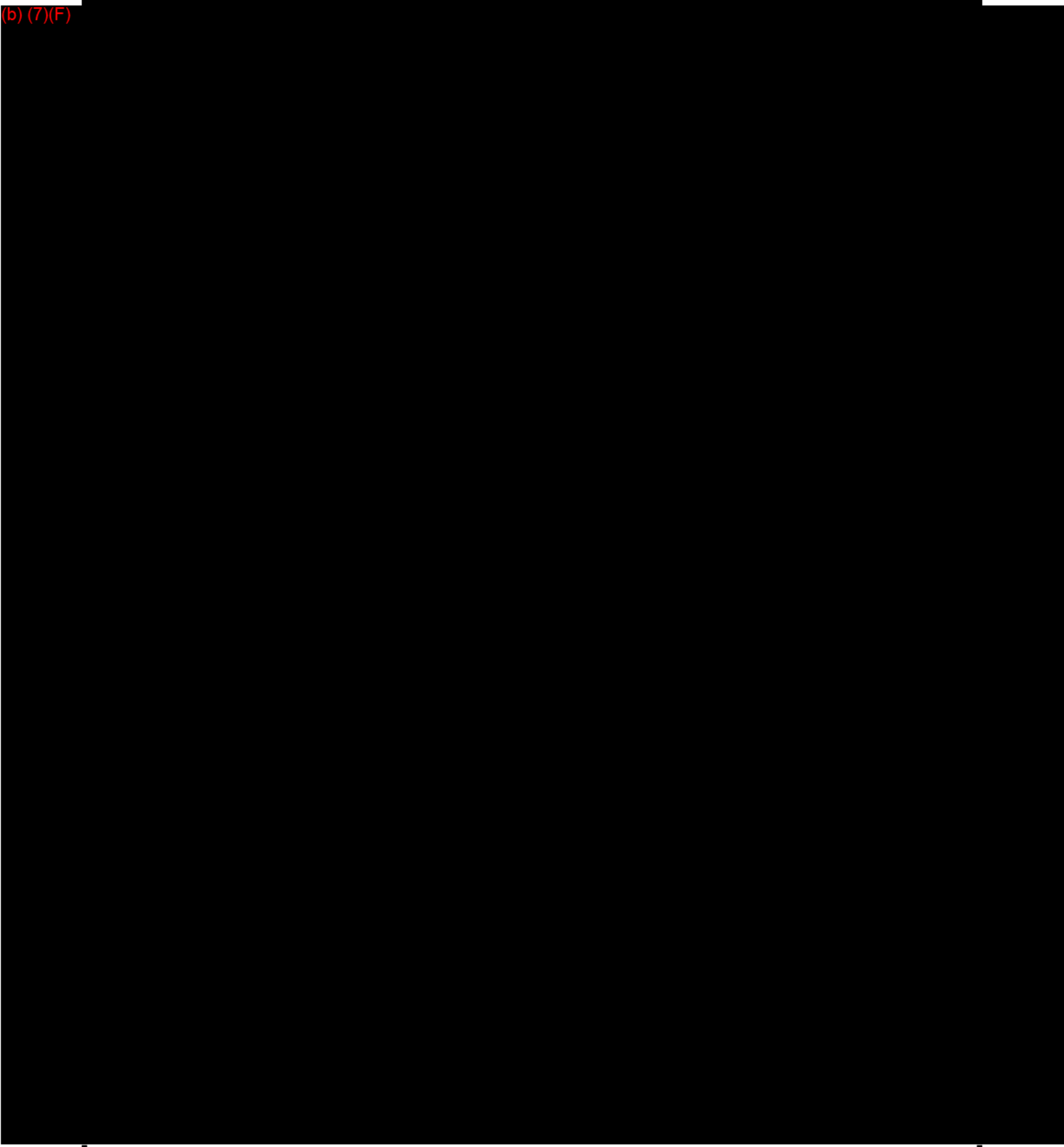
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A.6 Alternate Response Strategies

If a discharge reaches open water, consideration should be taken to possibly use alternate response strategies. These strategies include but are not limited to in situ burning and dispersants. Consult the appropriate Area Contingency Plan for approved alternate response strategies.

A.7 Material Safety Data Sheet(s) (MSDS)

The material safety data sheets are located on the MSDS Online website "MSDSonline" at https://msdsmanagement.msdsonline.com/?ID=B2D61243-F44C-4FD9-B5EE-750D5FD6A8F7 and are available upon request from the On-Duty Operations Control Center Controller

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APPENDIX B: RESPONSE MANAGEMENT SYSTEM

B.1 Response Management System

This Section describes specific duties and responsibilities of the members of the Incident Management Team (IMT). This section should be used as a guide; specific circumstances during an incident response may require different actions. Certain duties, responsibilities and position titles listed here may not be needed in all circumstances and may change with time as the response evolves.

The Spill Management Team (SMT) consists of trained personnel that will respond to all company emergency incidents. Trained and qualified OSRO personnel will be called on fill IC/UC roles as required, including but not limited to positions in the Operations, Planning and Logistics sections.

B.2 Incident Command System Structure

Wolverine Pipe Line Co. has adopted the National Incident Management System (NIMS) ICS organization as outlined in:

- Homeland Security Presidential Directive Five (HSPD-5).
- National Response Framework (2013)

All Federal, State, tribal, and local levels of government, as well as many private sector and non-governmental organizations use ICS for a broad spectrum of emergencies. These range from small to complex incidents, both natural and manmade, and include acts of catastrophic terrorism. The Company has adopted the NIMS ICS to allow the partnership of Unified Command to be developed when required in training, exercises or responses.

Note: The U.S. document, FEMA 501, National Incident Management System was referenced in the development of this document.

The ICS is applicable across a range of incidents that may differ in terms of size, scope and complexity. This is possible because of the ICS functional unit management structure and the modular organization structure that is flexible to incorporate all necessary elements. Responsibility and performance begin with the incident command element; the Incident Commander (IC) assumes responsibility and builds the ICS structure from the top down.

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B.2 Incident Command System Structure (Cont'd)

ICS ORGANIZATION	
The ICS is applicable across a spectrum of incidents that may differ in terms of size, scope, and complexity because of its:	
✓	Functional unit management structure.
✓	Modular organizational structure that is extendable to incorporate all necessary elements. Responsibility and performance begin with the incident command element, the IC, and build from the top down.

FUNCTIONAL AREAS	
ICS is usually organized around five major functional areas:	
✓	Command.
✓	Operations.
✓	Planning.
✓	Logistics.
✓	Finance/administration.
The IC will establish the sixth functional area, intelligence, based on the requirement of the situation at hand.	

TRANSITIONAL STEPS	
Some of the more important transitional steps that are necessary to apply ICS in a field incident environment include the following:	
✓	Recognize and anticipate the requirement that organizational elements will be activated and take the necessary steps to delegate authority as appropriate.
✓	Establish incident facilities as needed, strategically located, to support field operations.
✓	Establish the use of common terminology for organizational functional elements, position titles, facilities, and resources.
✓	Rapidly evolve from providing oral direction to the development of a written IAP.

MODULAR EXTENSION	
The modular concept is based upon the following considerations:	
✓	Develop the form of the organization to match the function or task to be performed.
✓	Staff only those functional elements that are required to perform the task.
✓	Observe recommended span-of-control guidelines.
✓	Perform the function of any non-activated organizational element at the next highest level.
✓	Deactivate organizational elements no longer required.

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B.2 Incident Command System Structure (Cont'd)

MANAGEMENT ASSIGNMENTS	
The IC's initial management assignments will normally be one or more section chiefs to manage the major ICS functional areas.	
✓	Section chiefs will further delegate management authority for their areas as required.
✓	If needed, section chiefs may establish branches or units as appropriate for the section.
✓	Each functional unit leader will further assign individual tasks within the unit as needed.
✓	Section chiefs serve as the general staff for the IC.

STAFFING	
Use the separate sections to organize staff as the need arises.	
✓	Section chiefs will further delegate management authority for their areas as required.
✓	If needed, section chiefs may establish branches or units as appropriate for the section.

LEADERSHIP TITLES	
✓	Incident Command; Incident Commander.
✓	Command Staff; Officer.
✓	Section; Section Chief.
✓	Branch; Branch Director.
✓	Divisions/Groups; and Supervisors (Supervisor is only used within the operations section).
✓	Unit; and Unit Leader (Applies to the subunits of the Planning, Logistics, and Finance / Administration Sections).

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B.2 Incident Command System Structure (Cont'd)

PARTNERS	
Several types of agencies could be in the operations section, and work together or in combinations depending on the situation.	
✓	Fire.
✓	Law enforcement.
✓	Public health.
✓	Public works.
✓	Emergency services.
✓	Etc.
Other participants may include private individuals, companies, or nongovernmental organizations, some of which may be fully trained and qualified to participate as partners in the operations section.	

TACTICAL OPERATIONS	
The specific method selected for organizing and executing incident operations will depend on the:	
✓	Type of incident.
✓	Agencies involved.
✓	Objectives and strategies of the incident management effort.

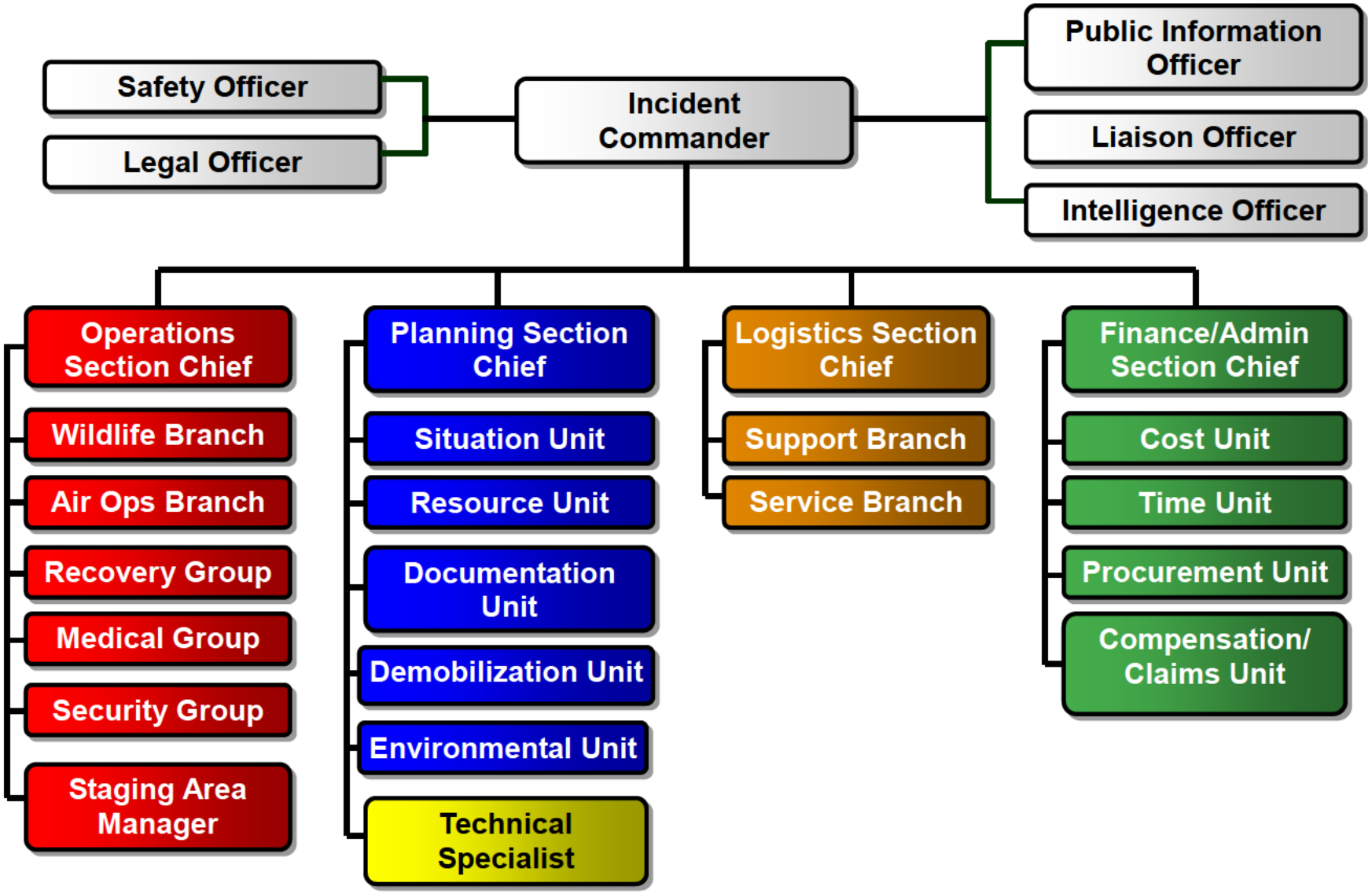
ORGANIZATION	
The organizational structure for incident tactical operations can vary and may be based on:	
✓	A method to accommodate jurisdictional boundaries.
✓	An approach that is strictly functional in nature.
✓	A mix of functional and geographical approaches.

BRANCHES	
Establish branches for reasons such as:	
✓	The numbers of divisions and/or groups exceed the recommended span of control for the operations section chief.
✓	The nature of the incident calls for a functional branch structure.
✓	The incident is multi-jurisdictional.

SPAN OF CONTROL
The section chief shall set up branches and allocate divisions and groups within them to stay within the recommended span of control. (1 Supervisor per 7 people)

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B.3 IMT Organization



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B.4 Common Responsibilities

COMMON RESPONSIBILITIES CHECKLIST	
Receive assignment from your agency, including:	
✓	Job assignment (e. g., Strike Team designation, position, etc.).
✓	Brief overview of type and magnitude of incident.
✓	Resource order number and request number.
✓	Reporting location & time.
✓	Travel instructions.
✓	Any special communications instructions (e. g., travel, radio frequency).
✓	Monitor incident related information from media, internet, etc., if available.
✓	Assess personal equipment readiness for specific incident and climate (e. g.) medications, money, computer, medical record, etc.). Maintain a checklist of items and possible a personal Go-Kit.
✓	Inform others as to where you are going and how to contact you.
✓	Review Incident Management Handbook.
✓	Take advantage of available travel to rest prior to arrival.
Upon arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:	
✓	Incident Command Post (ICP), Base/Camps, Staging Areas, and Helibases.
✓	If you are instructed to report directly to a line assignment, check-in with the Division/Group Supervisor.
✓	Receive briefing from immediate supervisor.
✓	Agency Representatives from assisting or cooperating agencies report to the Liaison Officer (LNO) at the ICP after check-in.
✓	Acquire work materials.
✓	Abide by organizational code of ethics.
✓	Participate in IMT meetings and briefings as appropriate.
✓	Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer.
✓	Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
✓	Organize and brief subordinates.

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B.4 Common Responsibilities (Cont'd)

COMMON RESPONSIBILITIES CHECKLIST (CONT'D)	
✓	The Command and General staff shall ensure branches are identified, set up and allocate divisions and groups within them to stay within the recommended span of control. (1 Supervisor per 7 people) Put in Common Responsibilities
✓	Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly.
✓	Use clear text and ICS terminology (no codes) in all radio communications.
✓	Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit.
✓	Ensure all equipment is operational prior to each work period.
✓	Report any signs/symptoms of extended incident stress, injury, fatigue or illness for yourself or coworkers to your supervisor.
✓	Respond to demobilization orders and brief subordinates regarding Demobilization.
✓	Prepare personal belongings for demobilization.
✓	Return all assigned equipment to appropriate location.
✓	Complete Demobilization Check-out process before returning to home base.
✓	Participate in After-Action activities as directed.
✓	Carry out all assignments as directed.
✓	Check-in and Out on ICS 211P
✓	Review Site Safety Plan and sign the worker acknowledgement form
✓	Maintain Individual/Activity Log (ICS Form 214a).

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B.5 Position Specific Roles and Responsibilities

B.5.1 Incident Commander and Deputy IC Responsibilities

The Incident Commander's (IC) responsibility is the overall management of the incident. On most incidents, the command activity is carried out by a single IC. The IC is selected by qualifications and experience. The IC may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at the section and branch levels of the ICS organization. Deputies may have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. When span of control becomes an issue for the IC, a Deputy IC may be assigned to manage the Command Staff.

INCIDENT COMMANDER AND DEPUTY IC CHECKLIST	
✓	Review common responsibilities.
✓	Determine staffing requirements. Establish appropriate Command and General Staff positions.
✓	Ensure appropriate delegation has been given to Command and General Staff to optimize their function including prompting team synergy and communication.
✓	Supervise Incident Organization:
✓	Ensure critical needs and issues are effectively addressed.
✓	Make timely decisions.
✓	Ensure the response organization addresses the safety of the public and responders.
✓	Provide timely Command direction to the response organization such as priorities, key decisions, critical information reporting, objectives, and tasks.
✓	Oversee the establishment of a Unified Command structure as appropriate for multi-agency, multi-jurisdictional responses.
✓	Maintain a keen grasp of the big picture, while ensuring management teams has a solid grasp of the detailed aspects of the response.
✓	Serve as initial point of contact for response personnel in initial response.
✓	Assess incident situation and ensure appropriate response steps are being taken.
✓	Ensure adequate safety measures are in place.
✓	Ensure NRC and other regulatory notifications have been completed.
✓	Establish appropriate communications with external agencies.
✓	Oversee initial and ongoing response actions.
✓	Notify and activate local resources/contractors/response organizations as required.
✓	Obtain a briefing from the prior IC.
✓	Determine incident objectives & general direction for managing the incident.
✓	Establish the immediate priorities.
✓	Establish a command post (if applicable).
✓	Brief Command Staff and General Staff.
✓	Maintains communication with the Federal On-Scene Coordinator (FOSC) or State On-Scene Coordinator (SOSC) on all aspects concerning the incident
✓	Ensure planning meetings are scheduled as required.

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B.5 Position Specific Roles and Responsibilities

B.5.1 Incident Commander and Deputy IC Responsibilities

INCIDENT COMMANDER AND DEPUTY IC CHECKLIST (CONT'D)	
✓	Attend planning meetings as appropriate.
✓	Approve and authorize the implementation of the IAP, as well as any support plans.
✓	Ensure that adequate safety measures are in place.
✓	Coordinate activity for all Command Staff and General Staff.
✓	Coordinate with key people and officials.
✓	Approve requests for additional resources or for the release of resources.
✓	Keep internal and external stakeholders informed.
✓	Evaluate/Approve the use of trainees and auxiliary personnel. Other response personnel such as, volunteers and casual workers will not be used unless there is a prevalent need, at that time and will be trained onsite per OSHA requirements.
✓	Aquire and maintain the confidence of the public. Authorize release of information to the news media.
✓	Ensure ICS 209 is completed and forwarded to appropriate higher authority.
✓	Analyze incident potential.
✓	Consider need for an alternate/backup IC for extended (24-hour) coverage.
✓	Continually evaluate operation's effectiveness and preparedness for contingencies and quickly make adjustments to optimize the response.
✓	Order the demobilization of the incident when appropriate.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.2 Safety Officer

The Safety Officer (SOFR) function is to develop and recommend measures for assuring personnel safety and to asses and/or anticipate hazardous and unsafe situations. Only one primary SOFR will be assigned for each incident. The SOFR may have specialists, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as air operations, hazardous materials, etc.

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B.5 Roles and Responsibilities Checklists (Cont'd)

B.5.2 Safety Officer (Cont'd)

SAFETY OFFICER CHECKLIST	
✓	Review common responsibilities.
✓	Identify hazardous situations associated with the incident associated with the location, weather and operations.
✓	Complete the initial IAP site safety and control analysis (ICS 201-5)
✓	Participate in tactics and planning meetings, and other meetings and briefings as required.
✓	Review the IAP for safety implications.
✓	Provide safety advice in the IAP for assigned responders.
✓	Exercise emergency authority to stop and prevent unsafe acts.
✓	Investigate accidents that have occurred within the incident area.
✓	Determine staffing requirements Assign assistants, as needed.
✓	Review and approve the medical plan (ICS 206).
✓	Develop and publish the site safety plan and publish site safety plan summary (ICS 208) as required.
✓	Monitor all operations to ensure effectiveness of safety controls. Monitoring may include air for toxic vapors, heat and cold, fatigue, etc…
✓	Manage Safety Staff Organization, including assignment of Assistants and forming teams where necessary.
✓	Exercise authority to stop and prevent unsafe acts.
✓	Investigate accidents and near misses that have occurred within the incident area.
✓	Develop and implement a safe work practices and injury prevention program for the incident.
✓	Attend Planning meetings as appropriate.
✓	Conduct operational risk assessment/hazard analysis to anticipate, identify and control incident hazards and complete Hazard/Risk Analysis Worksheet (ICS-215A).
✓	Provide advice to the Operations Section Chief for the development of safe work assignments.
✓	Review Communications Plan (ICS-205) to ensure protocols are robust enough to ensure timely reporting and response to safety emergencies.
✓	Coordinate with governmental agencies to ensure compliance with approved safety practices.
✓	Assign daily safety meetings at command post and work sites.
✓	Coordinates first-aid requirements by arranging for first-aid stations, as necessary
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.3 Public Information Officer

The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one primary PIO will be assigned for each incident, including incidents operating under a Unified Command and multiple jurisdiction incidents. The PIO may also have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Agencies have different policies and procedures relative to the handling of public information.

PUBLIC INFORMATION OFFICER CHECKLIST	
✓	Review common responsibilities.
✓	Determine from the IC/UC if there are any limits on information release.
✓	Establish a dedicated phone line for inquiries from the media.
✓	Gather basic facts about the incident, who, what, when, where? Use this information to answer media inquiries (Ensure information is confirmed and approved by IC/UC)
✓	Select location for Joint Information Center (JIC).
✓	Determine staffing requirements. Assign Assistants as needed.
✓	Develop material for use in media briefings.
✓	Obtain IC/UC approval of media releases.
✓	Makes daily reports.
✓	Inform media and conduct media briefings.
✓	Arrange for tours and other interviews or briefings that may be required.
✓	Coordinates press conferences for the Incident Commander and their staff.
✓	Manage a JIC if established.
✓	Obtain media information that may be useful to incident planning.
✓	Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
✓	Attend Operational Planning Meetings as appropriate.
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.4 Liaison Officer

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer (LNO) position on the Command Staff. Only one primary LNO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The LNO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The LNO is assigned to the incident to be the contact for assisting and/or cooperating Agency representatives.

LIAISON OFFICER CHECKLIST	
✓	Review common responsibilities.
✓	Be a contact point for agency representatives; ensure updates are provided in a timely manner.
✓	Determine staffing requirements. Assign Assistants as needed.
✓	Coordinate escorts for visiting VIPs, responsible for protocol functions, i.e., logistics of honors for any VIPs
✓	Serve as primary point of contact form all stakeholders who are not represented on the IMT.
✓	Assist in establishing and coordinating interagency contacts.
✓	Keep agencies supporting the incident aware of incident status (to include Historical/Archeological and Tribal Contacts).
✓	Monitor incident operations to identify current or potential inter-organizational problems.
✓	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources. Create advisory groups as necessary.
✓	Develop and maintain a Stakeholder Coordination or Outreach Process.
✓	Review support and/or contingency plans for integration of stakeholder input and involvement.
✓	Coordinate response resource needs for Natural Resource Damage Assessment (NRDA) activities with the OSC during responses.
✓	Coordinate response resource needs for incident investigation activities with the OSC.
✓	Ensure that all required agency forms, reports and documents are completed prior to demobilization.
✓	Brief IC/UC on agency issues and concerns.
✓	Review IAPs to ensure liaison oriented objectives; messages, issues, and information are included as appropriate.
✓	Attend Operational Planning Meetings as appropriate.
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.5 ICS Technical Specialist

The ICS Technical Specialist is responsible for providing process continuity and consistency throughout the response organization. This specialist could be Wolverine Pipe Line Co. personnel or an external contractor.

ICS TECHNICAL SPECIALIST CHECKLIST	
✓	Review common responsibilities.
✓	Under the Incident Commander, facilitate the establishment of an appropriate Incident Command System (ICS) organization.
✓	Provide ICS process expertise to the IC and response team.
✓	Attend all Planning Cycle Process meetings as necessary, to ensure meeting continuity.
✓	Ensure proper meeting etiquette and time contracts associated with meeting duration are observed.
✓	Be available to attend press briefings to clarify technical issues.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.6 Legal Officer

LEGAL OFFICER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from the IC.
✓	Determine staffing requirements. Assign Assistants as needed.
✓	Advise the IC/UC, as appropriate, on all legal issues associated with response operations.
✓	Ensures that an adequate record is kept of government contacts, particularly of requirements directed by government authorities.
✓	Coordinates with IMT to ensure that all documentation, samples, and other evidence are maintained in a legally sound manger.
✓	Establish documentation guidelines for and provide advice regarding response activity documentation to all incident personnel.
✓	Provide legal input to the Documentation Unit, the Compensation/Claims Unit, and other appropriate units as requested.
✓	Review press releases, documentation, contracts and other matters that may have legal implications for the Company.
✓	Attend Operational Planning Meetings as appropriate.
✓	Participate in incident investigations and the assessment of damages (including natural resource damage assessments).

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B.5 Roles and Responsibilities (Cont'd)

B.5.7 Intelligence/Security Officer

The responsibility of the Intelligence/Security Officer is to provide Command intelligence information that can have a direct impact on the safety of response personnel and influence the disposition of assets involved in the response.

INTELLIGENCE/SECURITY OFFICER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from the IC.
✓	Determine staffing requirements. Assign Assistants as needed.
✓	Collect and analyze incoming intelligence information from all sources.
✓	Determine the applicability, significance, and reliability of incoming intelligence information.
✓	As requested, provide intelligence briefings to the ICS/UC.
✓	Provide intelligence briefings in support of the ICS Planning Cycle.
✓	Provide Situation Unit with periodic updates of intelligence issues that may impact operations.
✓	Answer intelligence questions and advise Command Staff and General Staff as appropriate.
✓	Supervise, coordinate, and participate in the collection, analysis, processing, and dissemination of intelligence.
✓	Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
✓	Establish liaison with all participating law enforcement agencies.
✓	Conduct first order analysis on all incoming intelligence and fuse all applicable incoming intelligence with current intelligence holdings in preparation for briefings.
✓	Prepare all required intelligence reports and plans.
✓	As the incident dictates, determine need to implant Intelligence Specialists in the Planning and Operations Sections.
✓	Arranges for security forces to patrol areas of operation at night and during the day, if necessary
✓	Arranges for security forces to provide crowd control and access control, as necessary, in cooperation with local and State authorities
✓	Attend Operational Planning Meetings as appropriate.
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.8 Operations Section Chief

The Operations Section Chief (OSC), a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The OSC will normally be selected from the organization/agency with the most jurisdictional responsibility for the incident and will work in the ICP.

The OSC activates and supervises organization elements in accordance with the IAP and directs its execution. The OSC also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to the IC. The OSC may have deputy OSC's who may be from the same organization or from an assisting agency. In complex incidents, the OSC may assign a Deputy OSC to supervise on-scene operations.

BASED ON THE NEEDS OF THE INCIDENT, THE OPERATIONS SECTION CHIEF MAY ESTABLISH A:	
On-Scene Commander	Coordinates and directs on-scene operational activities under the direction of the OSC or Deputy On-Scene Commander (DOSC).
Branch Director(s)	Responsible for the implementation of the portion of the IAP appropriate to the branches.

OPERATIONS SECTION CHIEF CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from IC/UC.
✓	Determine staffing requirements. Establish Branches, Divisions, Groups, etc… as appropriate. Supervise and adjust operations organization and tactics as necessary.
✓	Coordinate and consult with the Planning Section Chief (PSC), SOFR, technical specialists, modeling scenarios, trajectories on selection of appropriate strategies and tactics to accomplish objectives.
✓	Identify kind and number of resources required to support selected strategies.
✓	Assists with incident assessments and coordinates the orderly control, shutdown, and restart of affected systems.
✓	Subdivide work areas into manageable units.
✓	Coordinates aerial surveillance and air support for the incident.
✓	Develop work assignments and allocate tactical resources based on strategy requirements.
✓	Coordinate planned activities with the SOFR to ensure compliance with safety practices.
✓	Convert operational incident objectives into strategic and tactical options through a work analysis matrix. Prepare ICS 234 Work Analysis Matrix with PSC to ensure Strategies, Tactics and tasks are in line with ICS 202 Response Objectives to develop ICS 215.

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B.5 Roles and Responsibilities (Cont'd)

B.5.6 Operations Section Chief (Cont'd)

OPERATIONS SECTION CHIEF CHECKLIST (CONT'D)	
✓	Participate in the planning process and the development of the tactical portions (ICS 204 and ICS 220) of the IAP.
✓	Provide operational input to development of long-range strategic, contingency, support, and demobilization plans.
✓	Supervise operations section personnel.
✓	Periodically visit field activities to maintain keen grasp of operating picture.
✓	Gather information from operations personnel that could be used when developing the next IAP.
✓	Monitor need for and request additional resources to support operations as necessary.
✓	Evaluate and monitor current situation for use in next operational period planning.
✓	Interact and coordinate with Command staff on achievements, issues, problems, significant changes special activities, events, and occurrences.
✓	Troubleshoot operational problems with other IMT members.
✓	Implement the IAP.
✓	Participate in operational briefings to IMT members as well as briefings to media, and visiting dignitaries (as arranged by the PIO or LNO).
✓	Identify/utilize staging areas.
✓	Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
✓	Receive and implement applicable portions of the Incident Demobilization Plan.
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.9 Stating Area Manager

STAGING AREA MANAGER CHECKLIST	
✓	Review common responsibilities.
✓	Proceed to staging area.
✓	Establish staging area layout.
✓	Obtain briefing from person you are relieving, if applicable.
✓	Determine any support needs for equipment, feeding, sanitation, and security.
✓	Establish check-in function as appropriate.
✓	Coordinate with Logistics Section Chief regarding equipment requests.
✓	Determine required resources levels from the OSC/DOSC.
✓	Ensure security of staged resources.
✓	Post area for identification and traffic control.
✓	Request maintenance service for equipment at staging area as appropriate.
✓	Respond to request for resource assignments.
✓	Advise the OSC/DOSC when reserve levels reach minimums.
✓	Maintain and provide status to Resource Unit of all resources in staging area.
✓	Demobilize staging area in accordance with the Demobilization Plan.
✓	Debrief with OSC/DOSC or as directed at the end of each shift.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.7 Planning Section Chief

The PSC, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of incident information and maintaining status of assigned resources. Information is needed to 1) understand the current situation; 2) predict the probable course of incident events; 3) prepare alternative strategies for the incident; and 4) submit required incident status reports. The PSC may have a Deputy PSC, who may be from an assisting governmental agency. The Deputy PSC should have the same qualifications as the individual for whom they work and must be ready to take over position at any time.

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B.5 Roles and Responsibilities (Cont'd)

B.5.7 Planning Section Chief (Cont'd)

PLANNING SECTION CHIEF CHECKLIST	
✓	Review common responsibilities.
✓	Determine staffing requirements. Establish units as appropriate.
✓	Lead transition for initial response phase (reactive mode) to an on-going operations phase (proactive mode).
✓	Coordinates the technical support required, addressing issues, such as: engineering, environmental impact, hazardous substances, training, wildlife, meteorology, waste management, air/water dispersion modeling, natural resources damages, GIS/GPS, etc.
✓	Collect, process, and display incident information.
✓	Maintain an up-to-date status of all Planning and Operations activities to understand the current situation, predict the probable course of the incident, and guide preparation of alternative strategies to achieve all operational objectives.
✓	Account for incident tactical resources including effective incident check-in, resource status displays, charts and lists that reflect current status and location of tactical resources and overhead personnel.
✓	Ensure the accurate collection of incident files, logs, plans, decisions memos, and other incident documentation.
✓	Ensure orderly demobilization of the incident including development of a demobilization plan, if needed.
✓	Develop a timeline for the operational planning cycle to meet the desired operational period.
✓	Publish a meeting schedule, and ensure all meeting participants arrive on time and are prepared for each meeting.
✓	Determine the need for and provide management or coordination of specialized resources and technical specialists to support response efforts.
✓	Assist OSC in the development of response strategies.
✓	Supervise preparation of the IAP.
✓	Manage incident support plans.
✓	Develop Situation Report (ICS 209)
✓	Facilitate planning meetings and briefings.
✓	Assign personnel already on-site to ICS/UC organizational positions as appropriate.
✓	Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).
✓	Determine the need for any specialized resources in support of the incident.
✓	Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
✓	Assemble information on alternative strategies.
✓	Provide periodic predictions on incident potential.
✓	Keep IMT apprised of any significant changes in incident status.

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✓	Compile and display incident status information.
✓	Oversee preparation and implementation of the Incident Demobilization Plan.
✓	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.

B.5 Roles and Responsibilities (Cont'd)

B.5.7 Planning Section Chief (Cont'd)

PLANNING SECTION CHIEF CHECKLIST	
✓	Develop other incident supporting plans (e.g., salvage, transition, security).
✓	Assist Operations with development of the ICS 234 Work Analysis Matrix.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.8 Situation Unit Leader

The SITL is responsible for the management of incident data to determine current status of unit activities.

SITUATION UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain PSC expectations.
✓	Determine Unit staffing requirements.
✓	Establish initial information collection, organization, evaluation and dissemination systems.
✓	Establish initial internal and external reporting requirements.
✓	Establish system for receiving incident information.
	Develop Field Observer data gathering and reporting procedures.
✓	Manage process for Key Information and Critical Information Reporting Requirements from PSC.
✓	Begin collection and analysis of incident data as soon as possible.
✓	Establish system for management of Situation Status Display.
✓	Prepare, post, or disseminate resources and situation status information as required, including special requests.
✓	Prepare Incident Status Summary Form (ICS 209).
✓	Provide photographic services and maps as required.
✓	Set up meeting rooms and meeting specific status displays.
✓	Conduct situation briefings at the command and general staff meetings, tactics meeting, planning meeting and operations briefing.
✓	Develop IAP.
✓	Distribute general situation information to IMT as needed.
✓	Maintain unit log (ICS 214).

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B.5 Roles and Responsibilities (Cont'd)

B.5.9 Resource Unit Leader

The RESL is responsible for maintain an accounting system indicating location and status for all resources.

RESOURCE UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain PSC expectations.
✓	Determine Unit staffing requirements.
✓	Establish initial internal and external reporting requirements.
✓	Establish the check-in function at the incident locations. Brief Check-In and Status Recorders on expectations and responsibilities.
✓	Establish system for tracking resources.
✓	Establish system for assembling the IAP.
✓	In conjunction with the LSC, establish procedure for Resource Request (ICS-213RR) processing.
✓	Create status display is necessary, ensure display accurately reflects field operations approved in the most recent IAP.
✓	Brief appropriate personnel on how to communicate resource status changes.
✓	Contribute to IAP and attend tactical meetings.
✓	Establish system to provide and validate resource information on the ICS-209.
✓	Prepare organization assignment list (ICS 203) and organization chart (ICS 207).
✓	Maintain and post the current status and location of all resources.
✓	Maintain master roster of all resources checked in at the incident.
✓	Maintain unit log (ICS 214).

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B.5 Roles and Responsibilities (Cont'd)

B.5.10 Environmental Unit Leader

The ENVL is responsible for coordinating assessing spill hazards and identifying environmentally sensitive areas.

ENVIRONMENTAL UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain PSC expectations.
✓	Determine Unit staffing requirements.
✓	Acquire information on environmental conditions that will affect operations.
✓	Utilizing expertise from technical specialists, stakeholders, and local experts, develop incident-specific analysis of environmental conditions.
✓	Predict movement and dispersion of products.

✓	Determine a primary strategies to:
	• Protect sensitive resources (e.g., wildlife, sensitive habitats, etc.)
	• Enhance recovery of spilled material
	• Maximize efficiently of mechanical equipment by providing operators with information on trajectory of spilled product.
	• Identify appropriate spill response countermeasures:
	  • Dispersant use and monitoring
	  • In-Situ Burn use and monitoring
	  • Other applied technologies
	  • Minimize waste generated

✓	Evaluate impact of various strategies on wildlife, ecosystem, and historical/cultural areas.
✓	Develop alternative response strategies, including timing and implementation. Advise Command, through PSC, of impacts from all alternative strategies.
✓	Develop assessment strategy with Trustees for Natural Resource Damage Assessment.
✓	Develop disposal plan.
✓	Provide input for Planning and Tactics Meetings.
✓	Provide clean up expertise.
✓	Engage specialists as needed (e.g., shoreline cleanup assessment, trajectory analysis, resources at risk and air monitoring).
✓	Maintain unit log (ICS 214)

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B.5 Roles and Responsibilities (Cont'd)

B.5.11 Documentation Unit Leader

The DOCL is responsible for providing incident documentation, reviewing records for accuracy and sorting documentation files.

DOCUMENTATION UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain PSC expectations.
✓	Determine Unit staffing requirements.
✓	Set up work area; begin organization of incident files.
✓	Establish system to receive, organize, and file all incoming documentation.
✓	Establish process for handling personal or sensitive security information.
✓	Determine and identify method for tracking correspondence.
✓	Establish electronic data management procedures.
✓	Establish system to prepare the documents and materials for the incident archive.
✓	Communicate documentation process to IMT.
✓	Provide duplication and electronic transmission services, respond to requests.
✓	File all official forms and reports.
✓	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
✓	Provide incident documents as requested.
✓	Organize files for submitting final incident documentation package.
✓	Attend Operational Planning Meetings as appropriate. Including documentation of the Open Action Tracker (ICS Form 233).
✓	Prepare meeting summary (ICS 231)
✓	Maintain unit log (ICS 214).

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B.5 Roles and Responsibilities (Cont'd)

B.5.12 Technical Specialists

Technical Specialists are responsible for coordinating activities with appropriate consultants and contractors (e.g., accountants, engineers, oil spill clean-up experts, right-of-way agents, and NRDA reps).

TECHNICAL SPECIALISTS CHECKLIST	
✓	Review common responsibilities.
✓	Provide technical expertise and advice to command and general staff.
✓	Attend meetings and briefings to clarify and help resolve technical issues.
✓	Provide expertise during the development of the IAP and other support plans.
✓	Work with the SOFR to mitigate unsafe practices.
✓	Work closely with LNO to help facilitate understanding among stakeholder and special interest groups.
✓	Be available to attend press briefings to clarify technical issues.
✓	Work closely with operations section to monitor compliance and planned actions.
✓	Research technical issues and provide findings to decision makers.
✓	Provide appropriate modeling and predictions as needed.
✓	Troubleshoot technical problems and provide advice on resolution.
✓	Review specialized plans and clarify meaning.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.13 Logistics Section Chief

The Logistics Section Chief (LSC), a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the IAP and supervises the Branches and Units within the Logistics Section.

The LSC may have Deputy LSCs, who may be from the same organization or from an existing agency. The Deputy LSC must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

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B.5 Roles and Responsibilities (Cont'd)

B.5.13 Logistics Section Chief (Cont'd)

LOGISTICS SECTION CHIEF CHECKLIST	
✓	Review Common Responsibilities.
	Obtain briefing from IC/UC.
✓	Determine staffing requirements. Establish Branches and Units as necessary.
✓	Assign work locations and preliminary work tasks to section personnel.
✓	Establishes an effective communication network using telephones, base and portable transceivers, satellite communications, etc. Wolverine Pipe Line Company maintains emergency communication spill response equipment for this purpose.
✓	Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
✓	Assemble and brief Logistics Branch Directors and Unit Leaders.
✓	Determine and supply immediate incident resource and facility needs.
✓	In conjunction with the RESL, establish resource approval and requesting process (ICS 213RR).

	Forecast incident logistical requirements:
	• Transportation- How are responders getting around the incident (to/from hotels, to/from work sites)?
	• Medical- Does the incident need a simple medical plan? Or do the complexities of the incident suggest notification to local hospitals and ensuring they have the capacity to support potential trauma, chemical exposures, or more serious injuries?
	• Communications- What are the communication needs of the incident?
	  • Radios
	  • Cell Phones
	  • Computer Servers
	  • Tele-conferencing and video conferencing
	• Facilities- What are the facility needs of the incident?
	  • ICP
	  • Base
	  • Camp
	  • Staging Areas
	  • Joint Information Center
	  • First Aid Stations

	Establish the following processes, as needed: • Traffic Plan • Vehicle Plan • Security communication management plan • Property Management Plan
	Provide food, shelter, and sanitary services for the incident, as needed.
✓	Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.

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B.5 Roles and Responsibilities (Cont'd)

B.5.13 Logistics Section Chief (Cont'd)

LOGISTICS SECTION CHIEF CHECKLIST	
✓	Identify long-term service and support requirements for planned and expected operations.
✓	Advise Command and other Section Chiefs on resource availability to support incident needs.
✓	Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
✓	Identify resource needs for incident contingencies.
✓	Coordinate and process requests for additional resources.
✓	Track resource effectiveness and make necessary adjustments.
✓	Advise on current service and support capabilities.
✓	Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
✓	Receive and implement applicable portions of the Incident Demobilization Plan.
✓	Attend Operational Planning Meetings as appropriate
✓	Determine and supply long term incident resources and facility needs.

B.5.14 Service Branch Director

The Service Branch Director is responsible for the management of all service activities at the incident.

SERVICE BRANCH DIRECTOR CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from LSC.
✓	Determine staffing requirements. Establish Units as necessary.
✓	Obtain work materials.
✓	Determine level of service required to support operations.
✓	Participate in planning meetings of logistics sections personnel.
✓	Review IAP.
✓	Organize and prepare assignment for service branch personnel.
✓	Coordinate activities of branch units.
✓	Inform the LSC of branch activities.
✓	Resolve service branch problems.
✓	Maintain Individual/Activity Log (ICS 214a).

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B.5 Roles and Responsibilities (Cont'd)

B.5.15 Support Branch Director

The Support Branch Director is responsible for development of logistic plans in support of IAP supply, facilities and transportation.

SUPPORT BRANCH DIRECTOR CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from LSC.
✓	Determine staffing requirements. Establish Units as necessary.
✓	Obtain work materials.
✓	Determine initial support operations in coordination with the LSC and service branch.
✓	Prepare initial organization and assignments for support operations.
✓	Assemble and brief support branch personnel.
✓	Determine if assigned branch resources are sufficient.
✓	Maintain surveillance of assigned units work progress and inform the LSC of their activities.

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B.5 Roles and Responsibilities (Cont'd)

B.5.16 Communications Unit Leader

COMMUNICATIONS UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from LSC or Support Branch Director as appropriate.
✓	Determine staffing requirements.
✓	Issues and accounts for all communications equipment, including spare batteries.
✓	Arranges for emergency installation of necessary telephone lines, as authorized.
✓	Prepare and implement the radio communication plan (ICS 205).
✓	Ensure a communications center is established if needed.
✓	Establish appropriate communications distribution/maintenance location at the incident site.
✓	Provide technical information as required on: • Adequacy of communication systems currently in operation. • Geographic limitation on communication systems. • Equipment capabilities/limitations. • Amount and types of equipment available. • Anticipated problems in the use of communications equipment.
✓	Supervise communications unit services.
✓	Maintain records on all communications equipment as appropriate.
✓	Ensure equipment is tested and repaired.
✓	Recover equipment from units being demobilized.
✓	Maintain Unit Log (ICS 214).

B.5.17Finance Section Chief

The Finance Section Chief (FSC), a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Admin Section. The FSC may have Deputy FSCs who may be from the same organization or from an assisting agency. The Deputy FSC must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

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B.5 Roles and Responsibilities (Cont'd)

B.5.17 Finance Section Chief (Cont'd)

FINANCE SECTION CHIEF CHECKLIST	
✓	Review Common Responsibilities.
✓	Obtain briefing from IC/UC.
✓	Determine staffing requirements. Establish Units as necessary.
✓	Forecast Incident Finance Requirements, does adequate funding exist for the next 72 hours?
✓	Establish Resource ordering process.
✓	Establish Claims processes.
✓	Process all contracts and agreements required to support the incident.
✓	Contracts with firms for equipment, material, and manpower, as authorized by the Incident Commander.
✓	Leases equipment and vehicles, as authorized by the Incident Commander.
✓	Negotiates contracts with suppliers of high-cost material and equipment outside of national agreements and invoking guidance from the Legal Advisor.
✓	Participate in incident planning meetings and briefings as required.
✓	Review operational plans and provide alternatives where financially appropriate.
✓	Manage all financial aspects of an incident.
✓	Provide financial and cost analysis information as requested.
✓	Gather pertinent information from briefings with responsible agencies.
✓	Develop an operating plan for the Finance/Admin Section; fill supply and support needs.
✓	Meet with Assisting and Cooperating Agency Representatives, as needed.
✓	Maintain daily contact with agency(s) administrative headquarters on Finance/Admin matters.
✓	Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
✓	Provide financial input to demobilization planning.
✓	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
✓	Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
✓	Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.
✓	Track incident costs, e.g. Daily Burn Rate.
✓	Receive and implement applicable portions of the Incident Demobilization Plan.
✓	Maintain Individual/Activity Log (ICS 214a).

B.5.18 Procurement Unit Leader

The Procurement Unit Leader is responsible for managing all financial matters pertaining to vendors, contracts, leases and fiscal agreements.

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B.5 Roles and Responsibilities (Cont'd)

B.5.18 Procurement Unit Leader (Cont'd)

PROCUREMENT UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from FSC.
✓	Determine staffing requirements.
✓	Review incident needs and any special procedures with unit leaders, as needed.
✓	Coordinate with local jurisdiction on plans and supply sources.
✓	Develop a procurement plan.
✓	Prepare and authorize contracts and agreements with supply vendors.
✓	Interpret contracts and agreements
✓	Coordinate with the compensation claims unit for processing claims.
✓	Coordinate cost data in contracts with the cost unit leader.
✓	Brief the FSC on current problems and recommendations, outstanding issues and follow-up requirements.
✓	Maintain Unit Log (ICS 214)

B.5.19 Compensation/Claims Unit Leader

The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matter pertaining to compensation for injury and claims related activities (other than injury) for an incident.

COMPENSATION/CLAIMS UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain briefing from IC/UC.
✓	Determine staffing requirements. Establish Units as necessary.
✓	Determine the need for compensation for injury and claims specialists and order personnel as needed.
✓	Review medical plan (ICS 206).
✓	Ensure that compensation/claims specialists on incident activity.
✓	Review and coordinate procedures for handing claims with the procurement unit.
✓	Brief the compensation/claims specialists on incident activity.
✓	Periodically review logs and forms produced by specialists to ensure that are complete.
✓	If applicable, ensure that all compensation for injury and claims logs and forms are completed.
✓	Brief FSC on unit status and activity.
✓	Demobilization unit in accordance the plan.
✓	Maintain Unit Log (ICS 214)

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B.5 Roles and Responsibilities (Cont'd)

B.5.20 Cost Unit Leader

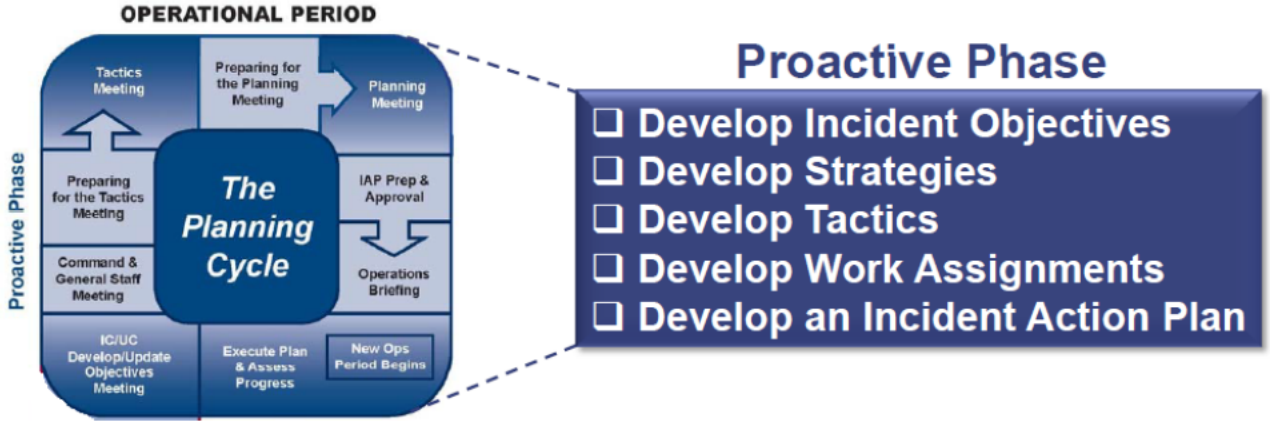
COST UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Obtain a briefing from the FSC.
✓	Coordinate with FSC on cost reporting procedures.
✓	Collect and record all cost data.
✓	Develop incident cost summaries.
✓	Prepare resources- use cost estimates for the planning section.
✓	Ensure all cost documents are accurately prepared.
✓	Complete all records prior to demobilizations.
✓	Provide reports to the FSC.
✓	Maintain Unit Log (ICS 214)

B.5.21 Time Unit Leader

TIME UNIT LEADER CHECKLIST	
✓	Review common responsibilities.
✓	Track the time of all personnel on site.
✓	Maintain Unit Log (ICS 214)

B.6 Operational Period

In a more complex incident emergency planning for the next operational period will take place in a proactive phase. To manage the emergency a meeting schedule will be set by the IC. A detailed Incident Action Plan will be put together and the following meetings will be conducted by the IC with the aid of the Planning Section Chief to ensure all personnel are briefed on the objectives and have the appropriate work plan in hand.



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APPENDIX C: FORMS

C.1 Company Forms

Qualified Individual Notification Drill Evaluation Form I(A)

1. Facility: _____
   Location of Exercise: _____
   Date of Exercise: _____
   Time of Exercise: _____

2. Objectives Evaluated:

   Was timely contact made with QI? _____Yes_____No

   Elapsed Time: _ Minutes

   Was notification procedure effective? __Yes__No

   If no, explain:_____
   _____
   _____
   _____
   _____

3. Corrective Action (if necessary):

   Explain:_____

   Target Completion Date:_____

   Person Accountable:_____

4. Approval:

   By:_____

   Title:_____

   Date:_____

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C.1 Company Forms (Cont'd)

Tabletop Exercise Evaluation Form II(A) (Sheet 1 of 2)

1. Facility Information

   Facility Name:_____

   Location:_____

   Date of Event:_____

   Time of Exercise:_____

2. Is this drill unannounced? __Yes_____No

3. Organizational Design

   a. Notifications _____Yes_____No

   b. Staff mobilization_____Yes_____No

   c. Ability to operate within the response management system described in the plan_____Yes_____No

4. Operational Response

   a. Discharge control_____Yes_____No

   b. Assessment of discharge_____Yes_____No

   c. Containment of discharge_____Yes_____No

   d. Recovery of spilled material_____Yes_____No

   e. Protection of economically and environmentally sensitive areas_____Yes_____ No

   f. Disposal of recovered product_____Yes_____No

5. Response Support

   a. Communications_____Yes_____No

   b. Transportation_____Yes_____No

   c. Personnel support_____Yes_____No

   d. Equipment maintenance and support_____Yes_____No

   e. Procurement_____Yes_____No

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C.1 Company Forms (Cont'd)

Spill Management Team Tabletop Drill Evaluation Form II(A) (Sheet 2 Of 2)

6. Documentation_____Yes_____No

7. Objectives

Exercise of the Spill Management Team in a review of:	Was the objective met?	
Knowledge of the Response Plan	_____Yes	_____No
Proper notifications	_____Yes	_____No
Communications system	_____Yes	_____No
Ability to access OSRO	_____Yes	_____No
Coordination of organization/agency personnel with responsibility for spill response	_____Yes	_____No
Ability to effectively coordinate spill response activity with National Response System infrastructure	_____Yes	_____No
Ability to access information in Area Contingency Plan for location of sensitive areas, resources available within the area, unique condition of area, etc.	_____Yes	_____No

If no, explain:_____

_____

_____

_____

_____

_____

8. Corrective Action (if necessary):

_____

_____

_____

_____

_____

Target Completion Date:_____

Approved:_____

Title:_____

Date:_____

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C.1 Company Forms (Cont'd)

Boom and/or Skimmer Equipment Evaluation Form III(A)

1. Facility:_____

   Location of Exercise:_____

   Date of Exercise:_____

   Time of Exercise:_____

2. Equipment owned by:
   Facility_____(complete all items)
   Contractor/Co-op_____(skip to item 7)

3. Is this current drill unannounced? _____Yes_____No

4. Date of previous equipment deployment:_____
   (Exercises should be at least 4 months apart.)

5. Date of last unannounced equipment deployment:_____

6. Objectives:
   Was equipment deployed/operated as identified in the OPA? _____Yes_____No

   If no, explain:_____
   _____
   _____

   Corrective action:_____
   _____
   _____

   Target Completion Date:_____
   Person Accountable:_____

   Corrective action:_____
   _____
   _____

   Target Completion Date:_____
   Person Accountable:_____

7. Contractor/Co-op:_____
   Attach documentation certifying last deployment, etc.

   Approved:_____Title:_____

   Date:_____

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C.2 DOT Forms

DOT INITIAL AND FOLLOW-UP NOTIFICATION FORM
The information to be provided in the initial and each follow-up notification includes the following:
Name of pipeline:
Time of release:
Location of release (e.g., milepost, lat./long., etc.):
Type of oil involved:
Reason for release (e.g., material failure excavation damage, corrosion):
Estimated amount of oil released:
Weather conditions on scene:
Actions taken or planned by persons on scene:

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C.3 Michigan DEQ Spill or Release Report

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

SPILL OR RELEASE REPORT

NOTE: Some regulations require a specific form to use and procedures to follow when reporting a release. Those forms and procedures **MUST** be used and followed if reporting under those regulations. This report form is to aid persons reporting releases under regulations that do not require a specific form. This report form is not required to be used. **To report a release, some regulations require a facility to call the PEAS Hotline at 800-292-4706, or DEQ District Office that oversees the county where it occurred, and other regulating agencies and provide the following information. A follow-up written report may be required. Keep a copy of this report as documentation that the release was reported. If you prefer to submit this report electronically by FAX or e-mail, contact the regulating agency for the correct telephone number or e-mail address.** See the DEQ website on Spill/Release Reporting for more reporting information.

Please print or type all information.

NAME AND TITLE OF PERSON SUBMITTING WRITTEN REPORT	TELEPHONE NUMBER (provide area code)

NAME OF BUSINESS	RELEASE LOCATION (provide address if different than business, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.)
STREET ADDRESS	
CITY / STATE / ZIP CODE	
BUSINESS TELEPHONE NUMBER (provide area code)	

SITE IDENTIFICATION NUMBER AND OTHER IDENTIFYING NUMBERS (if applicable)	COUNTY	TOWNSHIP	TIER/RANGE/SECTION (if known)

RELEASE DATA. Complete all applicable categories. Check the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.

DATE & TIME OF RELEASE (if known)	DATE & TIME OF DISCOVERY	DURATION OF RELEASE (if known)	TYPE OF INCIDENT
/ / am/pm	/ / am/pm	_____ days _____ hours _____ minutes	☐ Explosion ☐ Pipe/valve leak or rupture ☐ Fire ☐ Vehicle accident ☐ Leaking container ☐ Other _____ ☐ Loading/unloading release

MATERIAL RELEASED (Chemical or trade name) ☐ CHECK HERE IF ADDITIONAL MATERIALS LISTED ON ATTACHED PAGE.	CAS NUMBER or HAZARDOUS WASTE CODE	ESTIMATED QUANTITY RELEASED (indicate unit e.g. lbs, gals, cu ft or yds)	PHYSICAL STATE RELEASED (indicate if solid, liquid, or

FACTORS CONTRIBUTING TO RELEASE		SOURCE OF LOSS		
☐ Equipment failure	☐ Training deficiencies	☐ Container	☐ Ship	☐ Truck
☐ Operator error	☐ Unusual weather conditions	☐ Railroad car	☐ Tank	☐ Other ____
☐ Faulty process design	☐ Other_____	☐ Pipeline	☐ Tanker	_____

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TYPE OF MATERIAL RELEASED

- ☐ Agricultural: manure, pesticide, fertilizer
- ☐ Chemicals
- ☐ Flammable or combustible liquid
- ☐ Hazardous waste
- ☐ Liquid industrial waste material
- ☐ Oil/petroleum products or waste
- ☐ Salt
- ☐ Sewage
- ☐ Other_____
- ☐ Unknown

MATERIAL LISTED ON or DEFINED BY

- ☐ CAA Section 112(r) list (40 CFR Part 68)
- ☐ CERCLA Table 302.4 (40 CFR Part 302)
- ☐ EPCRA Extremely Hazardous Substance (40 CFR Part 355)
- ☐ Michigan Critical Materials Register or permit
- ☐ NREPA Part 31, Part 5 Rules polluting
- ☐ NREPA Part 111 or RCRA hazardous waste
- ☐ NREPA Part 121 liquid industrial waste
- ☐ Other list _____
- ☐ Unknown

IMMEDIATE ACTIONS TAKEN

- ☐ Containment
- ☐ Dilution
- ☐ Evacuation
- ☐ Hazard removal
- ☐ Neutralization
- ☐ System shut down
- ☐ Diversion of release to treatment
- ☐ Decontamination of persons or equipment
- ☐ Monitoring
- ☐ Other _____

RELEASE REACHED

Distance from spill location to

- ☐ Surface waters (include name of river, lake, drain involved) _____surface water, in feet_____
- ☐ Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known) _____
- ☐ Drain connected to storm sewer (include name of drain or water body it discharges into, if known) _____
- ☐ Groundwater (indicate if it is a known or suspected drinking water source and include name of aquifer, if known) _____
- ☐ Soils (include type e.g. clay, sand, loam, etc.) _____
- ☐ Ambient Air
- ☐ Spill contained on impervious surface

EXTENT OF INJURIES, IF ANY

WAS ANYONE HOSPITALIZED?

- ☐ Yes NUMBER HOSPITALIZED
- ☐ No

TOTAL NUMBER OF INJURIES TREATED ON-SITE

DESCRIBE THE INCIDENT, THE TYPE OF EQUIPMENT INVOLVED IN THE RELEASE, HOW THE VOLUME OF LOSS WAS DETERMINED, ALONG WITH ANY RESULTING ENVIRONMENTAL DAMAGE CAUSED BY THE RELEASE. IDENTIFY WHO IMMEDIATELY RESPONDED TO THE INCIDENT (own employees or contractor — include cleanup company name, contact person, and telephone number). ALSO IDENTIFY WHO DID FURTHER CLEANUP ACTIVITIES, IF PERFORMED OR KNOWN WHEN REPORT SUBMITTED

☐ CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

ESTIMATED QUANTITY OF ANY RECOVERED MATERIALS AND A DESCRIPTION OF HOW THOSE MATERIALS WERE MANAGED (include disposal method if applicable)

☐ CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH (include known acute or immediate and chronic or delayed effects, and where appropriate, advice regarding medical attention necessary for exposed individuals.)

☐ CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

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MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY NOTIFIED

INITIAL CONTACT BY: ☐ **Telephone** ☐ **Fax** ☐ **Email** ☐ **Other**

DATE/TIME INITIAL CONTACT:_____

☐ PEAS: 800-292-4706 Log Number Assigned _____

☐ DEQ District or Field Office

		Divisions or Offices Contacted:
☐ Baraga	☐ Gwinn	☐ Air Quality
☐ Bay City	☐ Jackson	☐ Land & Water Management
☐ Cadillac	☐ Kalamazoo	☐ Office Geological Survey
☐ Crystal Falls	☐ Lansing	☐ Remediation and Redevelopment
☐ Detroit	☐ Newberry	
☐ Gaylord	☐ Warren	☐ Waste and Hazardous Materials
☐ Grand Rapids	☐ Wyoming	
DEQ Office locations are subject to change		☐ Water Bureau

NAME AND TITLE OF PERSON MAKING INITIAL REPORT:

_____

DEQ STAFF CONTACTED & PHONE NUMBER:

_____

_____

OTHER ENTITIES NOTIFIED

	Date:	Time:
☐ National Response Center (NRC): 800-424-8802	_____	_____
☐ US Coast Guard Office:	_____	_____
☐ Detroit ☐ Grand Haven ☐ Sault Ste. Marie		
☐ US Department of Transportation	_____	_____
☐ US Environmental Protection Agency	_____	_____
☐ 911 (or primary public safety answering point)	_____	_____
☐ Local Fire Department	_____	_____
☐ Local Police and/or State Police	_____	_____
☐ Local Emergency Planning Committee	_____	_____
☐ State Emergency Response Commission via MI SARA Title III Program	_____	_____
☐ Wastewater Treatment Plant Authority	_____	_____
☐ Hazmat Team	_____	_____
☐ Local Health Department	_____	_____
☐ Department of Labor & Economic Growth MIOSHA	_____	_____
☐ Department of Labor & Economic Growth Fire Safety	_____	_____
☐ Michigan Department of Agriculture: 800-405-0101		
☐ Other_____		

PERSON CONTACTED & PHONE NUMBER:

_____

_____

DATE WRITTEN REPORT SUBMITTED	SIGNATURE OF PERSON SUBMITTING WRITTEN REPORT

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C.4 ICS Forms

IAP Cover Sheet

Purpose: The Incident Action Plan (IAP) Cover Sheet documents the signature approval by Unified Command to implement the Incident Action Plan and may serve as a table of contents for the Incident Action Plan.

Preparation: The Planning Section Chief and/or the Situation Unit Leader, while assembling the Incident Action Plan, complete The Incident Action Plan Cover Sheet.

Distribution: Sufficient copies of the Incident Action Plan will be reproduced and to all supervisory personnel at the Section, Branch, Division/Group, and Unit leader levels.

Item	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident.
3.	Date/Time Prepared	Enter the date and time prepared. (Military time).
4.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
5.	Approved By	Signature line for Unified Command (Federal, State, Local, and Responsible Party).
6.	Incident Notes	Enter a brief summary of the incident.
7.	Operational Period Notes	Enter a brief summary of activities for the operational period

The IAP should include the following forms:

Incident Action Plan Cover Sheet
Weather Report
ICS-201 Incident Briefing (Optional)
ICS-202 Response Objectives
ICS-203 Organization Assignment List
ICS-204 Division Assignment List
ICS-205 Communications Plan
ICS-206 Medical Plan
Incident Map(s) (present situation, future trajectories, and plans)
ICS-208 Site Safety Plan (As required)
ICS-209 Incident Status Summary
ICS-220 Air Operations Plan
ICS-230 Meeting Schedule
ICS-232 Resources at Risk Summary
Other forms/sheets as needed for tactical operations

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IAP Cover Sheet

Incident Name:	Operational Period to be covered by IAP: Period (/ / to / /)

Approved by:

FOSC: _____

SOSC: _____

RPIC: _____

Incident Action Plan

Prepared By:	Prepared Date/Time:	
IAP Cover Sheet	Printed:	© 1997-2013 TRG/dbSoft, Inc.

General Incident Information Report (Annex 1 Tab A)

Purpose: The General Incident Information report provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions.

Preparation: The responder receiving the first call reporting the incident prepares the General Incident Information Report. The Situation Unit makes subsequent updates to the form.

Distribution: The initial form will be given to the Incident Commander. When updated, the Planning Section Chief will duplicate the General Incident Information Report and post a copy at the Situation Display in the Command Post. Single copies may then be distributed to the Command Staff, Section Chiefs, and Joint Information Center.

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General Incident Report

Incident:	**Incident Date/Time:**
Person Reporting Incident:	**Prepared:** **at:**
Person Contact Number(s): ( ) -	**Version:**

Pipeline Information and Points of Contact

Pipeline Name:	
Contact:	**Phone: ( ) -**
Owner:	**Phone: ( ) -**
Operator:	**Phone: ( ) -**

Pipeline Specific Information

Type(s) of Product:		
Equipment Involved:		
P/L Marker of Release	**Nearest Upstream Block Valve**	**Nearest Downstream Block Valve**

Incident Information

Incident Location:	**Latitude:**	**Longitude:**
Type of Casualty:		
Total Capacity of Pipeline:	**Potential for Additional Spillage:**	
Material(s) Spilled:	**API Gravity:**	
Estimated Quantity Spilled:	**Classification:**	
Source Secured?:	**If not, Estimated Spill Rate:**	
Notes:		

Incident Status

Injuries/Casualties:		
Fire:	**Fire Status:**	**Fire Assistance:**
Holed:	**Hole Location:**	**Hole Size:**
Notes:		

General Incident Report (Pipeline)		**© 1997-2013 TRG/dbSoft, Inc.**

General Incident Report

Incident:	**Incident Date/Time:**
Person Reporting Incident:	**Prepared:** **at:**
Person Contact Number(s): ( ) -	**Version:**

Facility Information and Points of Contact

Facility Name:	
Type of Facility:	
Number of People at Facility:	
Contact:	**Phone: ( ) -**
Owner:	**Phone: ( ) -**
Operator:	**Phone: ( ) -**

Facility Specific Information

Type(s) of Product:	
Equipment Involved:	

Incident Information

Incident Location:	**Latitude:**	**Longitude:**
Type of Casualty:		
Total Capacity of Common Container:	**Potential for Additional Spillage:**	
Material(s) Spilled:	**API Gravity:**	
Estimated Quantity Spilled:	**Classification:**	
Source Secured?: ☐ **Yes** ☐ **No**	**If not, Estimated Spill Rate:**	

Notes:

Incident Status

Injuries/Casualties:		
Fire: ☐ **Yes** ☐ **No**	**Fire Status:**	**Fire Assistance:**

Notes:

General Incident Report (Facility)		**© 1997-2013 TRG/dbSoft, Inc.**

General Incident Report	
Incident:	Incident Date/Time:
Person Reporting Incident:	Prepared: at:
Person Contact Number(s): ( ) -	Version:

Vessel Information and Points of Contact			
Vessel A		**Vessel B**	
Vessel Name:		Vessel Name:	
Type of Vessel:		Type of Vessel:	
Number of People Onboard:		Number of People Onboard:	
Contact:	Phone: ( ) -	Contact:	Phone: ( ) -
Owner:	Phone: ( ) -	Owner:	Phone: ( ) -
Operator:	Phone: ( ) -	Operator:	Phone: ( ) -

Vessel A Specific Information					
Last Port of Call:		Destination:			Flag:
Particulars	Length:	Tonnage:	Draft Fwd:	Aft:	Year Built:
Type of Hull:			Hull Material:		
Type of Propulsion:					
Petroleum Products Onboard:			Classification:		
Type(s) of Cargo:			Total Number of Tanks on Vessel:		
Total Quantity:			Total Capacity:		
Type of Fuel:			Quantity Onboard:		

Incident Information		
Incident Location:	Latitude:	Longitude:
Type of Casualty:		
Total Capacity of Common Container:	Number of Tanks Impacted:	
Material(s) Spilled:	Potential for Additional Spillage: ☐ Yes ☐ No	
Estimated Quantity Spilled:	API Gravity:	
Source Secured?: ☐ Yes ☐ No	If not, Estimated Spill Rate:	
Notes:		

Incident Status		
Injuries/Casualties:		
Vessel Status:		Set and Drift:
If Under Tow–Est. Time to Dock/Anchor: HR	If Enroute to Anchorage/Berth Under Own Power–Est. Time of Arrival: HR	
Holed:	Hole Location:	Hole Size:
Fire: ☐ Yes ☐ No	Fire Status:	Fire Assistance:
Flooded: ☐ Yes ☐ No	Flood Status:	Flood Assistance:
Notes:		

General Incident Report (Vessel)		© 1997-2013 TRG/dbSoft, Inc.

Notification Report

Purpose: The Notification Report is used to document each Government and Non-Government Organizations (NGO) notified and briefed on the incident.

Preparation: The company representative or the Liaison Officer in the Command Staff prepares the Notification Report.

Distribution: The Notification Report is a critical part of the incident briefing and the Incident Action Plan. When updated, the Situation Unit Leader will post/update the Situation Display in the Command Post.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident	Enter the name assigned to the incident.
2.	Version Name	
3.	Period	Enter the Operational Period date and time.
4.	Prepared By	Enter name and title of the person preparing the form and date/time (Military Time).
5.	Organization Notified	Enter the name of the Organization notified.
	Phone Number	Enter the phone number of the Organization notified.
	Date/Time	Enter the date and time the notification is made.
	Person Contacted	Enter the name of the person notified.
	Person Contacted Email	Enter the email address of the person notified.
	Case Number	Enter the Case Number where applicable (e.g. NRC Case Number).
	Follow Up	Circle Yes or No if follow up is required.
	ETA On Site	Enter the estimated time of arrival of the organization if applicable.
	Notified By	Enter the name of the person making the notification.

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Notification Status Report

Incident:	**Prepared By:** **at:**
Period: to	**Version Name:**

Organization Notified	Phone	Date /Time Notified	Person Contacted	Person Contacted Email	Case No.	Follow Up	ETA On Site	Notified By
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
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	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								
	( ) -					☐ Y ☐	HR	
Notes:								

Notification Status Report			**© 1997-2013 TRG/dbSoft, Inc.**

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Weather Report

Purpose: The Weather Report form provides the Incident Commander (the Command and General Staffs assuming command of the incident) with basic information regarding current incident specific weather conditions, forecast for the next twenty-four (24) and forty-eight (48) hour period. Personnel or responders at the incident location should provide real time current weather data. It also serves as a permanent record of the initial response to the incident.

Preparation: The Planning Section prepares the briefing from data gathered from NOAA's National Weather Service and other sources. The information will be provided to the Situation Unit Leader so he may maintain the information on his static display.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Enter the name assigned to the incident.
2.	Date/Time Prepared	Enter date & time prepared (e.g. 09/17/1996 1500hrs.).
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Prepared By	Enter the name of the person completing the form.
5.	Wind Speed	Enter wind speed. (Indicate either knots or mph)
6.	Wind Direction	Enter the direction from which the wind is blowing.
7.	Air Temperature	Enter on the air temperature in °F.
8.	Barometric Pressure	Enter current barometric pressure in inches.
9.	Humidity	Enter current humidity in percent.
10.	Visibility	Enter visibility in miles. (Use data from surveillance aircraft)
11.	Ceiling	Enter ceiling in feet. (Use data from surveillance aircraft)
12.	High Tide (time)	Enter time for next high tide for current operational period (24 hr).
13.	High Tide (height)	Enter height of next high tide for current operational period (feet).
14.	Sunrise	Enter time of sunrise for current operational period.
15,	Wave Height (feet)	Enter the wave height in feet (e.g., 1-3 feet).
16.	Wave Direction	Enter the direction, which the waves are moving.
17.	Swell Height	Enter the swell height. (feet)
18.	Swell Interval	Enter the swell interval (seconds)
19.	Current Speed	Enter the speed of water current (Indicate either kts or mph).
20.	Current Direction	Enter the direction which the water current is moving,
21.	Water Temperature	Enter the water temperature in °F.
22.	Low Tide (time)	Enter time for next low tide for current operational period (24 hr).
23.	Low Tide (height)	Enter height of next low tide for current operational period (feet).
24.	Sunset	Enter time of sunset for current operational period.
25.	Notes	Enter notes (e.g. thunderstorm activity, wind shift, front movement) about weather data current operational period.
	24 Hour Forecast	
26.	Forecast	Enter forecast (e.g. thunderstorm activity, expected temperature, wind shift, front movement) for forecast period.
	48 Hour Forecast	
27.	Forecast	Enter forecast (e.g. thunderstorm activity, expected temperature, wind shift, front movement) for forecast period.

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Weather Report

Incident:	**Prepared By:** at
Period:	**Version Name:**

Present Conditions

Wind Speed:		Wave Height:	
Wind Direction From The:		Wave Direction:	
Air Temperature:		Swell Height:	
Barometric Pressure:		Swell Interval:	
Humidity:		Current Speed:	
Visibility:		Current Direction Toward:	
Ceiling:		Water Temperature:	
Next High Tide (Time):		Next Low Tide (Time):	
Next High Tide (Height):		Next Low Tide (Height):	
Sunrise:		Sunset:	

Notes:

24 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Notes:

48 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Notes:

Weather Report			© 1997-2013 TRG/dbSoft, Inc.

Incident Briefing (ICS FORM 201)

Purpose: The Incident Briefing form provides the Incident Commander, the Command Staff and General Staff assuming command of the incident with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The Initial Incident Commander prepares the briefing form for presentation to the relieving Incident Commander along with a more detailed oral briefing.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing 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.

ITEM	ITEM TITLE	INSTRUCTIONS
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter name of person completing form and the date & time prepared (e.g. 09/17/1996 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	ICS 201-1 Map Sketch	Show the Areas of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
6.	ICS 201-2 Summary of Current Actions	Brief paragraph on: 1. What, when, and how the incident occurred 2. Surveillance & weather information 3. Overall initial response objectives 4. Timeline of major events or actions that have taken place.
7.	ICS 201-3 Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	ICS 201-4 Resources Summary	Track the following information about the resources allocated to the incident. Name of supplier providing the resource 2. Resource Type (e.g. fire truck, boom, skimmer) 3. Description (e.g. size, name, capacity) 4. Quantity or amount of resource(s) 5. Area of Operation – destination of the resource (e.g. staging area, division, group, task force) 6. Status of each resource (e.g. Standby, En-route with Estimated time of arrival, At Staging, Assigned, & Out of Service).

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ICS 201-1 Incident Briefing Map/Sketch	
Incident:	**Prepared By:** **at**
Period:	**Version Name:**

ICS 201-1 Incident Briefing Map/Sketch			© 1997-2013 TRG/dbSoft, Inc.

ICS 201-2 – Summary of Current Actions	
Incident:	**Prepared at:** **By:**
Period: to	**Version Name:**

Incident Information

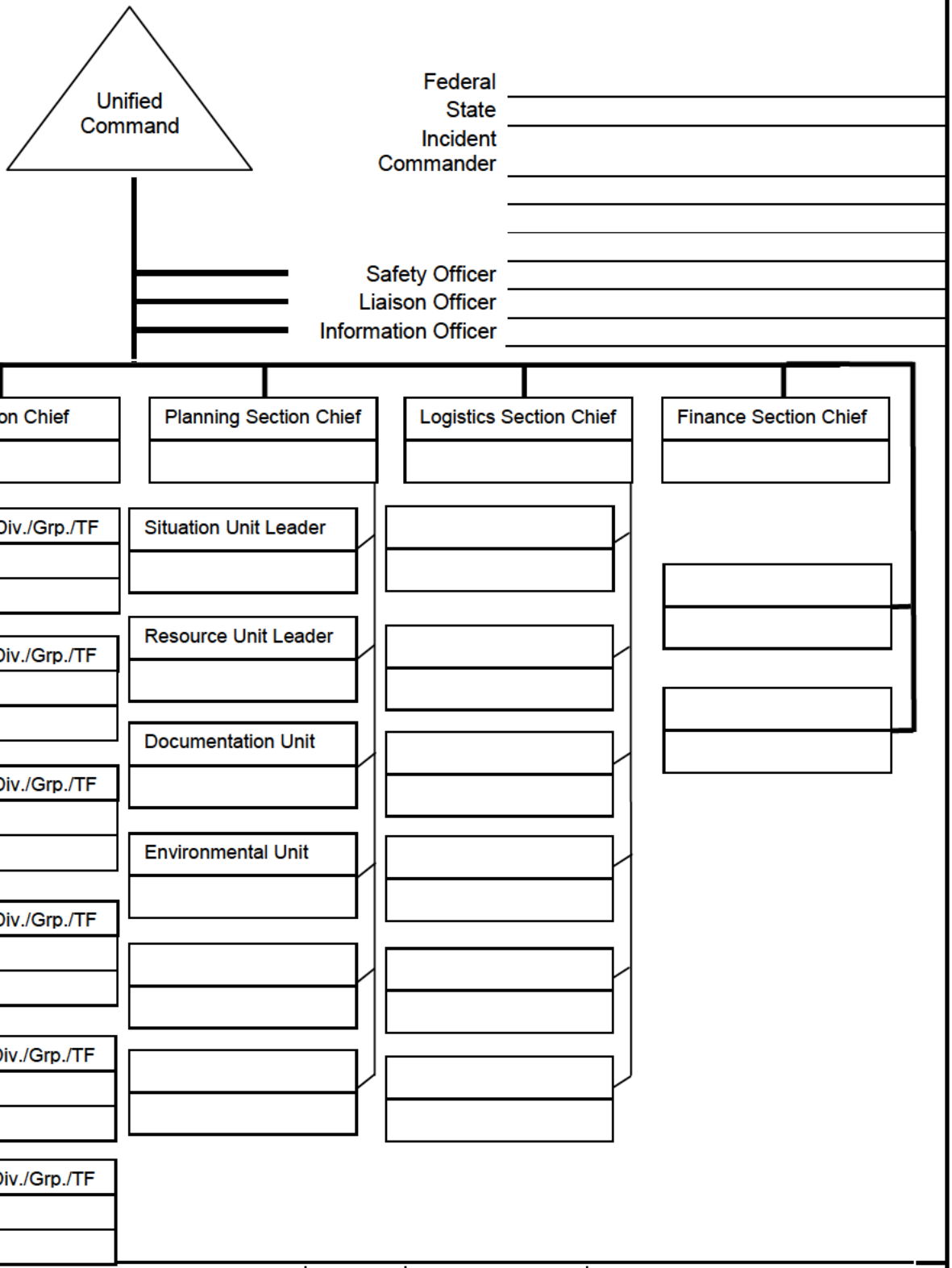
Initial Incident Objectives

Summary of Current Actions	
Date/Time	**Action/Note**

ICS 201-2 Summary of Current Actions			© 1997-2013 TRG/dbSoft, Inc.

ICS 201-3 Current Organization

Incident:	Prepared By: at:
Period:	Version Name:



ICS 201-3 – Current Organization			© 1997-2013 TRG/dbSoft, Inc.

ICS 201-4 – Resource Summary								
Incident:					Period:			
ID	Supplier	Resource Type	Description	Quantity	Size	Area of Operation	Status	Status Date/Time
ICS 201-4 Resource Summary						© 1997-2013 TRG/dbSoft, Inc.		

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ICS 201-5 Site Safety and Control Analysis

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Site Control

1. Is Site Control set up? ☐ Yes ☐ No	2. Is there an on-scene command post? ☐ Yes ☐ No If so, where?
3. Have all personnel been accounted for? ☐ Yes ☐ No ☐ Don't Know	Injuries: Fatalities: Unaccounted: Trapped:
4. Are observers involved, or rescue attempts planned? Observers: ☐ Yes ☐ No Rescuers: ☐	5. Are decon areas setup? ☐ Yes ☐ No If so, where?

Hazard identification, immediate signs of: (if yes, explain in Remarks)

1. Electrical line(s) down or overhead? ☐ Yes ☐ No	2. Unidentified liquid or solid products visible? ☐ Yes ☐ No
3. Wind direction across incident: ☐ Towards your position Wind Speed ☐ Away from	4. Is a safe approach possible? ☐ Yes ☐ No
5. Odors or smells? ☐ Yes ☐ No	6. Vapors visible? ☐ Yes ☐ No
7. Holes, ditches, fast water, cliffs, etc. nearby? ☐ Yes ☐ No	8. Fire, sparks, sources of ignition nearby? ☐ Yes ☐ No
9. Is local traffic a potential problem? ☐ Yes ☐ No	10. Product placards, color codes visible? ☐ Yes ☐ No
11. Other Hazards? ☐ Yes ☐ No	12. As you approach the scene from the upwind side, do you note a change in the status of any of the above? ☐ Yes ☐ No

Hazard Mitigation: have you determined the necessity for any of the following?

1. Entry Objectives:

2. Warning sign(s), barriers, color codes in place? ☐ Yes ☐ No

3. Hazardous material being monitored? ☐ Yes ☐ No
   - 3a. Sampling Equipment:
   - 3b. Sampling location(s):
   - 3c. Sampling frequency:
   - 3d. Personal exposure monitoring:

4. Protective gear / level:
   - 4a. Gloves:
   - 4b. Respirators:
   - 4c. Clothing:
   - 4d. Boots:
   - 4e. Chemical cartridge change frequency:

5. Decon
   - 5a. Instructions:
   - 5b. Decon equipment and materials:

6. Emergency escape route established? ☐ Yes ☐ No
   Route?

7. Field responders briefed on hazards? ☐ Yes ☐ No

8. Remarks:

ICS 201-5 Site Safety and Control Analysis		**© 1997-2013 TRG/dbSoft, Inc.**

ICS 201-7 – Recon Tactical Assessment		
Incident:	**Prepared By:** **at:**	
Period:	**Version Name:**	
Access route to site:		
Closest helicopter landing spot:		
Type of substance:	**Est. spill volume:**	**Est. spill rate:**
Source/cause of Spill (valve, break in line, rupture, truck, and/or vessel, cause known/unknown):		
Weather (air temperature / precipitation / cloud cover / ceiling / visibility / wind speed / direction):		
Recommended follow-on personnel and equipment:		
Current Situation Narrative (Brief) **Direction of oil movement:** **Description of contaminated area:** **Nearest access:** **Proximity to sensitive areas:** **Is containment achieved:** **Additional information:**		
Response action taken:		
Response equipment needed to establish control/containment:		
ICS 201-7 – Recon Tactical Assessment		**© 1997-2013 TRG/dbSoft, Inc.**

Response Objectives Form (ICS FORM 202)

Purpose: The Response Objectives Form describes the basic incident strategy, control objectives, and safety considerations for use during the next operational period.

Preparation: The Response Objectives Form is completed by the Planning Section Chief following each formal Planning Meeting conducted in preparation for the Incident Action Plan.

Distribution: The Response Objectives Form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group and Unit leader levels.

NOTE: ICS 202, Response Objectives, serves as part of the IAP, which is not considered complete until attachments are included.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Version Name	
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Prepared By	Enter the name of the Planning Section Chief or person completing the form and the date & time prepared (e.g. 09/17/1996 1500hrs).
5.	Overall Incident Objective(s)	What you plan to do in priority order. Enter short, clear and concise statements of the objectives for managing the response. The overall incident objectives usually apply for the duration of the incident. (e.g. Contain and Recover Spilled Material)
6.	Tactical Objectives for specific Operational Period	How you plan to accomplish objectives. Enter short, clear and concise statements of the objectives for the incident response for this operational period. Include alternatives. (e.g. Deploy containment boom at appropriate collection areas)
7.	Safety Messages for the specified Operational Period	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.

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ICS 202 - General Response Objectives			
Incident:	**Prepared By:**	**at:**	
Period:	**Version Name:**		
Overall and Tactical Objectives			
		Assigned to:	Status
1. Ensure the Safety of Citizens and Response Personnel			
☐ 1a. Identify hazard(s) of spilled material			
☐ 1b. Establish site control (hot zone, warm zone, cold zone, & security)			
☐ 1c. Consider evacuations if needed			
☐ 1d. Establish vessel and/or aircraft restrictions			
☐ 1e. Monitor air in impacted areas			
☐ 1f. Develop site safety plan for personnel & ensure safety briefings are conducted			
2. Control the Source of the Spill			
☐ 2a. Complete emergency shutdown			
☐ 2b. Conduct firefighting			
☐ 2c. Initiate temporary repairs			
☐ 2d. Transfer and/or lighter product			
☐ 2e. Conduct salvage operations, as necessary			
3. Manage a Coordinated Response Effort			
☐ 3a. Complete or confirm notifications			
☐ 3b. Establish a unified command organization and facilities (command post, etc.)			
☐ 3c. Ensure local and tribal officials are included in response organizations			
☐ 3d. Initiate spill response Incident Action Plans (IAP)			
☐ 3e. Ensure mobilization & tracking of resources & account for			

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personnel & equip		
☐ 3f. Complete documentation		
4. Maximize Protection of Environmentally-Sensitive Areas		
☐ 4a. Implement pre-designated response strategies		
☐ 4b. Identify resources at risk in spill vicinity		
☐ 4c. Track oil movement and develop spill trajectories		
☐ 4d. Conduct visual assessments (e.g., overflights)		
☐ 4e. Development/implement appropriate protection tactics		

ICS 202 General Response		**© 1997-2013 TRG/dbSoft, Inc.**

ICS 202 - GENERAL RESPONSE OBJECTIVES		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	
Overall and Tactical Objectives		
	Assigned to:	Status
5. Contain and Recover Spilled Material		
☐ 5a. Deploy containment boom at the spill site & conduct open-water skimming		
☐ 5b. Deploy containment boom at appropriate collection areas		
☐ 5c. Evaluate time-sensitive response technologies (e.g., dispersants, in-situ burning)		
☐ 5d. Develop disposal plan		
6. Recover and Rehabilitate Injured Wildlife		
☐ 6a. Establish oiled wildlife reporting hotline		
☐ 6b. Conduct injured wildlife search and rescue operations		
☐ 6c. Setup primary care unit for injured wildlife		
☐ 6d. Operate wildlife rehabilitation center		
☐ 6e. Initiate citizen volunteer effort for oiled bird rehabilitation		
7. Remove Oil from Impacted Areas		
☐ 7a. Conduct appropriate shoreline cleanup efforts		
☐ 7b. Clean oiled structures (piers, docks, etc.)		
☐ 7c. Clean oiled vessels		
8. Minimize Economic Impacts		
☐ 8a. Consider tourism, vessel movements, & local economic impacts		
☐ 8b. Protect public and private assets, as resources permit		
☐ 8c. Establish damage claims process		
9. Keep Stakeholders and Public Informed of Response Activities		
☐ 9a. Provide forum to obtain stakeholder input and concerns		
☐ 9b. Provide stakeholders with details of response actions		
☐ 9c. Identify stakeholder concerns and issues, and address as practical		

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☐ 9d. Provide timely safety announcements			
☐ 9e. Establish a Joint Information Center (JIC)			
☐ 9f. Conduct regular news briefings			
☐ 9g. Manage news media access to spill response activities			
☐ 9h. Conduct public meetings, as appropriate			
ICS 202 General Response Objectives			**© 1997-2013 TRG/dbSoft, Inc.**

Organization Assignment List (ICS FORM 203)

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), which is posted on the Incident Command Post display.

Preparation: The list is prepared and maintained by the Resources Unit under the direction of the Planning Section chief.

Distribution: The Organization Assignment List is duplicated and included in the Incident Action Plan.

NOTE: An Organization Assignment List may be completed any time the number of personnel assigned to the incident increase or decrease or a change in assignments occurs.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Resources Unit member or person preparing the form and the date & time prepared (e.g. 09/17/1996 1500hrs).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
6.	Title	
7.	Name	Name of person staffing the position
	Phone, Fax, Radio, Other	List the numbers where the person staffing can be reached at or information can be sent to.

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ICS 203 - Organization Assignment

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Command Staff

Title	Name	Mobile	Pager	Other	Radio
Federal (FOSC)		( ) -	( ) -	( ) -	
State (SOSC)		( ) -	( ) -	( ) -	
RP(s)		( ) -	( ) -	( ) -	
Incident Commander		( ) -	( ) -	( ) -	
Deputy Incident Commander		( ) -	( ) -	( ) -	
Safety Officer		( ) -	( ) -	( ) -	
Information Officer		( ) -	( ) -	( ) -	
Liaison Officer		( ) -	( ) -	( ) -	
Intelligence Officer		( ) -	( ) -	( ) -	

Operations Section

Title	Name	Mobile	Pager	Other	Radio
Operations Section Chief		( ) -	( ) -	( ) -	
Deputy Operations Section Chief		( ) -	( ) -	( ) -	
Staging Area Manager		( ) -	( ) -	( ) -	
Recovery & Prot. Branch Director		( ) -	( ) -	( ) -	
Emergency Resp. Branch Director		( ) -	( ) -	( ) -	
Air Ops Branch Director		( ) -	( ) -	( ) -	
Wildlife Branch Director		( ) -	( ) -	( ) -	
Branch Director		( ) -	( ) -	( ) -	
Division/Group Supervisor		( ) -	( ) -	( ) -	
Disposal Group Supervisor		( ) -	( ) -	( ) -	

Planning Section

Title	Name	Phone	Fax	Other	Radio
Planning Section Chief		( ) -	( ) -	( ) -	
Deputy Planning Section Chief		( ) -	( ) -	( ) -	
Situation Unit Leader		( ) -	( ) -	( ) -	
Resource Unit Leader		( ) -	( ) -	( ) -	
Documentation Unit Leader		( ) -	( ) -	( ) -	
Technical Specialist		( ) -	( ) -	( ) -	
Demobilization Unit Leader		( ) -	( ) -	( ) -	
Check In Recorder		( ) -	( ) -	( ) -	

ICS 203 Organization Assignment			**© 1997-2013 TRG/dbSoft, Inc.**

ICS 203 - Organization Assignment (Continued)

Incident:	Prepared By: at
Period:	Version Name:

Logistics section

Title	Name	Phone	Fax	Other	Radio
Logistics Section Chief		( ) -	( ) -	( ) -	
Deputy Logistics Section Chief		( ) -	( ) -	( ) -	
Service Branch Director		( ) -	( ) -	( ) -	
Medical Unit Leader		( ) -	( ) -	( ) -	
Food Unit Leader		( ) -	( ) -	( ) -	
Communication Unit Leader		( ) -	( ) -	( ) -	
Support Branch Director		( ) -	( ) -	( ) -	
Supply Unit Leader		( ) -	( ) -	( ) -	
Facilities Unit Leader		( ) -	( ) -	( ) -	
Ground Support Unit Leader		( ) -	( ) -	( ) -	
Vessel Support Unit Leader		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	

Finance Section

Title	Name	Phone	Fax	Other	Radio
Finance Section Chief		( ) -	( ) -	( ) -	
Deputy Finance Section Chief		( ) -	( ) -	( ) -	
Time Unit Leader		( ) -	( ) -	( ) -	
Procurement Unit Leader		( ) -	( ) -	( ) -	
Compensation/Claims Unit Leader		( ) -	( ) -	( ) -	
Cost Unit Leader		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	

Source Control Section

Title	Name	Phone	Fax	Other	Radio
Salvage/Source Control Group		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	

ICS 203 Organizational Assignment			© 1997-2013 TRG/dbSoft, Inc.

Assignment List (ICS FORM 204)

Purpose: The Assignment List(s) is used to inform Operations Section personnel of Incident assignments. Once the Incident Command and General Staff agree to the assignments, the assignment information is given to the appropriate Units/Divisions/Groups.

Preparation: The Operations & Planning Staff will prepare the Assignment List(s) using guidance from the Response Objectives (ICS Form 202), the Operational Planning Worksheet (ICS Form 215) and Resource Unit Leader. The Planning Section Chief will approve the Assignments List. When approved, it is included in the Incident Action Plan.

Distribution: The Assignment List is duplicated and included in the Incident Action Plan. In some cases, assignments may be communicated via radio.

NOTE: A separate sheet is used for each Division or Group.

Item	Item Title	Instructions
1.	Branch	Enter the Branch name.
2.	Division/Group	Enter the Division/Group name.
3.	Incident	Enter the name assigned to the incident.
4.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
5.	Area Map (optional)	
6.	Tactical Objective	Enter a brief statement o f the tactical objective to accomplish for the specified area.
7.	Description of Work	Enter a brief description of work to be accomplished to meet the objective specified for the area.
8.	Location of Work	Enter directions how to access the site or work area.
9.	Safety Message	Enter information such as known safety hazards and specific precautions to be observed in the area.
10.	Environmental Considerations	Enter any environmental issues or areas to consider.
11.	Operational Personnel, Phone, Radio, & Pager	Enter the operational personnel in charge of the area along with contact information for each.
12.	Equipment Resources	Enter the resource information for each resource assigned to the area or site such as supplier, resource type, description, quantity, and status.
13.	Manpower Resources	Enter the manpower assigned to the area or site such as supplier, resource type, description, quantity, and status.
14.	Prepared By	Enter the name of the Resources Unit Member or person completing the form.
15.	Approved By	Enter the name of the person approving the form (usually the Planning Section Chief).
16.	Date/Time Approved	Enter the date/time the form was approved.

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ICS 204 - Assignment List

Incident:	**Branch:**
Period:	**Division:**

Operations Personnel

Title	Name	Affiliation	Contact Number(s)	
Operations Section			( ) -	( ) -
Branch Director			( ) -	( ) -
Division/Group/STA			( ) -	( ) -
			( ) -	( ) -

Incident Resources – Equipment

Supplier	Resource Type	Description	Quantity	Size	Status

Assignments

Special Instructions for Division/Group

Communications

Name/Function	Radio: Frequency/ System/ Channel	Phone	Cell/Pager
		( ) -	( ) -
		( ) -	( ) -
		( ) -	( ) -

Emergency Communications

Medical	Evacuation	Other

Prepared by (Resource Unit Leader):	**Approved by (Planning Section Chief):**	**Date/Time Approved:**
ICS 204 Assignment List		**© 1997-2013 TRG/dbSoft, Inc.**

ICS 204 - Assignment List

Incident:	**Branch:**
Period:	**Division:**
Prepared by Signature:	**Task Force:**
Approved by Signature:	**Group:**

Tactical Objective

Description of Work

Location of Work

Work Assignment Special Instructions

Special Equipment/Supplies Needed for Assignment

Special Environmental Considerations

Special Site-Specific Safety Considerations

Shoreline Cleanup Assessment Team (SCAT) Considerations

Prepared by (Resource Unit Leader):	**Approved by (Planning Section Chief):**	**Date/Time Approved:**

ICS 204 Assignment List **© 1997-2013 TRG/dbSoft, Inc.**

Communications Plan (ICS 205)

Purpose: The Communications Plan provides, in one location, information on all phone & radio frequency assignments for each operational period. Information from the Communications Plan on phone and frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

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

Distribution: The Communications Plan is duplicated and given to all recipients of the Incident Action Plan including the Incident Communications Center. Information from the plan is normally placed on the appropriate Assignment List(s) (ICS Form 204).

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Communications Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Phone Listing	Enter the phone numbers assigned to each person to be used on the incident.
	Name	Enter the name of the person
	Phone, Fax, & Radio	Enter the phone, fax, and radio number assigned to each person
	Radio Utilization	Enter the radio channel/frequency assigned to each person, place, or resource used on the incident.
6.	System	Enter the name of the communication system
	Channel	Enter the radio channel being utilized
	Function	Enter what function the frequency is being used for
	Frequency	Enter the frequency being utilized
	Assignment	Enter the communication system assignment
	Notes	Enter any notes or comments about the system

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ICS 205 – Communications Plan					
Incident:			**Prepared By:**	**at:**	
Period:			**Version Name:**		
Phone Listing					
Name	**Main Phone**	**Fax**	**Other No. – Desc.**	**Other No. – Desc.**	**Radio**
Radio Utilization					
System	**Channel**	**Function**	**Frequency**	**Assignment**	**Notes**
ICS 205 Communications Plan					**© 1997-2013 TRG/dbSoft, Inc.**

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Medical Plan (ICS FORM 206)

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 an attachment to the Response Objectives Form (ICS 202), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on the Assignment list(s) (ICS Form 204).

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Medical Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Operational Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	First Aid Stations	Enter name, location, and contact information for the incident medical first aid stations (e.g. Staging Area, Camp Ground) and indicate if paramedics are located at the site by entering “Yes” or “No” in the Paramedics (EMT) field.
6.	Transportation	
	Ground Ambulance Services	List name and address of ambulance services (e.g. Shaeffer, 4358 Brown Parkway, Corona). Provide phone numbers and indicate if ambulance company has paramedics by entering “Yes” or “No” in the Paramedics (EMT) field.
7.	Air Ambulance Services	List name and address of ambulance services (e.g. Shaeffer, 4358 Brown Parkway, Corona). Provide phone numbers and indicate if ambulance company has paramedics or doctors by entering “Yes” or “No” in the Doctor and Paramedics (EMT) field.
8.	Hospitals	List hospitals, which will serve this incident. Hospital name, address, phone number, radio and enter “Yes” or “No” to indicate whether the hospital has a burn center and/or helipad.
9.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.

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ICS 206 – Medical Plan

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

First Aid Stations

Name	Location	EMT (On-Site)	Phone	Radio

Transportation (Ground and/or Ambulance Services)

Name	Location	EMT	Phone	Radio

Air Ambulances

Name	Location	Doctor/Nurs EMT	Phone	Radio

Hospitals

Name	Location	Helipad Burn Center	Phone	Radio

Special Medical Emergency Procedures

ICS 206 Medical Plan			© 1997-2013 TRG/dbSoft, Inc.

Incident Organization Chart (ICS FORM 207)

Purpose: The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The attached chart is an example of the kind of Organizational Chart used in the ICS. Personnel responsible for managing organizational positions would be listed in each box as appropriate.

Preparation: The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

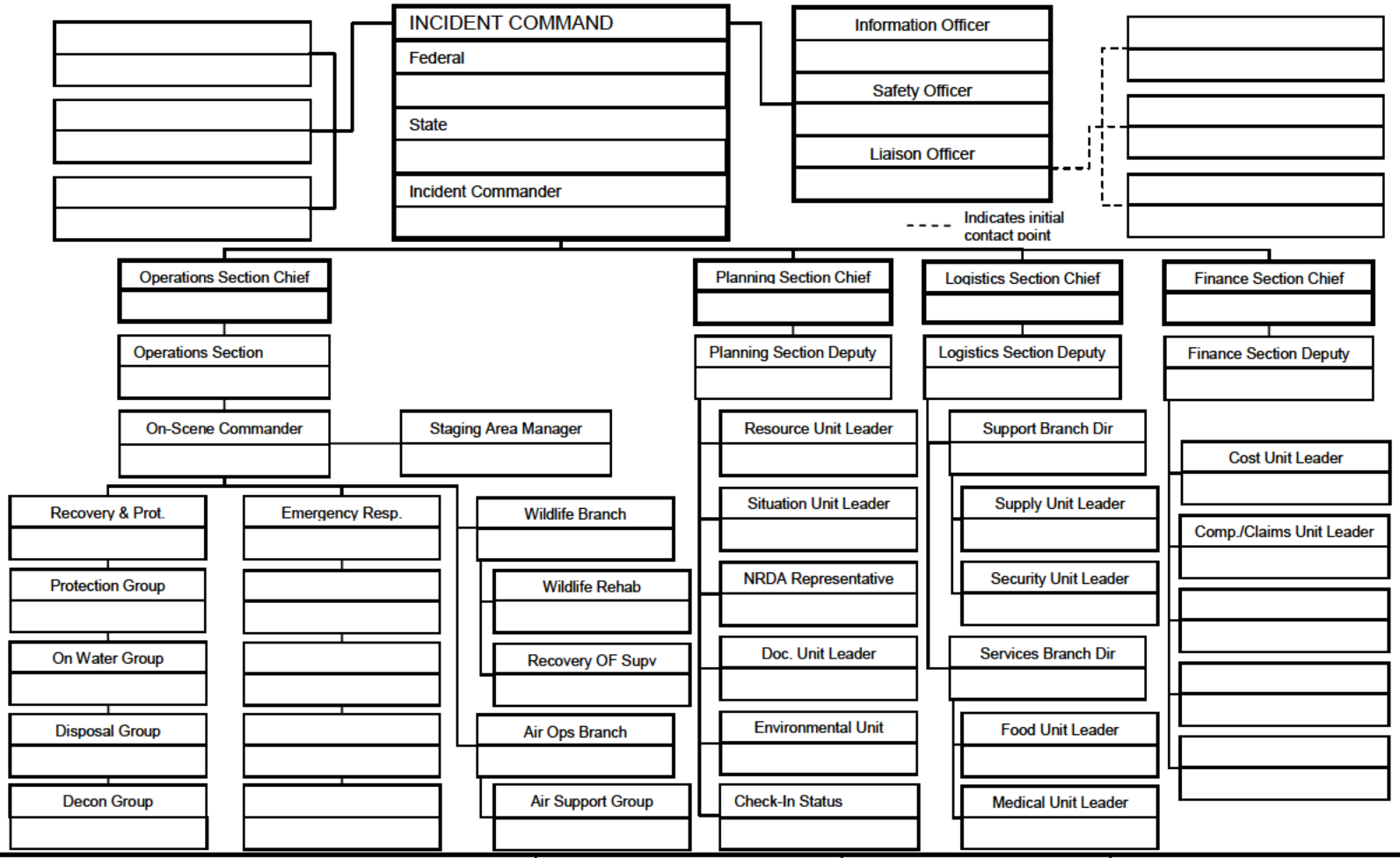
Distribution: When completed, the chart is posted on the display board located at the Incident Command Post.

Wall Size Chart. The ICS Form 207 WS is a large chart that is primarily used to post on the command post display board for better visibility.

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ICS 207 – Organization Chart

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**



ICS 207 – Organization Chart			**© 1997-2013 TRG/dbSoft, Inc.**

Site Safety And Health Plan (ICS FORM 208)

Purpose: The Site Safety and Health Plan (SSHP) is a site-specific document required by state and federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations work plan, personnel training requirements, PPE selection criteria, site-specific medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings), pre-operations commencement health and safety briefings for all incident participants, and quality assurance of SSHP effectiveness,

Preparation: The Safety Officer prepares the SSHP with input from the Industrial Hygienist and Medical Unit Leader.

Distribution: The SSHP is distributed to the Operations Section Chief for implementation and promulgation to all operational groups and responding agencies. A copy is provided to the Incident Commander, the Command Staff, and the General Staff.

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ICS 208 – Site Safety Plan

Incident:	**Prepared by:** **at:**
Period:	**Version Name:**

Revision:

Applies To Site:

Products: (Attach

SITE CHARACTERIZATION

Water:
Wave Height: _____ Wave Direction: _____
Current Speed: _____ Current Direction: _____
Land: _____ Use: _____
Weather: _____ Temp: _____
Wind Speed: _____ Wind Direction: _____

Pathways for Dispersion:

Site Hazards

- ☐ Boat Safety
- ☐ Chemical hazards
- ☐ Cold Stress
- ☐ Confined Spaces
- ☐ Drum handling
- ☐ Equipment operations
- ☐ Electrical operations
- ☐ Fatigue
- ☐ Other
- ☐ Fire, explosion, in-situ burning
- ☐ Heat stress
- ☐ Helicopter operations
- ☐ Lifting
- ☐ Motor vehicles
- ☐ Noise
- ☐ Overhead/buried utilities
- ☐ Plants/wildlife
- ☐ Other
- ☐ Pump hose
- ☐ Slips, trips, and falls
- ☐ Steam and hot water
- ☐ Trenching/Excavation
- ☐ UV Radiation
- ☐ Visibility
- ☐ Weather
- ☐ Work near water
- ☐ Other

Air Monitoring

%02: _____ **%LEL:** _____ **ppm Benzene:** _____

ppm H2S: ☐ **Other (Specify):**

CONTROL MEASURES

Engineering Controls

- ☐ Source of release secured
- ☐ Site secured
- ☐ Valve(s) closed
- ☐ Facility shut down
- ☐ Energy source locked/tagged out
- ☐ Other _____

Personal Protective Equipment

- ☐ Impervious suit
- ☐ Inner gloves
- ☐ Outer gloves
- ☐ Flame resistance clothing
- ☐ Hard hats
- ☐ Respirators
- ☐ Eye protection
- ☐ Personal floatation
- ☐ Boots
- ☐ Other _____

Additional Control Measures

- ☐ Decontamination
- ☐ Sanitation
- ☐ Illumination
- ☐ Medical Surveillance
- ☐ Stations established
- ☐ Facilities provided – OSHA 29 CFR 1910.120n
- ☐ Facilities provided – OSHA 29 CFR 1910.120m
- ☐ Provided – OSHA 29 CFR 1910.120fq

ICS 208 Site Safety Plan			**© 1997-2013 TRG/dbSoft, Inc.**

ICS 208 – Site Safety Plan

Incident:	Prepared By: at:
Period:	Version Name:

WORK PLAN

☐ Booming ☐ Skimming ☐ Vac trucks ☐ Pumping ☐ Excavation
☐ Heavy equipment ☐ Sorbent pads ☐ Patching ☐ Hot work ☐ Appropriate permits used
☐ Other

TRAINING

☐ Verified site workers trained per OSHA 29 CFR 1920.120

ORGANIZATION

Title	Name	Telephone/Radio
Incident Commander:		
Deputy Incident Commander:		
Safety Officer:		
Public Affaire Officer:		
Other:		

EMERGENCY PLAN

☐ Alarm system: _____
☐ Evacuation plan: _____
☐ First aid location _____

Notified

☐ Hospital		Phone:	
☐ Ambulance		Phone:	
☐ Air ambulance		Phone:	
☐ Fire		Phone:	
☐ Law enforcement		Phone:	
☐ Emergency response/rescue		Phone:	

PRE-ENTRY BRIEFING

☐ Initial briefing prepared for each site

INCLUDING ATTACHMENTS/APPENDICES

Attachments	Appendices
☐ Site Map	☐ Site Safety Program Evaluation Checklist
☐ Hazardous Substance Information Sheets	☐ Confined Space Entry Checklist
☐ Site Hazards	☐ Heat Stress Consideration
☐ Monitoring Program	☐ Cold Stress and Hypothermia Consideration
☐ Training Program	☐ First Aid for Bites, Stings, and Poisonous Plant Contact
☐ Confined Space Entry Procedure	☐ Safe Work Practice for Oily Bird Rehabilitation
☐ Safe Work Practices for Boats	☐ SIPI Site Pre-Entry Briefing
☐ PPE Description	☐ Personnel Tracking System
☐ Decontamination	
☐ Communication and Organization	
☐ Site Emergency Response Plan	

ICS 208 – Site Safety Plan			© 1997-2013 TRG/dbSoft, Inc.

Incident Status Summary (ICS FORM OS-209)

Purpose: The Incident Status Summary serves the following purposes:

1. Used by Situation Unit personnel for posting information on Status Boards.
2. When duplicated and provided to Command Staff members, it provides them with basic information for use in planning for the next operational period.
3. It provides information to the Information Officer for preparation of media releases.
4. It summarizes incident information for local and off-site coordination centers.

Preparation: The Situation Unit prepares the Incident Status Summary. Resources information should be obtained from the Resources Unit. It is 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.

Distribution: When completed, the form is duplicated and copies are distributed to the Incident 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.

Item	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Situation Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	Suggested to be the date and time at which the report was created/updated.
5.	Type of Incident	Indicate (check box) and/or fill-in the type of incident(s).
6.	Situation Status Summary as of Time of Report	Summary of current situation at time of report.
7.	Future Outlook/Goals/ Needs/Issues	This section is for the IC/UC to discuss/project their future outlook, goals, requirements, needs and issues.
8.	Safety Status/Personnel Casualty Summary	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 3) to the time entered in the Time of Report (Item 4).
9.	Property Damage Summary	Enter estimated dollar values for each item, if known.

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10.	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	Ordered but not yet arrived/available.
	Available	Arrived on scene, stored in staging, not assigned to any task, available for use.
	Assigned	Assigned to a specific task.
	Out of Service	Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
11.	Personnel Resources	Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
12.	HAZMAT/Oil 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 3) to the time entered in the Time of Report (Item 4).
13.	HAZMAT/Oil 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).
14.	HAZMAT/Oil 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 14.

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15.	HAZMAT/Oil 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.
16.	HAZMAT/Oil 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.
17.	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 3) to the time entered in the Time of Report (Item 4).
18.	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 3) to the time entered in the Time of Report (Item 4).
19.	Sorties/Patrols Summary	This information is only tracked if the incident involves military sorties. 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 3) to the time entered in the Time of Report (Item 4).
20.	Use of Force Summary	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 3) to the time entered in the Time of Report (Item 4).
21.	Operational Controls	This information is only tracked if the incident involves Operational Control activities initiated, in force and removed.

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ICS 209 - Incident Status Summary

Incident:	Prepared By:	at:
Period:	Version Name:	

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	☐ Other

Situation Summary as of Time of Report

Future Outlook/Goals/Needs/Issues

Safety Status/Personnel Casualty Summary

Casualty Type	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			

Property Damage Summary

Property Type	Est. Damage Amount
Vessel	
Cargo	
Facility	
Other	

ICS 209 Incident Status Summary			© 1997-2013 TRG/dbSoft, Inc.

ICS 209 - Incident Status Summary

Incident:	Prepared By:	at:
Period:	Version Name:	

Equipment Resources

Type	Notes	Ordered	Available / Staged	Assigned	Out-of-Service
Aircraft –					
Aircraft – Helo					
Pollution					
Pollution					
Pollution					
Pollution					
Pollution					
Pollution					
Vehicles –					
Vehicles – Car					
Vehicles -					
Vehicles –					
Vessels –					
Vessels –					
Vessels – Pilot					
Vessels –					
Vessels –					
Vessels –					

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:	

ICS 209 Incident Status Summary			© 1997-2013 TRG/dbSoft, Inc.

ICS 209 - Incident Status Summary

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

HAZMAT/Oil Spill Status (Estimated)

Common Name(s):			
UN Number:		**Source Status:** ☐ Secured	☐ Unsecured
CAS Number:		**Remaining Potential:**	
All estimates are in		**Rate of Spillage:**	

	Adjustments to Previous Operational Period	Since Last Report	Total
Volume Spilled/Released			
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:			

Comments:

HAZMAT/Oil Waste Management (est., since last report)

Waste Type	Recovered	Disposed	Stored
Oil			
Oily Liquid			
Liquid			
Oily Solid			
Solid			

Comments:

HAZMAT/Oil Shoreline Impacts (Estimated)

Degree of Impact	Affected	Cleaned	To be Cleaned
Very Light			
Light			
Medium			
Heavy			
Total:			

Comments:

HAZMAT/Oil Wildlife Impacts (Since last report)

Wildlife Type	Captured	Cleaned	Released	DOA	Died in Facility	
					Euthanized	Other
Bird						
Mammal						
Reptile						
Fish						
Total:						

Comments:

ICS 209 Incident Status Summary **© 1997-2013 TRG/dbSoft,**

ICS 209 - Incident Status Summary

Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Evacuation Status

	Since Last Report	Adjustments to Previous Op. Period	Total
Total to be Evacuated			
Number Evacuated			

Migrant Interdiction

	Since Last Report	Adjustments to Previous Op. Period	Total
Vessels Interdicted			
Migrants Interdicted at Sea			
Migrants Interdicted Ashore			
Injured			
MEDEVAC'd			
Deaths			
Migrants Repatriated			

Sorties/Patrols Summary

Air	Since Last Report	Total
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		
Surface	**Since Last Report**	**Total**
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		

Use of Force Summary

Category	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		

Operational Controls

Currently in Force

Type	Initiating Unit	Initiated Date	Activity #

Removed Since Last Report

Type	Initiating Unit	Initiated Date	Date Removed	Activity #

ICS 209 Incident Status Summary			**© 1997-2013 TRG/dbSoft,**

Change Status (ICS FORM 210)

Purpose: The Change Status Form is used by the incident Communications Center Manager to record status change information received on resources assigned to the incident.

Initiation of Form: The form is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution: The Status Change Form is given to the Resources Unit.

Item	Item Title	Instructions
1.	Designator Name/ID No.	Enter the appropriate designator for the kind of resource. The resource type codes are in ICS 020-1, Resource Listings.
2.	Status	Determine the current status of the resource. If out-of-service status is checked, enter the time when the resource will return to service (ETR).
3.	From/Location/To	Place a checkmark in the FROM column indicating the current location of the resource (where it came from). Also place a check in the TO column indicating the assigned location of the resource. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Redfern Staging Area, Camp Hood).
4.	Message	Enter any special information provided by the resource or dispatch center such as individual designators of strike teams and task forces.
5.	Time	Enter the time of the status change (24-hour clock).
6.	Resources Process	Resources Process

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ICS 210 – Change Status

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Incident Resources to Change

ID	Supplier	Resource Type	Description	Quantity	Size	Current Location	Current Status

New Status and/or Location

New Status: _____

New Location: _____

Date/Time of Change:

Notes (Special Instructions, Safety Notes, Hazards, Priorities)

ICS 210 – Change Status			© 1997-2013 TRG/dbSoft, Inc.

Check In List (ICS FORM 211)

Purpose: Provides written documentation as to when personnel and equipment arrive at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List.

Initiation of Form: 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, which are completed by personnel at the various check-in locations, 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.

Item	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in Location	Check the appropriate location.
3.	Operational Period	Enter the date and time interval for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Date/Time Prepared	Enter date & time prepared (e.g. 09/17/2000 1500hrs.).
5.	Prepared By	Enter the name of the Resource Unit Leader or person preparing the form.
6.	Name	Enter name (last, first).
7.	Classification	Enter job classification (e.g. spill tech, supervisor…).
8.	Company	Enter name of individual's employer.
9.	Check-In Date/Time	Enter date and time entering site (01/01/01 / 0600 hr).
10.	Check-Out Date/Time	Enter date and time exiting site (01/01/01 / 0600 hr).
11.	Home Base	Location at which the resource/individual is normally assigned. (May not be departure location).
12.	Method of travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
13.	Assigned Position	Assignment at time of dispatch.

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ICS 211p – Check-In List (Personnel)					
Incident:			Prepared By:		at:
Period:	to		Version Name:		
Check-In Location - -	☐ Command Post	☐ Staging Area	☐ Other	-->	Location Name:

Personnel Check-In Information

Name (Last, First) & Contact Information	Classification & Company/Agency	Assigned Section & Position	Quantity & UOM	Check-In Date/Time	Check-Out Date/Time Destination

ICS 211P Check-In List (Personnel)			© 1997-2013 TRG/dbSoft, Inc.

ICS 211e – Check-In List (Equipment)					
Incident:			Prepared By:		at:
Period:			Version Name:		
Check-In Location: ☐ Command Post ☐ Staging Area ☐ Other --> Location Name:					
Equipment Check-In Information					
Equipment Description & Identifier	Supplier & Contact Information	Quantity & UOM	Size & UOM	Check-In Date/Time & Assignment	Check-Out Date/Time & Destination
ICS 211e Check-In List (Equipment)					© 1997-2013 TRG/dbSoft, Inc.

Resource Request (ICS FORM 213RR)

REQUESTOR: The requestor must fill in Blocks 1 through 8.

Item	Item Title	Instructions
1.	Requested by	Person requesting resource(s).
2.	Priority	Low, Medium, High, or Immediate. This information is needed for the ordering official. This will be considered routine or low priority unless otherwise indicated.
3.	Approval	This must be approved by the Section Chief or Deputy Section Chief.
4.	Requested Delivery Date/Time	When resources need to be delivered.
5.	Requested Delivery Location	Initial delivery location for resources (Staging Areas).
6.	Final Destination	Where resources will be deployed.
7.	Notes	Suggested Sources: Enter applicable information if known.
8.	Items requested	Must include quantity, resource type, detailed description of requirements, estimated time needed (for rentals), and estimated price. **BE AS SPECIFIC AS POSSIBLE**.

LOGISTICS SECTION: The following blocks are to be filled out be the Supply Unit.

9.	Checked Out By	Person fulfilling request.
10.	Checked Out Date/Time	
11.	Supplier	This information is needed for Credit Card purchases and/or Purchase Orders, and Resource Tracking.
12.	Items procured	Must include detailed description resource, quantity, estimated time of arrival, unit price, and rental/purchase.

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ICS 213 – Resource Request

Incident:	**Period:**	
Requisition Number:	**Created Date/Time:**	**Requested Delivery Date/Time:**
Requested By:	**Requestor Phone:**	**Requested Delivery Location:**
Priority:	**Completed By:**	**Final Destination:**
Notes:		

Requested (Requestor)				Procured (Logistics)						
Quantit	**Resource Type**	**Description**	**Size**	**Supplier**	**Quantity**	**Size**	**ETA**	**Rental?**	**Unit Price**	**P.O. #**
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		

Supplier Contact Information

Supplier	Contact Name	Phone 1	Phone 2	Fax	Email

Approvals

Name/Position	Name/Position	Name/Position

Requisitions/Procurement Report

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Unit Log (ICS FORM 214)

Purpose: The Unit Log is used to record details of unit activity including specialized team activity (e.g., Strike Team). The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

Initiation of Form: 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 forwarded to supervisors who provide copies to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Unit Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
6.	Unit Leader	Enter the name of the individual in charge of the Unit.
7.	Personnel Roster Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
8.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)

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ICS 214 – Unit Log			
Incident:		Prepared By:	at:
Period:	to	Version Name:	

Personnel Roster Assigned

Name	ICS Position	Home Base

Activity Log

Date/Time	Events/Notes

ICS 214 Unit Log			© 1997-2013 TRG/dbSoft, Inc.

ICS 214a – Individual Log		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Activity Log	
Date/Time	**Events/Notes**

ICS 214 Individual Log			© 1997-2013 TRG/dbSoft, Inc.

Operational Planning Worksheet (ICS FORM 215)

Purpose: The purpose of this form is to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The Worksheet is used by the Resources Unit to complete Assignment Lists and by the Logistics Section Chief for ordering resources for the incident.

Initiation of Form: The Operations & Planning Section Chiefs initiate this form at each Planning Meeting. It is recommended that the format be drawn on the chalkboard, and when decisions are reached, the information is recorded on the form.

Distribution: When the division work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to assist in the preparation of the Assignment Lists. The Planning Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Item	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date / Time Prepared	Enter date (e.g. 09/17/1996) and time (e.g. 1530) prepared.
3.	Operational Period	Enter the time interval for which the information applies (e.g. 1800 09/17/1996 to 0600 09/18/1996).
4.	Division or Other Location	Enter the Division letter or location of the work assignment for the resources.
5.	Work Assignments	Enter the specific work assignments given to each of the Divisions.
6.	Resource	Complete resource headings, both for kind and type appropriate for the incident. Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) required "REQ", and the number of resources available "HAVE" to perform the work assignment. The number of resources needed "NEED" is automatically calculated.
7.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignments (staging area, etc.).
8.	Requested Arrival Time	Enter time resources are requested to arrive at the reporting location (e.g. 1530).
9.	Total Resources Required, On Hand, Needed	Enter the total number of resources by type (crew, dozers, etc.) required, on hand). The number of resources needed is automatically calculated.
10.	Prepared By	Record the name and position of the person completing the form.

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ICS 215 – Operational Planning Worksheet

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Branch/ Division/Area of Operation	Work Assignments	Resource							Reporting Location	Requested Arrival Date/Time
		Req								
		Have								
		Need								
		Req								
		Have								
		Need								
		Req								
		Have								
		Need								
		Req								
		Have								
		Need								
		Req								
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		Need								
		Req								
		Have								
		Need								
		Have								
		Need								

ICS 215 Operational Planning Worksheet			**© 1997-2013 TRG/dbSoft, Inc.**

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ICS 215a- Safety Analysis

Incident:	Prepared By: at
Period:	Version Name:

Area of Operation	Hazards / Risks	Mitigations

ICS 215a- Safety Analysis | | © 1997-2013 TRG/dbSoft, Inc.

Support Vehicle Inventory (ICS FORM 218)

Purpose: The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources.

Initiation of Form: The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution: Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

Item	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date (month, day, year) prepared.
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Vehicle Information	Record the following vehicle information:
	Type	a. Specific vehicle type (e.g., bus, stakeside, etc.).
	Make	b. Vehicle manufacturer name (e.g., GMC, International).
	Capacity/Size	c. Vehicle capacity/size, (e.g., 30-person bus, 3/4-ton truck).
	Owner	d. Owner of vehicle (agency or private owner).
	ID Number	e. Serial or other identification number.
	Location	f. Location of vehicle.
	Release Time	g. Time vehicle is released from the incident.
5	Prepared By	Enter the name of the person completing the form.

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ICS 218 – Support Vehicle Inventory

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Vehicle Category: Buses Dozers Engines Lowboys Pickups/Sedans Tenders Other

Vehicle Equipment Information

Resource Order # *E* Number	Incident ID #	Vehicle Type	Vehicle Make	Capacity Size	Agency/Owner	Vehicle License Rig Number	Location	Release Time

ICS 218 Support Vehicle Inventory			© 1997-2013 TRG/dbSoft, Inc.

Air Operations Summary (ICS FORM 220)

Purpose: This form provides Air Operations Unit with the number, type, location and specific assignments of helicopters and fixed-wing aircraft.

Initiation of Form: The Unit Leader of the Air Operations Unit or Logistics Section Chief completes the summary during each Planning Meeting. 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 Ops. Personnel, the form is given to the Air Support Group Leader and Fixed Wing Support Personnel. These personnel complete 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.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Air Operations, Logistic Section Chief, or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Type of Aircraft	Enter the type of aircraft being used for the incident. (e.g. Helo Bell 206, Fixed Wing DC-4)
6.	Operating Base	Enter the base (helibase, helispot, fixed-wing base) from which each air resource is expected to initiate operations.
7.	Aircraft Company	Enter the name of the company providing the aircraft.
8.	Passenger Capacity	Indicate the numbers of passengers the aircraft will accommodate.
9.	Purpose	Indicate the function or role the aircraft is being used for the incident.
10.	Scheduled Flights	Indicate when aircraft will be available for use and when flights are scheduled.

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ICS 220 - Air Operations

Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Personnel and Communications

Title/Position	Name	Air/Air Frequency	Air/Ground Frequency	Phone

Planned Flight Information

Type Of Aircraft	Operating Base	Aircraft Company	Passenger Capacity	Purpose	Scheduled Flights

Notes (Special Instructions, Safety Notes, Hazards, Priorities)

ICS 220 - Air Operations			© 1997-2013 TRG/dbSoft, Inc.

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Demobilization Check Out (ICS FORM 221)

Purpose: The Demobilization Check Out form is used to provide information to the Planning Section about resources that are released from the incident response.

Preparation: The Demobilization Unit Leader or the Planning Section Chief prepares the Demobilization Check Out 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.

For each released resource, enter the unit/personnel released, released time/date, resource type, description, supplier, quantity and size. Use more than one line per resource if necessary. Obtain the appropriate signatures for authorization.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Demobilization Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Unit/Personnel Released	Enter the specific name of the resource being released.
6.	Released Date/Time	Enter the date and time the resource was released (e.g. 09/17/2000 1500hrs.).
7.	Resource Type	Enter the type of the resource released.
8.	Description	Enter a description of the resource released
9.	Supplier	Enter the name of the company that provided the resource.
10.	Quantity	Enter the quantity of the resource released.
11.	Size	Enter the size of the resource released (if applicable).

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ICS 221 – Demob. Check Out		
Incident:	Prepared By:	at:
Period:	Version Name:	
Unit/Personnel Released:		
Released Date/Time:		
You and your resources have been released, subject to signoff from the following:		

Resources

Resource Type	Description	Supplier	Quantity	Size

Signatures

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐

Comments

ICS 221 Demobilization Check Out			© 1997-2013 TRG/dbSoft, Inc.

ICS 223 – Health and Safety Message		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Major Hazards and Risks

Narrative

Signature:

ICS 223 Health and Safety Message			**© 1997-2013 TRG/dbSoft, Inc.**

Environmental Unit Summary (ICS FORM 224)

Purpose: The Environmental Unit Summary is used to record and identify details of the Environmental Unit including forecasts of activities. It also serves as the Environmental Operations Plan

Initiation of Form: The Environmental Unit Leader, in coordination with operational units and with input from the resource trustees, will complete this form for each operational period.

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ICS 224 – Environmental Unit Summary		
Incident:	Prepared By:	at:
Period:	Version Name:	
Area Environmental Data		
Priorities for Mitigating Environment and Cultural Impacts		
Wildlife Assessments and Rehabilitation		
Permits (Dispersants, Burning, and/or Other)		
Waste Management		
Other Environmental Concerns		
Logistical Support Needs		
ICS 224 - Environmental Unit Summary		© 1997-2013 TRG/dbSoft, Inc.

Long Term Planning Activities Worksheet (ICS FORM 226)

Purpose: The Planning Worksheet is prepared to address long term objectives approved by (unified) Command. These objectives are often expressed as milestones [i.e., time frames for the completion of all and/or portions of incident response operations]. The worksheet should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

Initiation of Form: The Planning Worksheet is prepared by the Planning Section. Information is taken from situation maps, status boards, and the IAPs. The Planning Section analyzes a forecast of the situation and performs a detailed incident assessment. For a complex response, it may be necessary to define "driver" tasks – those that can be used to define not only the duration of the project, but the duration of major phases within the project. Once the driver tasks are scoped, the duration of, and estimated major resource requirements for, all of the other tasks to be covered by the worksheet are scoped. When ready, a single comprehensive Plan is presented to (Unified) Command for review and approval.

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ICS 226 – Long Term Planning Activities Worksheet		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	
ICS 226 – Long Term Planning Worksheet		**© 1997-2013 TRG/dbSoft, Inc.**

Daily Meeting Schedule (ICS FORM OS-230)

Purpose: The Daily Meeting Schedule is use to record daily scheduled meeting activities, for information purposes.

Preparation: The Situation Unit Leader and Planning Section Chief prepare The Daily Meeting Schedule coordinated through the Incident Command for each Operational Period or as needed.

Distribution: After coordination with the Incident Command, the Situation Unit Leader will duplicate and post a copy at the command post and distribute to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Unit Leaders.

For each scheduled meeting, enter the time, meeting name, purpose and location. Use more than one line per meeting if necessary.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Situation Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Meeting Date/Time	Enter the date/time the meeting is planned for.
6.	Meeting Name	Enter the meeting name.
7.	Purpose	Enter the purpose of the meeting.
8.	Attendees	Enter who should attend the meeting.
9.	Location	Enter the location the meeting will be held.

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ICS 230 – Daily Meeting Schedule

Incident:	**Prepared By:** **at:**
Period:	**Version Name:**

Meeting Name & Date/Time	Purpose	Attendees	Location

ICS 230 – Daily Meeting Schedule			© 1997-2013 TRG/dbSoft, Inc.

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Meeting Description (ICS FORM OS-231)

Purpose: The Meeting Description form is used to provide more detailed information concerning the attendees and agenda for a particular meeting.

Preparation: The Meeting Description is prepared by the person facilitating the meeting and coordinated through the Incident Command for each Operational Period or as needed.

Distribution: After coordination with the Incident Command, the Situation Unit Leader will add the meeting to the Daily Meeting Schedule and post a copy of the Meeting Description at the command post and distribute it to appropriate staff upon request.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Situation Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Meeting Name	Enter the meeting name from the Daily Meeting Schedule (ICS Form 230).
6.	Meeting Time/Date	Enter time and date that the meeting takes place (e.g. 0800hrs. 09/17/2000).
7.	Meeting Location	Enter the location of the meeting.
8.	Facilitator	Enter the name of the person facilitating the meeting.
9.	Purpose	Enter the purpose the meeting is being held.
10.	Who Should Attend	Enter the names of those who should attend the meeting.
11.	Agenda Outline	List the issues/concerns that are to be addressed at the meeting.

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ICS 231 – Meeting Summary		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Meeting Information	
Meeting Name:	
Meeting Date/Time:	
Meeting Location:	
Meeting Facilitator:	

Purpose and Attendees	
Purpose:	
Attendees:	

Agenda Outline

Meeting Minutes

ICS 231 Meeting Summary			**© 1997-2013 TRG/dbSoft, Inc.**

Resources At Risk (ICS FORM OS-232)

Purpose: The Resources at Risk Summary is used to record and identify details of the Situation Unit including Technical Specialist activity. It also serves as the Environmental Operations Plan.

Preparation: The Situation Unit Leader in coordination with the Scientific Support Coordinator (SSC) Specialist, with input from the Resources at Risk (RAR) Technical Specialists, and other resources trustees, will complete this form for each Operational Period.

Distribution: Each Operational Period, a copy must be forwarded to the Planning Section Chief for the Incident Command to serve as an Environmental Operations Plan (part of the Incident Action Plan). The SSC Specialist must also maintain a copy.

Item	Item Title	Instructions
1.	Incident	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Environmental Unit Leader or person preparing the form and the date & time prepared (e.g. 09/17/2000 1500hrs.).
3.	Period	Enter the date and time interval of the operational period for which the form applies (e.g. 0600 09/17/2000 to 0600 09/18/2000).
4.	Version Name	
5.	Site Number	Enter number assigned to site.
6.	Priority	Enter priority as it relates to degree of sensitivity.
7.	Site Name &/or Location	Enter the site name and the physical location of the site.
8.	Site Issues	Enter a narrative clarifying the sites and wildlife issues described for each.

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ICS 232 – Resources at Risk			
Incident:		Prepared By:	at:
Period:		Version Name:	
Environmentally Sensitive Areas and Wildlife Issues			
Site #	Priority	Site Name and/or Physical Location	Site Issues
Notes:			
Notes:			
Notes:			
Notes:			
Notes:			
Archaeo-cultural and Socio-economic Issues			
Site #	Priority	Site Name and/or Physical Location	Site Issues
Notes:			
Notes:			
Notes:			

ICS 232 Resources at Risk			© 1997-2013 TRG/dbSoft, Inc.

ICS 232a – ACP Site Index				
Incident:		Prepared By:		at:
Period:		Version Name:		
Index to ACP/GRP sites shown on Situation Map				
Site #	Priority	Site Name and/or Physical Location	Action	Status
Notes:				
Notes:				
Notes:				
Notes:				
Notes:				
Notes:				
Notes:				
Notes:				
Notes:				
ICS 232a ACP Site Index			© 1997-2013 TRG/dbSoft, Inc.	

Open Action Tracker (ICS FORM 233)

ICS 233 – Open Action Tracker						
Incident:			**Prepared By:**		**at:**	
Period:			**Version Name:**			
Item Number	**Description**	**Responsible Section/Person**	**Status**	**Start Date**	**Briefed**	**Target Date**
					☐	
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ICS 233 – Open Action Tracker					© 1997-2013 dbSoft, Inc.	

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Work Analysis Matrix (ICS FORM 234)

ICS 234 – Work Analysis Matrix		
Incident:	**Prepared By:**	**at:**
Period:	**Version Name:**	

Objectives

Operations Objectives	Optional Strategies	Tactics/Work Assignments

ICS 234 – Work Analysis Matrix			© 1997-2013 dbSoft, Inc.

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APPENDIX D: GLOSSARY OF TERMS AND ACRONYMS

GLOSSARY OF TERMS AND ACRONYMS	
API Gravity	An expression of the reciprocal of specific gravity which provides a system of measuring, utilizing finer variations of liquid weights.
Atmospheric Pressure	The weight of the gases comprising the atmosphere which surrounds the earth.
Back Pressure	Pressure applied to the receiving stream by partially closing a valve to maintain line pack when a system is operating at a reduced rate.
Barrel	A unit of measure for crude oil and petroleum products equal to 42 U.S. gallons.
Booster Station	A Station which receives a commodity through mainline pipe and transmits it to the next station. A booster station receives commodities from no other sources nor does it have a tank farm.
BTU (British Thermal Unit)	The quantity of heat required to raise the temperature of one pound of water one degree Fahrenheit at 39.2º Fahrenheit.
Cathodic Protection	A pipeline corrosion control system which uses electrical current, rectifiers and carbon anodes attached to the pipe to retard corrosion-coating voids. The normal flow of electrical current along the pipeline is reversed by a commercial power source or by magnesium anodes.
Centrifugal Pump	A pump which uses a rapidly turning impeller to provide propulsion to liquid products.
Check Valve	A hinge-mounted "dish" valve which permits flow in only one direction by swinging open when flow is started and closing when flow is stopped or reversed.
Common Carrier	*Common Carrier* – Any pipeline transportation system available for use by the public for transporting a commodity.
Control Pressure	*Control Pressure* – Pressure between the last pumping unit and the pressure control valve which is usually located on the station discharge line upstream of the tie-in to the mainline. When the control valve is retarding flow to control pressure, the control pressure will exceed the station discharge pressure.
Delivery Point	The location where commodities are delivered out of the system.
Density	The mass of a substance per unit volume.
Distribution Line	A pipeline used for transporting commodities to end users.
Dynamic Pressure	The tendency for flowing fluids to continue in motion.
Feeder Lines	Pipelines (i.e., gathering lines, injection lines) which are connected into a trunk line.

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GLOSSARY OF TERMS AND ACRONYMS (CONT'D)	
Gate Valve	The gate valve consists of a stem mounted steel plate which is lowered into the valve body to stop flow on pipeline systems. Stem movement is usually controlled by an externally mounted hand wheel. Large valves are usually equipped with a valve operator which is powered by an electric motor or a hydraulic system.
Gathering Line	A small diameter pipeline used in collecting oil from the field to a common point for subsequent movement to a mainline.
Generic	Common to all pipeline systems operated by ExxonMobil.
Gravitometer	An installation which continuously monitors the gravity of the crude oil or product flowing in a pipeline. Gravity data is reported via a readout device.
Gravity	The force which attracts a body to the center of the earth. "Gravity" in the oil industry is usually measured in degrees API.
Hazardous Liquid	A petroleum product or anhydrous ammonia.
Hazardous Vapor	A gaseous form of any hazardous substance which may be a liquid or solid, i.e., H_2S (hydrogen sulfide).
Highly Volatile Liquid (HVL)	A hazardous liquid which forms a vapor cloud when released to the atmosphere and has a vapor pressure exceeding 276 kPa (40 psia) at 37.8º C (100º F).
Hot Work	Any activity which could provide a source of ignition when combustible materials, vapors, or gas-mixtures are present.
Inhibitor	A chemical used to retard internal corrosion of pipelines.
Injection	A delivery into the mainline at less than full line rate utilizing an injection pump.
Injection Point	Delivery point into a system.
Lease Automatic Custody Transfer Unit (LACT)	A system of managing commodities with established production, including receiving into tankage, measuring, testing, and turning into a pipeline.
Line Capacity	The maximum volume of crude or product – barrels per hour (bph) or barrels per day (bpd) – that can be moved through the pipeline over a unit of time by the existing pumping units.
Line Pressure	The pressure at any point in a pipeline measured in pounds per square inch (psi).
Liquefied Petroleom Gas (LPG)	Butane, propane, and other light distillates which are separated from natural gasoline or crude oil by fractionation or other processes, when at atmospheric pressure, exist in a gaseous state and can be used as an alternative to natural gas.
Looping	The construction of a pipeline parallel to an existing line, usually in the same right-of-way, which is used to increase the throughput capacity of the system.
Loop Line	Pipeline connected to and running parallel with the mainline.
Mainline	A distribution/transmission line that serves a common source of supply for more than one service line.
Manifold	An area where pipelines entering or leaving a pump station or tank farm converge which contains all valves for controlling and directing the incoming and outgoing streams.

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GLOSSARY OF TERMS AND ACRONYMS (CONT'D)	
Master Meter	A non-temperature compensated meter that is calibrated to a tolerance of .02% maximum error and used to prove other meters.
Maximum Allowable Working Pressure (MAOP)	The maximum pressure at which a pipeline or segment of pipeline may be operated as defined in DOT regulation 195.406.
Meter Factor	The correction value used to adjust the metered volume to the known volume.
NPSH	Net positive suction head is the minimum pressure at which a centrifugal pump will operate properly.
On Stream (On Line)	A pump or pump station operating to move a commodity.
On Suction	A tank which has been opened to the pump station.
Operations Control Center (OCC)	Center of remote operations for pipeline systems.
Operations Controller	The individual who is responsible for the safe, efficient, and reliable use of the pipeline, tankage, and pumping equipment remotely controlled from the Operations Control Center.
Operator	A person who engages in the transportation of liquids or gas.
Pig	A scraper.
PML	Pipeline Maintenance
Pipeline Patrol	Physical inspection of the pipeline right-of-way for damage and/or evidence of leaks usually accomplished by aerial patrol, however, in unusual or emergency situations, field personnel walk the lines for closer inspection.
Positive Displacement Meter	A mechanical device that utilizes a rotating cam with in and out blade movement to form measuring chambers between the blades and housing enclosure.
Positive Displacement Pump	Rotary pumps that utilize rotating vanes, gears or lobes to move fluid by positive displacement.
Pressure Control Instrument	An instrument used on pipeline systems to prevent station suction pressure from falling below a preset minimum and station discharge pressure from exceeding the maximum safe operating level.
Pressure Control Valve	A pneumatic or hydraulically operated valve, usually located on the discharge side of pumping units, which operates at the direction of the control instruments to restrict flow.
Proprietary Pipeline	Single owner with a non-common carrier status, i.e., a field gathering line that transports to a common carrier.
Prover	The most common prover in use at pipeline facilities consists of a length of specially prepared pipe (either stationary or mounted on a truck/trailer) connected so the metered stream may be diverted through the length of pipe, thus causing a sphere inside the pipe to travel a specified distance from a position on the upstream side to the downstream side. The sphere activates electric switches at the start and termination of its movement. The volume contained between the two switches has been previously calibrated by water draw or other methods and is, therefore, the "known" volume.

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GLOSSARY OF TERMS AND ACRONYMS (CONT'D)	
Prover Loop	An installation consisting of a double block and bleed valve with fittings and hose connections on either side that can hook up to a portable prover system.
PSI	Pounds per square inch.
Pumps in Parallel	A piping arrangement allowing two or more pumps to share common suction and discharge lines.
Pumps in Series	A piping arrangement allowing each pumping unit to deliver to the suction of the next downstream pump.
Pump Station	A prime mover, usually a centrifugal pump, connected to an electric motor which is used to push crude oil or products through a pipeline.
Receiving Point	Location where commodities are received into the pipeline system.
Reciprocating Pump	A pump that uses the reciprocating motion of pistons or plungers, operating in cylinders, to provide propulsion to liquid products.
Relief Valve	A valve containing a diaphragm that is pressured with nitrogen gas to hold the valve closed. The valve opens which pipeline pressure exceeds diaphragm pressure.
Right-of-Way	Right of passage, as over another's property.
Scheduling	Planning the future movement of commodities in a pipeline system.
Scraper Trap	Special piping arranged to launch or receive a pipeline scraper.
Shipper	Any individual that requests space from a common carrier pipeline to move crude oil or refined products from an origin to a destination.
Specific Gravity	The ratio of weight of a given volume of material at a temperature of 60º to the weight of an equal volume of distilled water at the same temperature.
State Agency	A regulatory agency pertaining to individual states.
Static/Head Pressure	Pressure resulting when the downward movement of a column of molecules is restricted or stopped which causes them to push against each other in all directions and against the walls of the container.
Station Discharge Pressure	The pressure on the mainline after the stream has passed through the station pumps.
Station Lockout	A station is isolated from the mainline when the station loop valves are closed. A lockout occurs automatically when certain hazardous conditions exist at the station.
Station Suction Pressure	The amount of pressure applied to the suction (upstream) side of the station pumping units.
Stripping	The practice of diverting a portion of the mainline stream to another carrier's facilities (pipeline or tankage).
System-Specific	Pertaining to an individual pipeline system.

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GLOSSARY OF TERMS AND ACRONYMS (CONT'D)	
Tank Farm	One or more tanks connected to a pipeline and a pump station where petroleum products are received into the tanks or withdrawn from them.
Tariff	Toll received by pipeline companies for moving oil and/or products from one point to another.
Temperature	Heat condition of a body of material as measured on the graduated scale of a thermometer.
Terminal	Tanks and other facilities at the end of a pipeline that have the proper equipment to receive shipments of crude or products from the pipeline.
Throughput	The volume of liquid moved through a pipeline during a specified time period, usually measured in barrels per hour (bph) or barrels per day (bpd).
Tight Line Operation	When one station pumps directly into the suction side of the pumps at the next station and tankage is not open to the suction manifold of the intermediate station.
Transmission Line	A pipeline used for transporting commodities from origin to destination.
Trunk Line	A distribution/transmission line that serves as a common source of supply for more than one service line.
Turbine Meter	A rotor containing magnets which generates an electrical pulse when each magnet passes the reluctance coil contained in the stator. The electrical pulses are then converted to units of measurement.
Vapor Pressure	The pressure exerted by a vapor held in equilibrium with its vapor state. It is the pressure required to prevent a liquid from changing to a vapor, commonly expressed in pounds per square inch absolute (psia) at a temperature of 100º Fahrenheit.
Viscosity	The characteristic resistance of a liquid to flow, i.e., the more viscous the liquid, the less readily it will flow. It is the measured amount of time, in seconds, required for a definite volume of a liquid to pass through a tube of specific dimensions at a specific temperature.

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APPENDIX E: REGULATORY CROSS REFERENCE

DOT/PHMSA 49 CFR PART 194 CROSS REFERENCE

§ 194.103	BRIEF DESCRIPTION	LOCATION
(a)	Each Operator shall submit a statement with its response plan, as required by § 194.107 and § 194.113, identifying which line sections in a response zone can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil into or on the navigable waters adjoining shorelines.	Forward
§ 194.105	**BRIEF DESCRIPTION**	
(a)	Each operator shall determine the worst case discharge for each of its response zones and provide the methodology, including calculations, used to arrive at the volume.	Appendix A.2
(b)	The worst case discharge is the largest volume, in barrels, of the following:	Appendix A.2
(b)(1)	The pipeline's maximum release time in hours, plus the maximum shutdown response time in hours (based on historic discharge data or in the absence of such historic data, the operator's best estimate), multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum daily capacity of the pipeline), plus the largest line drainage volume after shutdown of the line section(s) in the response zone expressed in barrels; or	Appendix A.2
(b)(2)	The largest foreseeable discharge for the line section(s) within a response zone, expressed in barrels, based on the maximum historic discharge, if one exists, adjusted for any subsequent corrective or preventive action taken; or	Appendix A.2
(b)(3)	If the response zone contains one or more breakout tanks, the capacity of the single largest tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system, expressed in barrels.	Appendix A.2
(b)(4)	Operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures.	Appendix A.2
§ 194.107	**BRIEF DESCRIPTION**	
(a)	Each response plan must plan for resources for responding, to the maximum extent practicable, to a worst case discharge, and to a substantial threat of such a discharge.	Appendix A.3
(b)	An operator must certify in the response plan that it reviewed the NCP and each applicable ACP and that its response plan is consistent with the NCP and each applicable ACP.	Section 1.4
(b)(1)	As a minimum to be consistent with the NCP as a facility response plan must:	--
(b)(1)(i)	Demonstrate an operator's clear understanding of the function of the Federal response structure, including procedures to notify the National Response Center reflecting the relationship between the operator's response organization's role and the Federal On Scene Coordinator's role in pollution response;	Appendix B & Section 2
(b)(1)(ii)	Establish provisions to ensure the protection of safety at the response site;	Appendix F
(b)(1)(iii)	Identify the procedures to obtain any required Federal and State permissions for using alternative response strategies such as in-situ burning and dispersants as provided for in the applicable ACPs; and	Section 3.6
(b)(2)	At a minimum, to be consistent with the applicable ACP the plan must:	--
(b)(2)(i)	Address the removal of a worst case discharge and the mitigation or prevention of a substantial threat of a worst case discharge;	Section 3
(b)(2)(ii)	Identify environmentally and economically sensitive areas;	Appendix H

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DOT/PHMSA 49 CFR PART 194 CROSS REFERENCE		
§ 194.107	**BRIEF DESCRIPTION**	**LOCATION**
(b)(2)(iii)	Describe the responsibilities of the operator and of Federal, State and local agencies in removing a discharge and in mitigating or preventing a substantial threat of a discharge; and	Section 3
(b)(2)(iv)	Establish the procedures for obtaining an expedited decision on use of dispersants or other chemicals.	Section 3.6
(c)	Each response plan must include:	--
(c)(1)	A core plan consisting of --	--
(c)(1)(i)	An information summary as required in § 194.113,	Section 1
(c)(1)(ii)	Immediate notification procedures,	Section 2
(c)(1)(iii)	Spill detection and mitigation procedures,	Section 3
(c)(1)(iv)	The name, address, and telephone number of the oil spill response organization, if appropriate,	Section 5
(c)(1)(v)	Response activities and response resources,	Section 3 & Appendix A.3
(c)(1)(vi)	Names and telephone numbers of Federal, state, and local agencies which the operator expects to have pollution control responsibilities or support,	Section 2 & Section 5
(c)(1)(vii)	Training procedures,	Section 6
(c)(1)(viii)	Equipment testing,	Appendix A.3
(c)(1)(ix)	Drill program – an operator will satisfy the requirement for a drill program by following the National Preparedness for Response Exercise Program (PREP) guidelines. An operator choosing not to follow PREP guidelines must have a drill program that is equivalent to PREP. The operator must describe the drill program in the response plan and OPS will determine if the program is equivalent to PREP.	Section 7
(c)(1)(x)	Plan review and update procedures;	Section 8
(c)(2)	An appendix for each response zone that includes the information required in paragraph (c)(1)(i)-(ix) of this section and the worst case discharge calculations that are specific to that response zone. An operator submitting a response plan for a single response zone does not need to have a core plan and a response zone appendix. The operator of a single response zone onshore pipeline shall have a single summary in the plan that contains the required information in § 194.113.7; and.	Appendix A
(c)(3)	A description of the operator's response management system including the functional areas of finance, logistics, operations, planning, and command. The plan must demonstrate that the operator's response management system uses common terminology and has a manageable span of control, a clearly defined chain of command, and sufficient trained personnel to fill each position.	Appendix B
§ 194.111	**BRIEF DESCRIPTION**	
(a)	Each operator shall maintain relevant portions of its response plan at the operator's headquarters and at other locations from which response activities may be conducted, for example, in field offices, supervisor's vehicles, or spill response trailers.	--
(b)	Each operator shall provide a copy of its response plan to each qualified individual	--
§ 194.113	**BRIEF DESCRIPTION**	
(a)	The information summary for the core plan, required by § 194.107, must include:	--
(a)(1)	The name and address of the operator.	Section 1
(a)(2)	For each response zone which contains one or more line sections that meet the criteria for determining significant and substantial harm as described in § 194.103, a listing and description of the response zones, including county(s) and state(s).	Appendix A
(b)	The information summary for the response zone appendix, required in § 194.107, must include:	--

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DOT/PHMSA 49 CFR PART 194 CROSS REFERENCE		
§ 194.113	**BRIEF DESCRIPTION**	**LOCATION**
(b)(1)	The information summary for the core plan.	Section 1
(b)(2)	The names or titles and 24-hour telephone numbers of the qualified individual(s) and at least one alternate qualified individual(s);	Section 1
(b)(3)	The description of the response zone, including county(s) and state(s), for those zones in which a worst case discharge could cause substantial harm to the environment.	Appendix A
(b)(4)	A list of line sections for each pipeline contained in the response zone, identified by milepost or survey station number, or other operator designation.	Section 1 & Appendix A
(b)(5)	The basis for the operator's determination of significant and substantial harm.	Foreword
(b)(6)	The type of oil and volume of the worst case discharge.	Appendix A
§ 194.115	**BRIEF DESCRIPTION**	
(a)	Each operator shall identify and ensure, by contract or other approved means, the resources necessary to remove, to the maximum extent practicable, a worst case discharge and to mitigate or prevent a substantial threat of a worst case discharge.	Appendix A.3
(b)	An operator shall identify in the response plan the response resources which are available to respond within the time specified, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge.	Appendix A.3
§ 194.117	**BRIEF DESCRIPTION**	
(a)	Each operator shall conduct training to ensure that:	--
(a)(1)	All personnel know --	--
(a)(1)(i)	Their responsibilities under the response plan	Section 6 & Appendix B
(a)(1)(ii)	The name and address of, and the procedure for contacting, the operator on a 24-hour basis	Section 1 & Section 5
(a)(1)(iii)	The name of, and procedures for contacting, the qualified individual on a 24-hour basis	Section 1 & Section 5
(a)(2)	Reporting personnel know --	--
(a)(2)(i)	The content of the information summary of the response plan.	Section 1
(a)(2)(ii)	The toll-free telephone number of the National Response Center	Section 5.4 & Appendix I
(a)(2)(iii)	The notification process	Section 2.2 & Appendix I
(a)(3)	Personnel engaged in response activities know --	--
(a)(3)(i)	The characteristics and hazards of the oil discharged	Appendix A.1
(a)(3)(ii)	The conditions that are likely to worsen emergencies, including the consequences of facility malfunctions or failures, and the appropriate corrective actions.	Section 4
(a)(3)(iii)	The steps necessary to control any accidental discharge of oil and to minimize the potential for fire, explosion, toxicity, or environmental damage	Section 3 & Section 4
(a)(3)(iv)	The proper firefighting procedures and use of equipment, fire suits, and breathing apparatus	Section 4
(b)	Each operator shall maintain a training record for each individual that has been trained as required by this section. Theses records must be maintained in the following manner as long as the individual is assigned duties under the response plan	Section 6.2
(b)(1)	Records for operator personnel must be maintained at the operator's headquarters	--

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DOT/PHMSA 49 CFR PART 194 CROSS REFERENCE		
§ 194.113	**BRIEF DESCRIPTION**	**LOCATION**
(b)(2)	Records for personnel engaged in response, other than operator personnel, shall be maintained as determined by the operator.	--
(c)	Nothing in this section relieves an operator from the responsibility to ensure that all response personnel are trained to meet the OSHA standards for emergency response operations in 29 CFR 1910.120 ...	--

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APPENDIX F: SITE SAFETY & HEALTH PLAN

F.1 Introduction

This document describes the health and safety guidelines developed for the Response Operations to protect personnel, visitors, and the public from physical harm and exposure to hazardous materials or wastes. The procedures and guidelines contained herein are based upon the best available information at the time of the plan's preparation. Specific requirements will be reviewed and revised when new information is received and/or conditions change.

The Site Safety & Health (SS&H) Plan (ICS 201-5) is designed to comply with applicable Federal, State OSHA regulations for Response Operations covered in *29CFR§1910.120* and Company EH&S Policies. Specifically, this program provides procedures and information for program administration, safety and health considerations, personal protective equipment, medical surveillance, training, site control, industrial hygiene monitoring programs, personal hygiene, sanitation, housekeeping, and the decontamination of both personal protective equipment and equipment utilized during the response.

The ICS Forms for the Site Safety and Health Plan (ICS 201-5) and the individual Site Safety Plan (ICS 208) are located in the Forms Section of this plan.

F.2 Scope

All spill response and remedial activities will be conducted in accordance with established SS&H guidelines. These guidelines will cover all personnel, including Company employees, contractors, subcontractors, government employees, and visitors. The SS&H guidelines will be modified as necessary and where applicable will address multiple work environments. A copy of this program will be posted at all command, operations and field centers for the duration of the clean-up activity. It is the responsibility of each manger, supervisor, and crew foremen to be familiar with these guidelines and to assist in their implementation.

F.3 Program Administration

The Safety Officer (SOFR) will develop and administer a Site Safety and Health Plan during an emergency response. The Safety Officer will be available to answer questions regarding effective implementation of the Program Plan. The Safety Officer is supported by other staff personnel advisors in Safety, Industrial Hygiene, Occupational Medicine, Environmental, Operations and Legal.

It is the responsibility of the SOFR to monitor the effectiveness of the SS&H Plan and to contact the appropriate support staff for guidance if changes to the plan are necessary.

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F.3 Program Administration (Cont'd)

All employees who may be directly involved in any clean-up activities are required to have completed HAZWOPER Training and to have been briefed on the contents of this SS&H Plan. All employers and employees will be responsible for adhering to all Federal, State and local regulations that may not be specifically outlined in this program.

The SOFR will enforce compliance with the SS&H Plan and all other requirements. Any deviations from the stipulated requirements, which are noted by the Safety and Health Officer or any other Company personnel, will be communicated to the responsible contractor. The contractor will take immediate actions to correct the deviations and prepare a written corrective action report to be submitted to the Safety Officer.

F.4 Daily Safety Briefings

Site safety meetings/briefings are the first step in maintaining site safety. Daily meetings will be held at the start of each shift to ensure that all personnel understand site conditions and operating procedures, to ensure that personal protective equipment is being used correctly, to address worker health and safety concerns and to communicate any changes or revisions to the SS&H Plan.

Briefing Attendance Forms shall be used to document that individuals working the Response Operation recognize the hazards present and the policies and procedures required to minimize exposure or adverse effects of these hazards.

F.5 Visitor Policy

All visitors must provide all required training documentation prior to arrival on-site, if applicable. The IC and/or OSC and the PIO must approve the site visit and shall coordinate visitor tours with the Operations Section. The SS&H Plan shall designate a safe route through the site and away from the on-going operations, and provide for visitor escorts. The Operations Section Chief and applicable Branch or Group Supervisors must be notified when the visitor approaches. The Operations Section Chief and applicable Branch or Group Supervisor shall acknowledge visitor arrival onsite and communicate approval of the visit and acceptable duration for the visitor onsite.

VISITORS ARE EXPECTED TO DRESS APPROPRIATELY FOR A FIELD VISIT AND WHEN REQUIRED, SHALL WEAR PPE CONSISTENT WITH THAT USED BY WORKERS AT THE RESPONSE SITE.	
✓	All visitors shall be approved prior to arrival at the Incident Site
✓	All visitors are to be escorted.

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F.6 Response

During the initial response phase the ICS 201-5 form is used to ensure hazards are identified, evaluated and managed; and would typically be used for during the reactive phase of a response. The ICS 201-5 form can be supported by attachments such as the released product MSDS and other topics at the Safety Officers discretion. In a proactive phase response the SOFR transitions to the ICS 208 form at their discretion

The proactive response would typically use the MSDS, ICS 208 Site Safety Plan and Medical Plan forms. The ICS 201-5 form would be in place until the Safety Officer can transition to a proactive response. The ICS 208 form can also be supported with attachments of MSDS and Medical Plan, at the Safety Officers discretion.

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F.7 Personal Protective Equipment

Appropriate PPE will be worn/used during response activities, meaning appropriate to the hazard and to the activities the responder will be undertaking. Responders will be trained and experienced in the use, care and maintenance of PPE and are responsible for personal items.

PPE CRITERIA	
PPE Use and Limitations	
Several factors must be considered when selecting and using PPE:	
✓	The protective clothing, gloves and boots must be resistant to permeation or penetration by oil and other chemicals that may be encountered on the site.
✓	Protective clothing and gloves should be durable for heavy work.
✓	Protective clothing and glove materials must maintain protection and flexibility in hot or cold weather conditions.
✓	Protective clothing must be large enough to fit over other clothing without ripping and tearing.
✓	For respirator use, procedures must be in place for the proper selection, use, care, and fit testing of the respirators. Additionally, wearer must be advised as to respirator cartridge expected life and of monitoring for contaminant breakthrough, etc.
✓	Protective footwear must have non-slip soles. Additionally, conditions may require the use of steel toe and/or steel shank footwear.
Work Duration	
The work duration is expected to last for the full shift and will involve moderate to heavy physical exertion during cleanup activities.	
PPE Maintenance and Storage	
PPE will be maintained and stored by an assigned work crew. Protective clothing and gloves will be evaluated during and at the end of each shift and will be replaced as necessary. Boots and other PPE may be decontaminated for re-use.	
PPE Decontamination and Disposal	
PPE may be decontaminated in designated areas by assigned crews using soap or other suitable cleanser and rinse water. The cleaning solution used will be disposed of in properly labeled containers according to applicable regulations. Contaminated protective gloves and any other PPE to be disposed of will be placed in properly labeled bags and disposed of according to applicable regulations.	

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F.7 Personal Protective Equipment (Cont'd)

PPE CRITERIA (CONT'D)	
• **PPE Training and Proper Fitting**	
All site cleanup workers, supervisors and others entering the contaminated zone will be given training in proper use of PPE. The training will include:	
✓	How to use PPE
✓	When and where to use the PPE
✓	How to inspect PPE to determine if it is working properly
Care will be taken to ensure employees are provided properly fitted PPE.	
• **PPE Donning and Doffing Procedures**	
Prior to starting work, all site cleanup workers and others required to wear PPE will be instructed on proper procedures for donning and doffing PPE. Doffing of contaminated clothing, gloves and boots must be done in a manner to prevent skin exposure to the oil or chemicals.	

PERSONAL PROTECTIVE EQUIPMENT (PPE)	
Respiratory:	Wear a positive pressure air supplied respirator in situations where there may be potential for airborne exposure above exposure limits. If exposure concentration is unknown or if conditions immediately dangerous to life or health (IDLH) exist, use a National Institute of Standards and Technology (NIOSH) approved self-contained breathing apparatus (SCBA) or equivalent operated in a pressure demand or other positive pressure mode. A respiratory protection program that meets OSHA's *29CFR§1910.134* and ANSI Z88.2 requirements must be followed whenever workplace conditions warrant a respirator's use.
Skin:	The use of thermally resistant gloves is recommended.
Eye/Face:	Approved eye protection to safeguard against potential eye contact, irritation or injury is recommended. Depending on conditions of use, a face shield may be necessary.
Other Protective Equipment:	A source of clean water should be available in the work area for flushing eyes and skin. Impervious clothing should be worn as needed.
	Suggestions for the use of specific protective materials are based on readily available published data. Users should check with specific manufacturers to confirm the performance of their products.

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F.8 Site Safety and Health Plan

An example Site Safety Plan (ICS Form 208) can be found in Appendix C.

Site Safety Plan Attachments are available via the TRG IAP Software.

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APPENDIX G: WILDLIFE PROTECTION AND REHABILITATION

G.1 Scope

The purpose of this section is to outline the responsibilities of the Wildlife Branch within an Incident Command System (ICS) structure during an oil spill, describe the procedures to be used, and to identify the personnel and equipment necessary to meet wildlife protection responsibilities.

This section contains:

- Statutory policy and procedural basis for Wildlife Branch operations
- Activation criteria and factors to consider when developing response actions
- Organizational infrastructure for wildlife response operations.

When oil spills occur, ICS is used as the organizational structure to coordinate the response actions. The ICS organizational structure typically includes the Incident Commander/Unified Command, Command Staff, Operations, Planning, Logistics, and Finance Sections. The actual response organization will grow to fit the level of the response necessary for a specific incident. Response actions concerning the identification, rescue, processing, and rehabilitation or oiled or threatened wildlife are performed by the Wildlife Branch within the Operations Section.

The primary purpose of the Wildlife Branch is to provide the best achievable care for impacted wildlife and to minimize wildlife losses, including preventing injury to wildlife or habitats from both the oil and the implementation of response activities.

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G.2 Natural Resource Trustees for Wildlife

Trustee agencies' input will need to be requested for the selection of response methods used so that wildlife operations comply with each trustee's governing laws and obligations to preserve and protect wildlife and habitat. During spill response the Wildlife Branch Director should seek the advice of trustee agencies about local wildlife resources, sensitive species or habitats, logistical considerations, and other issues that arise.

G.2.1 Federal Trustee Agencies

Federal trustee agencies that are most likely to participate in Wildlife Branch decisions and response activities are listed below:

- Department of the Interior
  - Bureau of Indian Affairs
  - Bureau of Land Management
  - National Park Service
  - U.S. Fish and Wildlife
- Department of Commerce
  - National Oceanic and Atmospheric Administration
- Department of Agriculture
  - U.S. Forest Service
  - APHIS Wildlife Services

G.2.2 State Trustee Agencies

State trustee agencies that are most likely to participate in Wildlife Branch decisions and response activities are listed below:

- Illinois State Environmental Protection Agency
- Illinois Department of Natural Resources
- Indiana Department of Environmental Management
- Indiana Department of Natural Resources
- Michigan Department of Environmental Quality

G.2.3 Tribes

Native American Tribes retain sovereign authority to manage wildlife resources issues within reservation boundaries. Consultation and coordination is necessary with Tribal governments whose lands may be impacted by an oil spill. Tribes may have additional natural resource interests related to rights outside of reservation lands. In such circumstances, the Wildlife Branch will work in conjunction with affected Tribes to develop appropriate wildlife response strategies to address wildlife and Tribal concerns.

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G.3 Personnel Safety

Responder safety must be considered before any wildlife response effort is conducted. All Wildlife Branch Activities must conform to the Site Safety Plan for the response. Additional safety requirements may be included and all personnel involved in Wildlife Branch operations must have appropriate job specific safety training for the task(s) to be performed as well as utilize appropriate personal protective equipment. Personnel involved in animal handling should be trained in techniques that ensure worker safety and present the least amount of stress to wildlife.

G.4 Wildlife Management

Dead and injured wildlife found during response operations must be collected by trained and authorized personnel and properly documented. An inventory of dead, injured, rehabilitated and released wildlife needs to be maintained as a component of a National Resource Damage Assessment (NRDA).

The following actions should be taken to minimize or prevent additional damages to wildlife:

- Avoid leaving any dead or injured wildlife in the impacted (oiled) area as it will encourage other wildlife to scavenge in contaminated areas.
- Do not leave food or associated trash in the release area as it attracts wildlife to the contaminated area

G.5 Wildlife Branch

G.5.1 Activation of the Wildlife Branch

Every spill will be assessed for potential impacts to wildlife. The Wildlife Branch will be activated when it is determined that an oil spill is in the vicinity of wildlife resources (mammal and birds), or has a trajectory that pits wildlife resources at risk. The Wildlife Branch will be developed to appropriately respond to the anticipated magnitude of wildlife impacts.

Activities associated with the activation of the Wildlife Branch will be appropriate to the size of the response. Activation of personnel and equipment is based primarily on anticipated adverse effects on wildlife. Depending on the size of the incident, the Wildlife Branch may range in size from just the Branch Director position to multiple groups. It is important to understand that activation of the Branch does not mean that a full-scale wildlife response will be mounted. The level of response is completely dependent on the number of animals that may be potentially impacted.

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G.5.2 Wildlife Branch Operations

Once activated, the Wildlife Branch Director is responsible for ensuring that the appropriate protocol and process is followed during the search, recovery, and rehabilitation of impacted wildlife. The Branch Director will make recommendations to the Unified Command, through the Operations Section Chief, regarding the need for additional Wildlife Branch resources based on anticipated wildlife impacts.

The Wildlife Branch will develop operational strategies, tactics, and resource needs for operations activates for the Branch in the Incident Action Plan. Operations may include wildlife deterrence, conducting wildlife search and recovery, transportation of oil-impacted wildlife, rehabilitation of wildlife, and release of rehabilitated wildlife.

Wildlife Branch Activates affect and interact with numerous other sections of the ICS organization, and it is important that good communications are established and maintained between the Branch and other responders. The Wildlife Branch Director is responsible for keeping the Operations Section Chief and the Unified Command informed about the status of branch operations.

The Wildlife Branch is responsible for providing information to the Unified Command, the Planning Section, and the Public Information Officer relative to the daily number of alive and dead animals and their status.

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G.6 Response Actions

The first action of the Wildlife Branch must be to deploy trained observers to the spill site to determine the extent of the initial and anticipated wildlife impacts in a timely manner. Unless heavily oiled, impacted wildlife may be mobile and may not remain at the site of the initial oiling. The number of animals affected, or potentially affected will determine the number and type of personnel and equipment resources that are needed. Deterrence, search and recover, primary care, rehabilitation, and release activities will proceed as deemed necessary and appropriate by the Wildlife Branch Director, with approval of the Incident Commander/Unified Command.

G.6.1 Hazing or Deterrence Actions

Hazing or deterrence may be utilized by the Wildlife Branch to keep un-oil wildlife away from impacted areas. No federal permits are required for non-lethal deterrence of migratory birds (50 CFR Part 21.41), however this exemption does not apply to eagles and endangered species.

The Endangered Species Act does not specifically authorize deterrence and preemptive capture of endangered species.

The Wildlife Branch, in consultation with the appropriate trustee agencies, will develop response strategies for deterrence and preemptive capture of endangered species for a specific spill incident. Strategies for hazing or abatement will likely vary seasonally for most bird species.

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G.6 Response Actions (Cont'd)

G.6.1 Hazing or Deterrence Actions (Cont'd)

BIRD DETERRENCE ACTIONS

- Bird relocation may be accomplished using a variety of deterrents to encourage birds to avoid areas of spilled oil. Any use of deterrents in identified or suspected waterfowl habitat areas are only employed with the advice of game wardens and in coordination with wildlife refuge officials.
- While the use of bird deterrents may be attempted in all bird concentrations, the overall success rate can be low. Furthermore, scaring techniques may result in some bird mortality. Nonetheless, the drawbacks of scaring techniques are usually more acceptable than allowing bird populations to undergo oil contamination.
- Migrating birds may have a strong tendency to return to a contaminated staging area. If scaring is effective, but alternate habitats are not available, some migrating birds may not survive due to the lack of food or other environmental factors. Decisions are most difficult when attempting to deter birds near a breeding colony away from oil. Caution must be used in terms of distance from birds and frequency with which deterrent techniques are applied. Deterrent application is likely to cause panic among nesting birds, which could result in the loss of eggs or young and continual deterrence near a bird colony may discourage birds from returning to a breeding site. However, oiled birds are usually unable to raise young successfully and the death of adult birds is more of a threat to seabird populations than the loss of young birds.
- The devices and methods associated with wildlife deterrents can be grouped into the following general methods: visual, auditory, and combinations of visual and auditory. The choice of an appropriate method depends on the species involved, the surrounding environment, and the spill situation. In a practical sense, the choice may be based on what is available and the most logical approach to handling a specific situation. General guidelines for selecting bird deterrent methods are as follows:
- Where waterfowl and coastal birds are dominant, use exploders and hazing with aircraft to disperse birds, unless the birds are flightless. Flightless birds (young and molting birds) may need to be herded with boats and/or helicopters.
- Where diving birds are dominant, underwater sound (if effective) should probably be used. Some bird species (auklets) are attracted to lights, while other species (loons, grebes) appear to be repelled.

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G.6 Response Actions (Cont'd)

G.6.1 Hazing or Deterrence Actions (Cont'd)

BIRD DETERRENCE ACTIONS (CONT'D)

The following is a general summary of deterrent methods, which may be utilized by wildlife experts at their discretion, their effectiveness, and their limitations:

Visual Methods

- Floating or Stationary Figures: A human effigy has been shown to be an effective method for deterring birds during the daylight hours.
- Helium-Filled Balloons: Helium-filled balloons have been used successfully to prevent birds from landing.

Auditory

- Propane Cannons and AV-Alarms: Bird density reduction (50-100%) and area extent of effectiveness (150-1000 m) of propane cannons and AV alarms have varied by bird species. The devices have been shown to be effective for only short periods of time, 2 to 3 days maximum. The devices are noted as possibly not being effective for rough, open sea conditions.
- Bird Scare-A-Way Guns: These guns are available and consist of muzzles with electronic igniters fueled by 5-gallon LPG bottles which last about 2 weeks. The guns are located in oil spill areas in an attempt to temporarily relocate bird populations to safer locations while cleanup operations are completed and a safe habitat is restored.
- Other Noisemakers: The playback of recorded sounds of alarmed birds has been tested and shown to be effective. Furthermore, its effectiveness has been shown to increase when done in conjunction with detonators. A flashing light, along with detonation cartridge, was found to be ineffective. Shell crackers ignited from land and boats were tested as effective deterrent methods on two spills in the United States.

Visual and Auditory

- Herding or Hazing with Aircraft: This technique is used for flying waterfowl or waterfowl on the ground that typically fly in response to disturbances. However, herding or hazing with aircraft may cause diving birds to dive into the contaminated areas. Helicopters have been effective in herding flightless birds (young or molting birds).
- Herding with Boats: Herding with boats, which is slow and labor intensive, may be effective for flightless waterfowl but is ineffective for diving birds.

Other Methods

- Capture and Relocation: Capture and relocation to another area is an option for small populations of birds of critical sensitivity; however, it is labor intensive and may not be practical in most cases.
- Electromagnetic Current: There is some evidence that birds are sensitive to low-intensity, alternating-current electromagnetic fields during nocturnal nights.
- Chemical Deterrents: Research is underway on how to manufacture chemicals similar to those that plants use to deter birds and other wildlife. While dyes for release near slicks also have been evaluated, no references have been located on this subject.

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G.6.2 Oiled Bird Response

Birds are the most common wildlife affected by oil spills, especially waterfowl, shorebirds, gulls, and predatory birds. These birds spend the majority of their time on the water's surface which puts them in direct contact with oil. When the feathers of a bird become oiled, they lose their capacity to insulate the bird's skin. The bird becomes hypothermic, lethargic, and unable to feed and preen. Eventually the birds attempt to escape the water by beaching themselves. Oil birds, are prime targets for predatory and scavenging animals. This scavenging then leads to the secondary oiling and further spread of the oil. It is important to retrieve alive and dead birds. The survival rate of rehabilitated birds depends greatly on the conducting of a quick response and using appropriate personnel and facilities.

Wolverine Pipe Line Company initial efforts include using air horns to scare birds away from oily areas. Other methods may be employed by wildlife experts who are called in when bird impact is expected.

CLEANING AND REHABILITATION

Bird cleaning and rehabilitation programs are necessary to build public support and measure progress for the cleanup operation. Therefore, high priority must be assigned to this endeavor. In some countries, including the United States, migratory waterfowl are protected by Federal law. Wildlife agencies must be consulted before handling oiled birds. Oiled bird rehabilitation is a complex, crisis-oriented endeavor requiring an experienced staff with documented management, medical, and technical skills. Special equipment and medical supplies are necessary. Liability coverage is required, as well as an understanding of human health and environmental hazards. Volunteers may be willing to collect oiled birds and provide labor for the rehabilitation centers. Detailed training and experienced supervision must be provided for all volunteers.

It is recommended that experts, such as the International Bird Rescue Research Center (707-207-0380) located in Fairfield, California, or Tri State Bird Rescue & Research (302-737-9543) in Newark, Delaware, be contracted to supervise oiled bird rehabilitation centers.

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G.6.3 Mammal, Turtle, and other Aquatic Species Response

Turtles, muskrats, beavers, and other aquatic animals may be coated with oil if spills occur. Only skilled persons with appropriate training in animal handling should attempt to capture or clean aquatic animals that are coated with oil. These animals can kill or inflict serious injury on humans. These animals are likely to be under stress. Hence, improper handling could increase their mortality rate.

Responsibility for the capture, transport, cleaning, rehabilitation, and release of oiled aquatic animals rests with the responsible government agencies. The procedures to follow during an actual oil spill incident are subject to determination and modification at the discretion of the responsible government agencies. They will, however, consist of the following basic components:

- If responsible government agencies decide to conduct capture operations, they are carried out by teams of U.S. Fish and Wildlife Service (USFWS) personnel. The aforementioned agencies also direct and participate in onshore capture operations; however, during onshore capture operations, they may be accompanied by non-agency personnel. In either case, actual capture operations (i.e., the handling of animals) is carried out by experienced agency personnel so as to ensure compliance with all applicable Federal and State laws and regulations, as well as the safety of the animals and those engaged in capture operations.
- It may be necessary to transport animals a number of times during the course of response operations. As with all procedures involving animal care, transport operations must be supervised by experienced personnel to ensure that operations are conducted in a fashion which minimizes the amount of stress experienced by the animals. Vehicles, aircraft, and/or vessels can be utilized for transport of operations. The choice of transportation mode depends on availability of the mode, access to the capture site, access to the collection station, distance to be traveled, access to a cleaning/rehabilitation center, the health of the animals, and cost.
- The cleaning and rehabilitation must be supervised and, most likely, conducted by personnel from responsible government agencies and/or trained volunteers. For each animal, sedation, washing, rinsing, and sedation reversal activities may be necessary. A cleaning team generally consists of four people (i.e., one person to restrain the animal, two people to wash and rinse the animal, and one animal care specialist). In addition, a veterinarian must be present to examine animals upon their arrival to the center, administer drugs and medicine, monitor cleaning operations, and observe animals in the hours following cleaning.
- Cleaned animals are held for rehabilitation if, after cleaning, they cannot be released to a temporary holding facility or their natural environment. The goal of rehabilitation is to return fully recovered, healthy animals to their natural environment as quickly as possible. During rehabilitation, procedures must be carried out in a way which minimizes stress and avoids, to the maximum extent possible, the acclimation or “imprinting” of animals to human beings. If a juvenile is found during capture operations and cannot be reunited with its mother, it is considered orphaned. Orphaned juveniles require longer-term care and more specialized handling. When caring for a juvenile, the objective is to mimic the animal’s natural environment and behavior as closely as possible.

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G.6.4 Animal Release

Animals are ready for release to their natural environment as soon as the normal physiological state is restored. When an animal appears ready for release, it is examined by the veterinarian. If the veterinarian concurs that the animal is ready for release, the responsible government agencies are notified so that a release "team" can be assembled. Prior to release, an identification tag is attached to the animal unless it is already wearing one. Also, each animal's file card is consulted to determine whether the noted area of capture is "free" of oil. If so, the animal is released at or near the capture point. Animals captured from sites which are still contaminated are helped until these sites area cleaned or are relocated to a clean site.

G.7 Wildlife Documentation

Dead and injured wildlife found during clean-up must be collected by trained and authorized personnel and properly documented. An inventory of dead, injured, rehabilitated and released wildlife needs to be maintained as a component of NRDA.

Wildlife injuries will be documented with the following:

- Location where injured wildlife or carcasses were found;
- Date and time injured wildlife or carcasses were found;
- Name and address of the collector(s) (if not working for the company, also record the phone number);
- Name/type, age and sex of collected animal (if questionable or unsure about the information, note this on the form);
- General condition of the animal; and
- Number of carcasses brought to the recovery site.

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G.8 Wildlife Response Contacts

In addition, the following agencies/individuals may be notified should wildlife cleanup become necessary:

G.8.1 Wildlife Rehabilitation and Response Organizations

- Tri-State Bird Rescue and Research, Inc.
  110 Possum Hollow Road
  Newark, Delaware 19711
  Telephone: 302-737-7241
  Fax: 302- 737-9562
  24 Hour: 800-710-0695 or 0696

- International Bird Rescue Research Center
  699 Potter Street
  Berkley, California 94810
  Telephone 707-207-0380
  Fax: 510-841-9089
  24 Hour: 888-447-1743

G.8.2 Federal Natural Resource Trustees

U.S. Fish and Wildlife Service- Region 3
Annette Trowbridge- Environmental Contaminates Coordinator
Bishop Henry Whipple
Federal Bldg. Fort Snelling
Twin Cities, MN 55111
Telephone: 612-713-5334
Fax: 612-713-5292
24 Hour: NRC 800-424-8802
http://www.fws.gov/midwest/Eco%5FServ/Env%5FCont/ecwho.html

National Oceanic and Atmospheric Administration
Steve Lehmann
10 George Street
Suite 220
Lowell, Massachusetts 01852
Duty Officer: 206-526-4911
Cell: 617-877-2806
Steve.lehmann@noaa.gov

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G.8.3 State Natural Resource Trustees

Illinois Environmental Protection Agency
Roger Lauder, Manager Office of Emergency Response
1021 North Grand Avenue East
P.O. Box 19276
Springfield, IL 62794-9276
Phone: 217-782-3637
Cell: 217-306-7145
24 hr: 217-782-7860 (IEMA)
Fax: 217-782-1431
Email: roger.lauder@illinois.gov

Indiana Department of Environmental Management
Max Michael, Section Chief
Emergency Response
100 North Senate Drive
P.O. Box 6015
Indianapolis. IN 46206-6015
24 hr: 888-233-7745
Fax: 317-308-3063
Email: mmichael@idem.in.gov

Michigan Department of Natural Resources
Jenn Wolf
525 West Allegan Street
P.O. Box 30473
Lansing. MI 48909
Phone: 517-241-2041
24 Hour DNR report all poaching hotline 800-292-2800

G.9 Archaeological and Historical Resources

Location and preservation of historical and culturally significant sites including Native American burial ground must be considered during any Emergency Response.

Commonwealth Cultural Resources Group, Inc.
2530 Spring Arbor Rd
Jackson, Michigan 49203
Telephone: 517-788-3550
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APPENDIX H: ENVIRONMENTAL SENSITIVE AREAS

The environmentally sensitive areas specific to Wolverine Pipeline Company areas of operations, including response strategies, can be found in their Tactical Response Plans and in the regional Area Contingency Plans (ACP). The High Consequence Areas (HCA) and that are detailed and defined for this Plan have been integrated into the Tactical Response Plans. Due to the sensitivity of the information the HCAs are considered privileged and confidential, and can be obtained upon request to SH&E Department.

Below are the specifically identified Unusually Sensitive Areas. This information should be considered when responding to an incident involving Wolverine Pipeline Company..

H.1 Response Priorities

The following are the four general response priorities of the National Contingency Plan:

- To give safety and human health top priority during every response action, this includes responders and the public;
- To stabilize the situation in order to prevent the event from worsening;
- To use all necessary containment and removal tactics in a coordinated manner to ensure timely and effective response; and
- To take action to minimize further environmental impact.

H.2 Ecological Considerations

The extent of the cleanup work in sensitive areas should be carefully balanced with the possible ecological damage, which may result from a very through cleanup activity. Also, purely cosmetic operations should be avoided. In some areas, the ecologically most desirable course of action may be allowing the oil to degrade by natural processes. Expert advice should be sought before a decision is made on the means to be used and the extent of the planned cleanup operation. It is critically important, during the early stages of cleanup activity that the cleanup teams fully understand and agree with these objectives.

H.3 Natural Resource Trustees

Information regarding Wildlife Response and Natural Resource Trustee Contacts can be found in Appendix G.

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H.4 Identified Environmental Sensitive Areas by Pipeline Segment.

ENVIRONMENTAL SENSITIVE AREAS			
Mile Post		**Description**	**Tactical Guide**
Joliet to Lockport 16 Inch			
(b) (7)(F)		Jackson Creek	Joliet to Kennedy
		Hickory Creek	Joliet to Kennedy
		Spring Creek	Joliet to Kennedy
		Spring Creek	Joliet to Kennedy
Lockport to Kennedy Avenue 16 Inch			
(b) (7)(F)		Fiddyment Creek	Lockport to Kennedy to White Oak
		Spring Creek	Lockport to Kennedy to White Oak
		Butterfield Creek	Lockport to Kennedy to White Oak
		Deer Creek	Lockport to Kennedy to White Oak
		Hart Ditch, and Cady Marsh	Lockport to Kennedy to White Oak
		Little Calumet River	Lockport to Kennedy to White Oak
Joliet to Kennedy Avenue 18 Inch			
(b) (7)(F)		Jackson Creek	Joliet to Kennedy
		Jackson Creek	Joliet to Kennedy
		Deer Creek	Joliet to Kennedy
		Little Calumet River	Joliet to Kennedy
Kennedy to White Oak 16 Inch			
(b) (7) (F)		Grand Calumet River	Lockport-Kennedy-White Oak
Kennedy Avenue to Niles 16 Inch – Loop Line			
(b) (7) (F)		Little Calumet River	Kennedy Ave. to Niles Loop
		Old Calumet River	Kennedy Ave. to Niles Loop
		Willow Creek	Kennedy Ave. to Niles Loop
		Salt Creek	Kennedy Ave. to Niles Loop
		Coffee Creek	Kennedy Ave. to Niles Loop
		Sand Creek	Kennedy Ave. to Niles Loop
		St. Joseph River	Kennedy Ave. to Niles Loop

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H.4 Identified Environmental Sensitive Areas by Pipeline Segment

ENVIRONMENTAL SENSITIVE AREAS			
Mile Post		**Description**	**Tactical Guide**
Kennedy Avenue to Jackson 16 Inch – Main Line			
(b) (7)(F)		Little Calumet River	Kennedy Ave. to Niles
		Little Calumet River	Kennedy Ave. to Niles
		Little Calumet River	Kennedy Ave. to Niles
		Burns Ditch	Kennedy Ave. to Niles
		Willow Creek	Kennedy Ave. to Niles
		Salt Creek	Kennedy Ave. to Niles
		Coffee Creek	Kennedy Ave. to Niles
		Sand Creek	Kennedy Ave. to Niles
		St. Joseph River	Kennedy Ave. to Niles
		Brandywine Creek	Niles to Vicksburg
		Sheldon Creek	Niles to Vicksburg
		Flowerfield Creek	Niles to Vicksburg
		Gourdneck Creek	Niles to Vicksburg
		Portage River	Vicksburg to Freedom
		Barnum Creek	Vicksburg to Freedom
		Harper Creek	Vicksburg to Freedom
		Crooked Creek	Vicksburg to Freedom
		Eastelly Creek	Vicksburg to Freedom
		Squaw Lake Drain	Vicksburg to Freedom
		Talmadge Creek	Vicksburg to Freedom
		Wilder Creek	Vicksburg to Freedom
		Kalamazoo River	Vicksburg to Freedom
		South Branch Rice Creek	Vicksburg to Freedom
		Sandstone Creek	Vicksburg to Freedom

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H.4 Identified Environmental Sensitive Areas by Pipeline Segment

ENVIRONMENTAL SENSITIVE AREAS			
Mile Post		**Description**	**Tactical Guide**
Niles to Grand Haven 8 Inch			
(b) (7)(F)		Bradywine Creek	Niles to Ferrysburg
		Pokagon Creek	Niles to Ferrysburg
		Peavine Creek	Niles to Ferrysburg
		Dowagiac Creek	Niles to Ferrysburg
		Silver Creek	Niles to Ferrysburg
		Paw Paw River	Niles to Ferrysburg
		Black River	Niles to Ferrysburg
		Spicebush Creek	Niles to Ferrysburg
		Middle Fork Black River	Niles to Ferrysburg
		North Branch Black River	Niles to Ferrysburg
		Kalamazoo River	Niles to Ferrysburg
		North Branch Macatawa River	Niles to Ferrysburg
		Lake Macatawa	Niles to Ferrysburg
		Pine Creek	Niles to Ferrysburg
		Pigeon River	Niles to Ferrysburg
		Grand River	Niles to Ferrysburg
Grand Haven to Ferrysburg 8 Inch			
(b) (7)(F)		S. Channel Grand River	Niles to Ferrysburg
		N. Channel Grand River	Niles to Ferrysburg
Jackson to Stockbridge 16 Inch			
(b) (7)(F)		Wheeler Drain	Under Development
		Grand River	Under Development
Stockbridge to Meridian Road 12 Inch			
(b) (7)(F)		Patrick Drain	Under Development
		Meadville Drain	Under Development
		Hayhoe Drain	Under Development
		Francis Drain	Under Development
		Doan Deer Creek	Under Development
		Deer Creek	Under Development
		Cole Drain	Under Development
		Reeves Drain	Under Development

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H.4 Identified Environmental Sensitive Areas by Pipeline Segment

ENVIRONMENTAL SENSITIVE AREAS		
Mile Post	**Description**	**Tactical Guide**
Meridian Rd. to LaPaugh 8 inch		
(b) (7)(F)	Button Drain	Under Development
	Red Cedar River	Under Development
	Pine Lake Outlet	Under Development
	Remey Chandler Drain	Under Development
	Remey Chandler Drain	Under Development
	Remey Chandler Drain	Under Development
	Remey Chandler Drain	Under Development
	Remey Chandler Drain	Under Development
	Looking Glass River	Under Development
	Turkey Creek	Under Development
	Turkey Creek	Under Development
	Alward Lake Drain	Under Development
	Alward Lake Drain	Under Development
	Muskrat Lake	Under Development
	Creek	Under Development
	Stony Creek	Under Development
LaPaugh to Lansing Terminal 6 Inch		
(b) (7)(F)	Stony Creek	Under Development
	Stony Creek	Under Development
	Slim Drain	Under Development
	Bad Creek	Under Development
	Bad Creek	Under Development
	Halstead Drain and Wilson Drain	Under Development
	Looking Glass River	Under Development
	Watson and Summers Drains	Under Development
LaPaugh to Alma Station 6 Inch		
(b) (7)(F)	Amspoker Drain	Under Development
	Hayworth Creek	Under Development
	Cox Drain	Under Development
	Maple River	Under Development
	Tributary of Pine Creek	Under Development
	Hayes Creek	Under Development
	Pine Creek	Under Development
	Swamp lands	Under Development
	Swamp lands	Under Development

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H.4 Identified Environmental Sensitive Areas by Pipeline Segment

ENVIRONMENTAL SENSITIVE AREAS		
Mile Post	**Description**	**Tactical Guide**
Alma Station to Bay City Terminal 8 Inch		
(b) (7) (F)	Taylor Drain	Under Development
	Bush Creek	Under Development
	Rook Creek	Under Development
	Bush Creek	Under Development
	Bullock Creek	Under Development
	Bullock Creek	Under Development
	Wright Drain	Under Development
	Franklin Drain	Under Development
	Chaffner and Major Drains	Under Development
	Tittabawassee River	Under Development
	Bench Drain and Bradford Creek	Under Development
	Bradford Creek	Under Development
	Culver Creek	Under Development
	Culver Creek	Under Development
	Kawkawlin River	Under Development
	Mill Pond Drain	Under Development
	Marsh lands	Under Development

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H.5 Natural Resource Damage Assessment

Under the provision of The Comprehensive Environmental Response and Compensation Liability Act (CERCLA), the Oil Pollution Act of 1990 (OPA '90), and numerous state statutes, cost recovery can be obtained from industry for natural resource damage caused by the release of oil or hazardous substances to the environment. Natural resources are defined as land, air, biota, groundwater, and surface water. A Federal or State government entity, an Indian tribe or another nation acting as a public trustee of a natural resource may file claims for damages to natural resources.

A Natural Resource Damage Assessment (NRDA) is used to determine damages for residual natural resource injuries. This assessment is often conducted by the public Trustee, the potential responsible party or both. During the assessment, the injured natural resources are identified, the extent of the injury is quantified and the extent of the economic damage resulting from the loss of services provided by the resources is determined. In addition, the assessment also determines the cost of restoration or replacement of the injured natural resource.

NRDA involves an assessment of the injury to natural resources and the loss of "services" (i.e., physical and biological functions provided by the resources) as a result of the petroleum release. If NRDA issues are anticipated, the type and condition of the natural resources before being impacted by the release will be determined by collecting soil and water samples as soon after the release as possible. These samples should be collected from areas which are threatened by spreading product, areas recently impacted by the product, and in the area of the discharge. Listed below, in descending order of importance, are locations typically sampled after a hydrocarbon discharge:

- River reaches immediately downstream (ahead) of the product plume (water and sediment samples)
- Wetlands and backwaters adjacent to and downstream of the product plume
- Areas freshly affected by the release
- The area adjacent to the release location (source area samples)
- Upstream areas unaffected by the release

Over the course of the response actions, the above locations may be re-sampled to evaluate the following:

- Changing extent and severity of impacts
- Fate and degradation of the hydrocarbon product over time
- Changing site conditions

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H.5 Natural Resource Damage Assessment (Cont'd)

H.5.1 NRDA Consultants

The following is a list of NRDA Consultants that may be used to assist Wolverine Pipe Line Co. with NRDA Consultation. The following companies have not been contracted, but are identified as potential resources:

NRDA CONSULTANTS	
Light house Technical Consultants	978-546-0004
Exponent Engineering and Scientific Consultation	312-999-4200
Stratus Consulting	303-381-8000
Polaris Environmental	503-448-2320
CADRNO/JF New	517-898-9018

H.6 Additional Environmental Resources

- Environmental and Economically Sensitive Areas are identified in the EPA's Inland Sensitivity Atlas series, a set of Geographic Information System (GIS) products intended to provided planners and responders with the most accurate and relevant information possible for spill response.
- The NOAA Office of Environmental Response and Restoration has developed the Environmental Response and Management Application (ERMA) in conjunction with the University of New Hampshire, the U.S. Environmental Protection Agency, U.S. Coast Guard, and the Department of Interior. ERMA provides environmental resource managers with the data necessary to make informed decisions for environmental response. Launched under the Great Lakes Restoration Initiative, the Great Lakes ERMA helps to expedite cleanup and restoration of sensitive areas and to assist response efforts in the coastal areas of the Great Lakes Basin from Minnesota to New York. The Great Lakes ERMA can be found here: http://response.restoration.noaa.gov/maps-and-spatial-data/environmental-response-management-application-erma/great-lakes-erma.html.
- USFWS in partnership with the Department of Homeland Security, U.S. Geological Service, and PHMSA are in the process of developing the Information, Planning, and Conservation System IpaC decision support system. IpaC is a conservation planning tool to streamline environmental review processes, helping determine threatens and endangered species, designated critical habitat, and other natural resources of concern that may be affected by a response.
- Information regarding response and protection of sensitive areas can be found in the Region V Regional Contingency Plan (RCP) and the appropriate Area Contingency Plans which can be accessed here: http://www.rrt5.org/acp/.

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Wolverine Pipe Line Co.
Spill Reporting Guide

Revised April 2013

Wolverine Pipe Line Co. Spill Reporting Guide

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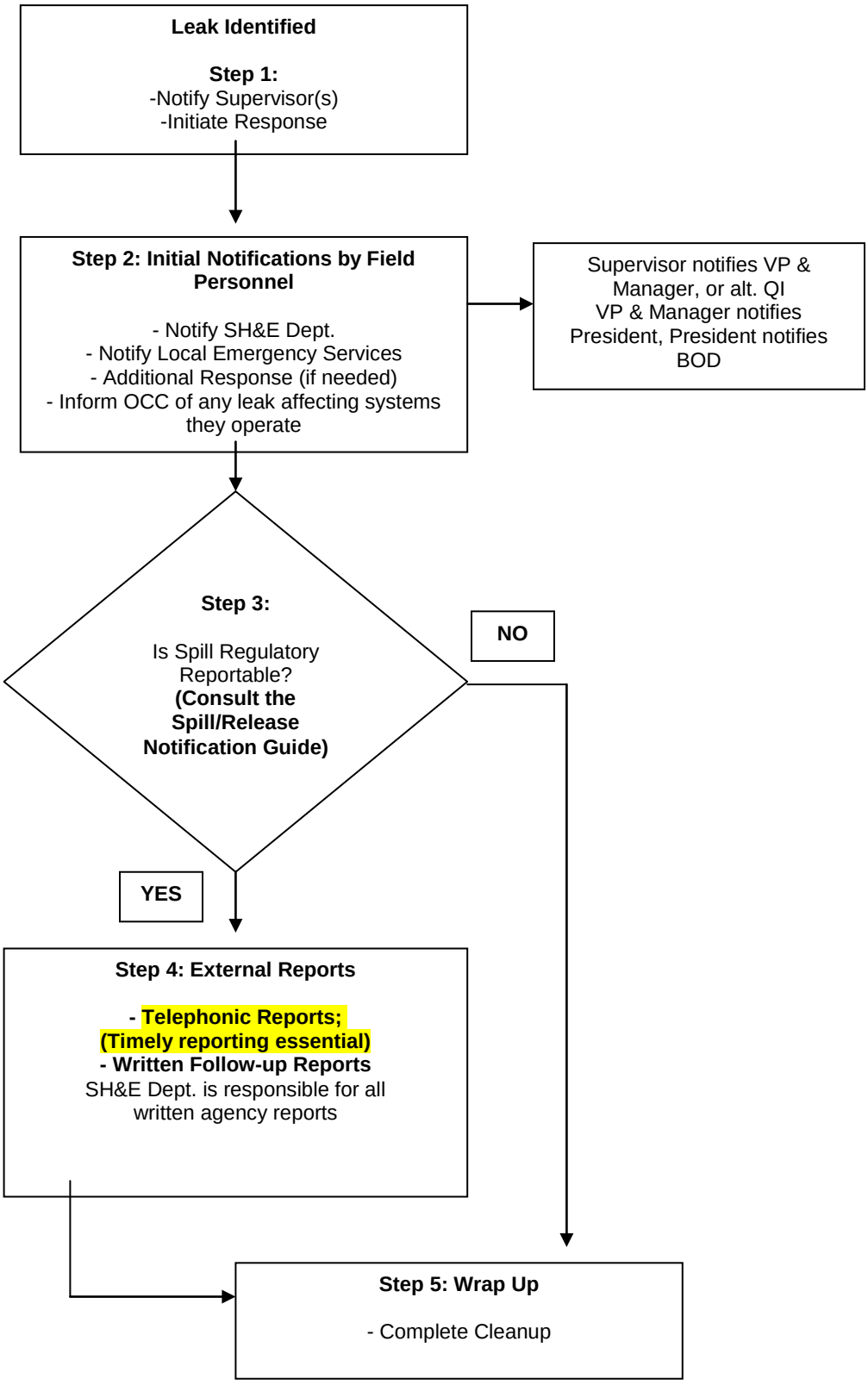
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Wolverine Pipe Line Co. Spill Reporting Guide

Introduction

Spill / Release Step-By-Step Guide



Step 1

A potential leak is identified or reported by WPLCo field personnel or the Operations Control Center (OCC), or is reported by an outside party to WPLCo. Immediately the pipeline is shut down & isolated. Then the Product Movement Manager (PMM) is notified, who will then notify the Vice President & Operations Manager (VP & OM). The OCC or PMM notifies the Area Supervisor responsible for the area in which there is a suspected leak, who will dispatch employees to investigate the possible leak. If a leak is confirmed, field personnel will initiate response activities and notify their immediate supervisor and the OCC.

Step 2

The immediate Supervisor notifies the Operations Manager, Product Movement Manager and SH&E Dept. and initiates additional response activities (if needed). Notify OCC of any leak affecting systems they operate.

Field employees notify the local emergency services as needed:

- *Fire Department*
- *Local Police, State Police, Sheriff,*
- *Ambulance*
- *LEPC, Emergency Management, HAZMAT*
- *Highway Department / DOT*

Field location employees or SH&E Dept. also notify state one call and local utilities involved, if applicable (See state by state listings for One Call numbers), such as:

- *Gas Company*
- *Electric Company*
- *Water Authority*
- *Other Pipelines in the area*

The Operations Manager will notify the President for internal notifications.

Step 3

The SH&E Dept. must determine whether the spill is telephonically reportable to regulatory agencies, considering:

- *Identification of discharged material*
- *Quantity of discharged material*
- *Is the system regulated, if so by which agency*
- *Medium onto which discharge occurred (e.g., water, land)*

Refer to the appropriate State/Federal reporting section in the Spill/Release Notification Guide to make this determination.

Step 4

*If the spill **is regulatory reportable,** the SH&E Dept. will be responsible for all required state and federal agency telephone notifications.*

Give the company name, address and identification number, your name and telephone number, the nature of the emergency, the exact location and time of the failure, and the number of injuries or fatalities, if applicable and the initial estimate of product released. The form at page 4 of this manual should be used to compile information to be provided to agencies.

The SH&E Dept. is responsible for all required written reports in accordance with applicable state and federal laws.

Step 5

The Area Supervisor and/or the designee ensure that all response activities (control, containment, cleanup, and disposal) have been completed.

Wolverine Pipeline Company Spill / Release / Incident Report Form

Initial Report ___ Supplemental Report ___ Final Report ___ Date: _____

Date **and** Time Spill / Release Discovered: _____

Spill / Release Discovered by: _____

Date **and** Time Spill / Release Reported to SH&E: _____

Spill / Release Reported to SH&E by: _____

Pipeline, Station or Terminal: _____

Spill / Release / Incident Location: _____

City / County / State: _____

Nearest Town / City: _____

Driving Directions: _____

Product Spilled / Released: _____

Volume Spilled / Released: _____

Line Size / Description: _____

Volume Recovered: _____

Interstate: ☐ Intrastate: ☐ Regulated: _____

Cause of Spill / Release: _____

Fire: Yes ☐ No ☐ Explosion: Yes ☐ No ☐ Evacuations: Yes ☐ No ☐

Env. Impact: Air ☐ Water ☐ Soil ☐ Number of Injuries: ___ Number of Deaths: ___

Manager: _____

Area Supervisor/Team Lead: _____

Legal Description: _____

Land Description: _____

Landowner Notified: _____

Wolverine Pipeline Company Spill / Release / Incident Report Form

Nearest Occupied House: _____

Nearest Main Road / Intersection: _____

Net Volume Lost: _____

Pipe Wall Thickness: _____ Specification: _____

Seam Type: _____ MOP: _____

Pressure at Time of Spill / Release: _____ SMYS: _____

Weather Conditions: _____

Area of Spill / Release: _____ Media Coverage: Yes ☐ No ☐

Spill Costs (in whole dollars):

Public / Private Property Damage	_____
Cost of Emergency Response Phase	_____
Cost of Environmental Remediation	_____
Value of Product Lost	_____
Value of Operator Property Damage	_____
Other Costs	_____
Total Cost	_____

Describe Other Costs: _____

Livestock / Wildlife Impacted: _____

If Water Impacted, Name: _____

Repair Method Used: _____

Method of Clean-up: _____

Next Remediation Steps: _____

Did Spill / Release Reach an HCA: Yes ☐ No ☐ Could It Reach Water: Yes ☐ No ☐

Is Leak / Release on a Segment Identified as a "Could Affect" Segment: Yes ☐ No ☐

Is Pipe Configured for In Line Inspection Devices: Yes ☐ No ☐

Date of Last In Line Inspection: _____ Type of Tool: _____

Cathodically Protected: Yes ☐ No ☐ Type of System: _____

Year Installed: ____ Has a CIS Been Performed: Yes ☐ No ☐ Year of Last CIS: ____

Wolverine Pipeline Company Spill / Release / Incident Report Form

Agency / WPLCo Electronic / Telephonic and / or Verbal Notifications			
Agency or Company	**Name of Person Taking Report**	**Time of Notification (24 hr format)**	**Assigned Incident or Report Number**

Written Reports / Notification Letters		
Agency or Company	**Due Date**	**Date Mailed**

Additional Comments:

_____

_____

_____

* - GPS Coordinates are required

Instructions / Pointers for WPLCo Spill / Release / Incident Report Form

- The first seventeen lines (highlighted in yellow if completing form on computer) are items needed for initial reporting to agencies and should be provided as soon as possible. Some of the initial items may not be readily known when first notification(s) are made to SH&E, so should be provided at a later time when the information can be obtained. For any given spill / release / incident, not every information item will be applicable. Skip those items or enter "N/A".
- GPS coordinates are now required. They tie in to spill tracking by the National Pipeline Mapping System (NPMS) and American Petroleum Institute (API). The format does not matter, it can be converted by the SH&E Dept. if necessary. GPS coordinate formats may look like the following: http://jeeep.com/details/coord/ http://www.cosports.com/tools/gps_coords.htm
  1. 13 695512E 4705010N (UTM format)
  2. 42.4728°N -102.6216°W (DD.DDD format)
  3. 42° 28' 22" N -102° 37' 18" W (DMS format)
  4. 42° 28.37' N -102° 37.30' W (DD MM.MM format)
- For some items, it may be necessary to consult with Corrosion Technicians, Facility Engineers, Field ERST Techs / Field Regulatory Specialists or others to obtain the information.

These reporting conditions are Federal reporting changes and apply to all states.

Federal Reporting Update
If the information reported telephonically or electronically to the NRC has changed, it is now expected that the company will report those changes to the NRC.

Spill Reporting Reminders

When reporting a spill, the following guidelines should be observed:

Do not delay reporting *due to incomplete information, some telephonic spill reporting requires immediate notification.*

Do ***not*** *include information that has not been verified.*

Do ***not*** *speculate as to the cause of the incident or make any acknowledgment of liability.*

Do provide as much information as possible as outlined on the Leak Recording Form, provided on the previous page.

Do document persons/agencies notified on the Telephone Notification Log found in the appropriate state section.

If in doubt whether incident is reportable, then report it!

Spill/Accident IMMEDIATE Notification Requirements

Federal Immediate Notification Requirements - Applicable in all States		
Reportable Incident	***Agency / Regulation***	***Report When/to Whom***
Spill of oil or any hazardous substance into any body of water including wetlands, lakes, streams, rivers, and navigable waters offshore out to approximately 200 miles	*Required by Federal Water Pollution Control Act*	*Immediately / National Response Center (NRC) by calling 1-800-424-8802*
Spill of one barrel or more, unknown size that are thought to be one barrel or more, spills not originally reported but subsequently found to be one barrel or greater (Any spill less than 1 barrel will be reported to the MMS directly by the NRC)	*Minerals Management Service (MMS) / 30 CFR 254.46*	*Without delay to the appropriate District*
All fatalities, all injuries that require the evacuation of the injured person from the facility to shore or to another offshore facility; all losses of well control; all fires and explosions; all reportable releases of hydrogen sulfide gas as defined I 30 CFR 250.490(1); all collisions that result in property or equipment damage greater than $25,000; all incidents involving structural damage to an OCD facility; all incidents involving crane or personnel / material handling operations; all incidents that damage or disable safety systems or equipment	*Bureau of Safety and Environmental Enforcement / 30 CFR 250.188(a)*	*Immediately by oral communication to the District Manager*
A quantity of discharged oil that violates state water quality standards, causes a film or sheen on the water's surface, or leaves a sludge or emulsion beneath the surface. Note that a floating sheen alone is not the only quantity that triggers the reporting requirements (ie, sludge or emulsion deposited below the surface of the water may also be reportable).	*Environmental Protection Agency / 40 CFR Part 110*	*Immediately after knowledge of the discharge/ NRC by calling 1-800-424-8802. If this is not practicable, report can be made to the EPA regional office of the USCG Marine Safety Office (MSO) but must also notify NRC as soon as possible. If facility is regulated under the SPCC rule, report to both NRC and EPA*
Any noncompliance at a National Pollution Discharge Elimination System (NPDES) permitted facility which may endanger health or the environment.	*EPA*	*In writing, within 24 hours from the time the permitee becomes aware of the incident. Report to affected USEPA Region.*

Federal Immediate Notification Requirements - Applicable in all States		
Reportable Incident	***Agency / Regulation***	***Report When/to Whom***
*A **failure in a regulated pipeline** in which there is a release of the hazardous liquid being transported resulting in any of the following:* *1. Caused a death or personal injury requiring hospitalization* *2. Resulting in either a fire or explosion or fire not intentionally set by the operator.* *3. Caused estimated property damage, including cost of cleanup, and recovery, value of lost product of the operator or others, or both, exceeding $50,000* *4. Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or* *5. In the judgment of the operator was significant even though it did not meet the criteria of any of the above.*	*Department of Transportation PHMSA (Pipeline) 49 CFR 195.52*	*Earliest practicable moment / NRC at 800-424-8802 or electronically at http://www.nrc.uscg.mil*
Any of the following occurs during the course of transportation in commerce (including loading, unloading, and temporary storage): • *As a direct result of a hazardous material* o *A person is killed;* o *A person receives an injury requiring admittance to a hospital* o *The general public is evacuated for 1 hour or longer; or* o *The operational flight pattern or routine of an aircraft is altered* • *Fire, breakage, spillage or suspected radioactive contamination occurs involving a radioactive material;* • *Fire, breakage, spillage, or suspected contamination occurs involving an infectious substance other than a regulated medical;* • *A release of a marine pollutant occurs in a quantity exceeding 119 gallons (450 L) for a liquid or 882 pounds (400 kg) for a solid;* • *A situation exists of such a nature that, in the judgment of the person in possession of the hazardous material* • *During transportation by aircraft, a fire, violent rupture, explosion or dangerous evolution of heat (i.e., an amount of heat sufficient to be dangerous to packaging or personal safety to include charring of packaging, melting of packaging, scorching of packaging, or other evidence) occurs as a direct result of a battery or battery-powered device.*	*Department of Transportation PHMSA (Hazardous Materials) / 49 CFR 171.15*	*Earliest practicable moment but no later than 12 hours after the incident / NRC at 800-424-8802 or electronically at http://www.nrc.uscg.mil*

Information to Report (Telephone)

Agency	Required Information
NRC	• Name, organization, and telephone number • Name and address of the party responsible for the incident • Date and time of the incident • Location of the incident • Source and cause of the discharge • Types of material(s) discharged • Quantity of materials discharged • Danger or threat posed by the discharge • Number and types of injuries (if any) • Weather conditions at the incident location • Other information to help emergency personnel respond to the incident
MMS	• Cause • Location • Volume • Remedial action taken • Reports of spills of more than 50 barrels must also include: Sea state; Meteorological conditions; and Size and appearance of the slick
EPA	• Name and location of the facility • Owner/operator name • Maximum storage/handling capacity of the facility and normal daily throughput • Corrective actions and countermeasures taken, including descriptions of equipment repairs and replacements • Adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary • Cause of the discharge to navigable waters, including a failure analysis • Failure analysis of the system where the discharge occurred • Additional preventive measures taken or planned to take to minimize discharge reoccurrence • Other information the RA may reasonably require
BSEE	• Date and time of occurrence; • Operator, and operator representative's, name and telephone number; • Contractor, and contractor representative's name and telephone number (if a contractor is involved in the incident or injury/fatality); • Lease number, OCS area, and block; • Platform/facility name and number, or pipeline segment number; • Type of incident or injury/fatality; • Operation or activity at time of incident (i.e., drilling, production, work over, completion, pipeline, crane, etc.); and • Description of the incident, damage, or injury/fatality.

Agency	Required Information
PHMSA / Pipeline	• Name, address and identification number of the operator. • Name and telephone number of the reporter. • The location of the failure. • The time of the failure. • The fatalities and personal injuries, if any. • Initial estimate of amount of product released in accordance with paragraph (c) of this section. • All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.
PHMSA / Hazardous Materials	• Name of reporter; • Name and address of person represented by reporter; • Phone number where reporter can be contacted; • Date, time, and location of incident; • The extent of injury, if any; • Class or division, proper shipping name, and quantity of hazardous materials involved, if such information is available; and • Type of incident and nature of hazardous material involvement and whether a continuing danger to life exists at the scene.
EPA / Noncompliance with NPDES	• Noncompliance Annual Report

Federal Guidelines

Spill/Accident Written Notification Requirements

Federal Notification Requirements - Applicable in all States

Reportable Incident	***Agency / Regulation***	***Report When/to Whom***
*Any oil spill from a facility on the **Outer Continental Shelf (OCS)** of **1 barrel** or more, as well as sightings of pollution resulting from operations of others.*	*MMS / 30 CFR 254.46*	*In writing, by the 15th day after the spill has been stopped. Report to Minerals Management Service Regional office.*
All fatalities, all injuries that require the evacuation of the injured person from the facility to shore or to another offshore facility; all losses of well control; all fires and explosions; all reportable releases of hydrogen sulfide gas as defined I 30 CFR 250.490(1); all collisions that result in property or equipment damage greater than $25,000; all incidents involving structural damage to an OCD facility; all incidents involving crane or personnel / material handling operations; all incidents that damage or disable safety systems or equipment; any injury that results in one or more days away from work or one or more days on restricted work or job transfer; all gas releases that initiate equipment or process shutdown; all incidents that require operations personnel on the facility to muster for evacuation for reasons not related to weather or drills; and all other incidents resulting in property damage or equipment damage greater than 25,000	*Bureau of Safety and Environmental Enforcement / 30 CFR 250.188*	*15 calendar days after the incident to the District Manager*
Noncompliance with the permit requirements must be reported at least once per year to the appropriate EPA Regional Office.	*EPA*	*Within one year of when the noncompliance occurred (no report is necessary if there are no noncompliance to report) Report to affected USEPA Region.*
Discharge from an "SPCC Plan" facility of more than 1,000 gallons of oil, or two or more reportable discharges within 12 months, into or upon navigable waters of the U.S. or adjoining shorelines.	*EPA / 40 CFR Part 112.4*	*In writing within 60 days. Report to affected USEPA Region.*

Spill/Accident Written Notification Requirements

Federal Notification Requirements - Applicable in all States

Reportable Incident	***Agency / Regulation***	***Report When/to Whom***
Release of a "hazardous substance" or an "extremely hazardous substance" to air, land or water in a quantity equal to or exceeding the reportable quantity for that substance. *Haz Sub/Extreme Haz Sub* RQ (#/24 hrs)* *Acrolein 1* *Asbestos 1* *Benzene 10* *Hydrogen Sulfide** 100* *Mercury 1* *PCB's 1* *Toluene 1000* *ICR Char HazWaste 100* *D018 Char HazWaste 10* *D008 Char HazWaste 10* *Zylenes 1000* **This is only a partial list of HS's/EHS's.* *** 2000 bbls of sour crude approx. equals 100 lbs of H2S.*		*In writing within 5 days after release occurs.* • *State Emergency Planning Commission.* • *Local Emergency Planning Committee.*
*A **failure in a regulated pipeline** in which there is a release of the hazardous liquid being transported resulting in any of the following:* *1. Explosion or fire not intentionally set by the operator.* *2. Loss of **5 gallons**(19 liters) or more of hazardous liquids or carbon dioxide, except that no report is required for a release of less than 5 barrels (0.8 cubic meters) resulting from a pipeline maintenance activity if the release is:* • *a) Not otherwise reportable under this section;* • *b) Not one described in 195.52(a)(4);* • *c) Confined to company property or pipeline right-of-way; and* • *d) Cleaned up promptly.* *3. Death of any person* *4. Personal injury necessitating hospitalization.* *5. Estimated property damage, including cost of cleanup, repair and lost property of the operator or others, or both, exceeding $50,000.*	*PHMSA (pipeline) / 49 CFR 195.54 and 195.58*	*In writing, as soon as practicable but not later than 30 days from the accident, for all reportable accidents electronically submit to PHMSA at http://portal .phmsa.dot.gov/pipeline at DOT Form 7000-1 unless an alternative reporting method is authorized (See regulation).*

Spill/Accident Written Notification Requirements

Federal Notification Requirements - Applicable in all States

Reportable Incident	***Agency / Regulation***	***Report When/to Whom***
Incident that occurs during transportation (including loading, unloading or temporary storage) of hazardous materials by motor vehicle, rail car, aircraft or vessel in which, as a direct result of hazardous materials, any of the following occurs: *1. Any of the circumstances set forth in the Immediate notification of a hazardous materials spill listed on previous pages* *2. An unintentional release of a hazardous material or the discharge of any quantity of hazardous waste;* *3. A specification cargo tank with a capacity of 1,000 gallons or greater containing any hazardous material suffers structural damage to the lading retention system or damage that requires repair to a system intended to protect the lading retention system, even if there is no release of hazardous material;* *4. An undeclared hazardous material is discovered; or* *5. A fire, violent rupture, explosion or dangerous evolution of heat (i.e. , an amount of heat sufficient to be dangerous to packaging or personal safety to include charring of packaging, melting of packaging, scorching of packaging, or other evidence) occurs as a direct result of a battery or battery-powered device*	*PHMSA (hazardous materials) / 49 CFR 171.16*	*In writing (DOT Form F 5800.1), within 30 days of the date of discovery of any of the listed reportable incidents, or for any unintentional release of hazardous materials or hazardous waste from a package. Submit the report to the Information Systems Manger, PHH-60, ,PHMSA, DOT East Building, 1200 New Jersey Ave., SE, Washington, DC 20590-0002, or an electronic Hazardous Material Incident Report at http://hazmat.dot.gov* *For an incident involving transportation by aircraft, submit a written or electronic copy of the Hazardous Materials Incident Report to the FAA Security Field Office nearest the location of the incident* *This report must be updated within one year of the date of occurrence whenever,* • *A death results from injury caused by a hazardous material;* • *There was a misidentification of the hazardous material or packaging information on a prior incident report;* • *Damage, loss or related cost that was not known when the initial incident report was filed becomes known; or* • *Damage, loss or related cost changes by 25,000 or more, or 10% of the prior total estimate whichever is greater* *See 49 CFR 171.16 for exceptions to these reporting requirements*

Information to Report

Agency	Required Information
MMS	• Cause • Location • Volume • Remedial action taken • Reports of spills of more than 50 barrels must also include: Sea state; Meteorological conditions; and Size and appearance of the slick
EPA	• Name of facility • Reporter's name • Location of facility • Maximum storage or handling capacity of the facility and normal daily throughput • Corrective action and countermeasures that have been taken, including a description of the equipment repairs and replacements; • An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary; • Cause of the discharge including a failure analysis of the system or subsystem in which the failure occurred; • Additional preventive measures that have been taken or contemplated to minimize the possibility of recurrence; and • Any other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge
BSEE	• Date and time of occurrence; • Operator, and operator representative's name and telephone number; • Contractor, and contractor representative's name and telephone number (if a contractor is involved in the incident or injury); • Lease number, OCS area, and block; • Platform/facility name and number, or pipeline segment number; • Type of incident or injury; • Operation or activity at time of incident (i.e., drilling, production, work over, completion, pipeline, crane etc.); • Description of incident, damage, or injury (including days away from work, restricted work or job transfer), and any corrective action taken; and • Property or equipment damage estimate (in U.S. dollars).
PHMSA / Pipeline	• DOT Form 7000-1
PHMSA / Hazardous Materials	• Hazardous Materials Incident Report (*DOT Form F 5800.1)*
EPA / Noncompliance with NPDES	• Noncompliance Annual Report

Federal Written Notification Log

AGENCY	***FORM***	***NAME OF PERSON SUBMITTING REPORT***	***DATE***
MMS, GOMR	Letter		
State Emergency Planning Commission	Letter		
Local Emergency Planning Committee	Letter		
USDOT, OPS	DOT Form 7000-1		
USDOT, OPS	DOT Form 7100.2		
USDOT PHMSA (Hazardous Materials)	*DOT Form 5800.1*		
EPA	*Letter*		
EPA	*Annual Nonconformance Report*		
Bureau of Safety and Environmental Enforcement	*Letter*		
MMS	*Letter*		

Compliance Guidance for Reporting Spills on Water

Scope/ Applicability	This Guidance is to be used to assist in determining whether an unpermitted or unauthorized release of petroleum or petroleum products has impacted surface waters and therefore has to be reported to regulatory agencies. It does not address regulatory requirements for reporting spills to land or ground water, or internal spill reporting or stewardship requirements. Requirements for reporting spills to land or ground water, or spills of non petroleum materials, as well as detailed procedures for actually making verbal and written notifications to regulatory agencies, are contained in other sections of this manual, on the WPLCo Intranet E-Library. Additional assistance can also be obtained from the SH&E Department.
Determination If Spill Is On Water	When a spill occurs, a determination must quickly be made whether or not the spill reached an area or feature that meets the regulatory definition of waters. Spills on waters must be reported to regulatory agencies as soon as possible. If any portion of a spill contacts waters (as explained more fully below), and causes a visible sheen on the surface of the water, or causes a sludge or emulsion to be deposited beneath the surface of the water, it must be reported to the National Response Center (NRC) and the appropriate state regulatory agency(ies). **See other sections of this manual for detailed regulatory reporting requirements and procedures**. ***Note: When in doubt, notify the agency(ies) to assure compliance with reporting requirements and deadlines.*** "Waters" are defined very broadly in regulations and in case law for purposes of spill reporting. They include drainages or other features (either natural or man-made) that have water in them, as well as those that only contain water on an intermittent basis or are dry most of the time except during a heavy rainfall (short of a flood) **and** *would eventually connect with a surface water body*. *Examples of waters include:* • Lakes, rivers, streams; • Intermittent streams and dry creeks; • Wetlands, sloughs, mudflats and sand flats (see Definitions); • Named draws, and tributaries to named draws; • Low-lying areas, natural depressions, and drainage easements *if these are connected to water bodies;* • Natural ponds; • Man made ponds with water in them, and man-made ponds constructed by placing dams in streams or other water bodies • Station, road, and other ditches *if connected to water bodies or tributaries of water bodies*. More detailed descriptions of specific spill scenarios and examples follow below.
Sample Scenarios	The following scenarios are offered as examples of situations involving releases to waters. This list is not intended to be all-inclusive but rather serves as a basis to assist in classifying spill events.

	Spills To Storm Water Contained In A Tank Firewall or Oil Water Separator A spill which contacts storm water within a tank firewall or oil/water separator is not reportable as a spill on water as long as the spill is completely contained within the firewall or separator, the firewall or separator is isolated and controlled so that no sheen flows away from the it, and the spill is completely cleaned up so that no sheen ever flows away from the firewall or separator to any water body or tributary of a water body.
	Spills To Storm Water In A Temporary Excavation A spill which contacts storm water in a temporary excavation is not reportable as a spill on water as long as the spill is completely contained within the excavation, the excavation does not connect to any water body or tributary of a water body, and the spill is completely cleaned up so that no sheen ever flows away from the excavation to any water body or tributary of a water body. If a spill contacts water in an excavation that could be ground water or a combination of ground water and storm water, consult other sections of this manual, or contact the SH&E Dept. for assistance.
	Spills To A Facility Storm Water Impoundment A spill which contacts storm water contained in a facility storm water impoundment is not reportable as a spill on water as long as the impoundment is completely isolated and contained with no flow away from the facility, the spill is completely contained within the impoundment, and the spill is completely cleaned up so that no sheen ever flows away from the impoundment.
	Spills That Reach "Dry" Waters If any portion of a spill reaches a dry drainage feature but does not actually contact standing or flowing water, it *may* be reportable depending on the conditions noted below: • If the dry drainage feature is either connected to waters of the U.S. or it could flow to a surface water body during a heavy rainstorm (short of a flood) or snow melt, it is considered waters. A USGS topographical map may be used as a tool to assist in making this determination, although it should not be used as the sole determinant. • However, if the spill-impacted area is cleaned up 100% (including both the free product and any impacted soil) before any water contacts the impacted area, the spill is not reportable as a spill to waters (although it might still be reportable as a spill on land).
	Spills To Standing Water In Dry Ditches Or Creeks If a spill reaches an intermittent creek or ditch that is dry except for some standing water (i.e., puddles / pools not interconnected), and the intermittent creek or ditch connects to a water body or a tributary to a water body, the release would be reportable as a spill to water if the spill contacts the standing water and produces a sheen.

	Spills To A Facility Ditch Generally speaking, a spill to a drainage ditch within, adjacent to, or surrounding a facility such as a pipeline station or terminal would not be considered a spill to waters *as long as the spill is contained within that ditch and the ditch does not flow away from the facility and the spill is completely cleaned up*. However, a spill to any ditch that flows away from the facility (such as a station or road ditch) and ultimately connects with a water body or tributary to a water body, would be considered a spill to water, even if contained by a boom, weir or other spill containment device (see "Spills to Ponds or Traps Constructed in Waters,' below).
	Spills To Road Ditches A spill to a road ditch (including a station, terminal other facility road ditch) that is connected to any water body or tributary of a water body would be considered reportable as a spill to water if the spill either: (1) contacts water in the ditch (e.g., standing water, puddles) or, (2) if the ditch is dry but the spill is not completely (100%) cleaned up (although it might still be reportable as a spill on land).
	Spills To Low- Lying Areas If a spill flows to a natural topographic depression or other low-lying area holding water, the release would be reportable as a spill on water only if the low-lying area: 1) is considered a wetland (see Definitions), or 2) is connected to a water body, or 3) could connect to and contact surface water in the event of a heavy rain storm (short of a flood) or snow melt. For purposes of this guideline, a heavy rainstorm is defined as a rain event that would cause a normally dry drainage to fill with water, but not necessarily overflow as in the case of a flood.
	Spills To Man- Made Ponds If a person digs a pond and it fills with water, a release to that pond would be considered a spill to water if the release actually contacts the water in the pond. If the same man-made pond is dry at the time of the release, the spill is not reportable as a spill to water (although the impacted area must still be completely, i.e., 100%, cleaned up). If the pond is constructed in a creek, ditch or other drainage feature classified as waters (i.e., dams constructed across the direction of flow to impound water), releases to that pond would be considered reportable as spills to water if water is present. If the pond is dry, the spill would not be reportable as long as it is completely (100%) cleaned up before any water contacts the impacted area.
	Spills To Ponds Or Traps Constructed In Waters If a topographic or geographic area or feature meets the criteria for classification as waters (e.g., flowing or intermittent stream or ditch, etc.), constructing dams or otherwise blocking the water flow in that area or feature to capture water for such uses as irrigation or stock watering does not change its classification as waters. Similarly, the placement of spill containment dams, traps, or booms in drainage ditches or features does not change the classification of those ditches, i.e., if a ditch was classified as waters before installing an oil spill containment dam or structure, its classification remains the same after installation. *A rule of thumb is "once waters, always waters."*

	Spills To Oil Traps In Dry Ditches Or Creeks If an oil trap is placed in a dry creek or ditch, both of which are located away from the pipeline facility, a spill to that creek or ditch upstream of the trap would be reportable as a spill to water if the release flows to the trap, the trap contains water, and the spill produces a sheen on the water in the trap.
	Spills To Standing Water Associated With Flooding If a heavy rainfall event occurs and results in some localized or regional flooding, a spill that contacts the standing water would not be considered reportable as a spill to water provided *all* of the following conditions are met: 1) the general topography in the area of the spill is flat; and 2) there are no ditches or creeks in the area of the release; and 3) the flooding on the location is solely from rain water and not from a nearby creek or other drainage area; and 4) the aerial extent of the spill is limited to the pipeline location (i.e., it is reasonable to expect that any water that has come in contact with the spill is restricted to the operating facility), and 5) there is no flow away from the location, and 6) the spill is completely cleaned up.
Background	Spills or other unauthorized releases of pollutants to waters are prohibited by federal and state laws and regulations. Several courts have concluded the definition of waters is intended to be given the broadest possible interpretation. Spills to water must be reported to the National Response Center (NRC) and appropriate state environmental agencies as soon as possible. See other sections of this manual for detailed regulatory reporting requirements and procedures.
Definitions	**"Waters of the U.S."** - includes - All waters which are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide; - All interstate waters, including interstate wetlands; - All other water such as intrastate lakes, rivers, streams (including intermittent streams), or natural ponds, the use, degradation or destruction of which could affect interstate or foreign commerce including any such waters: (i) which are or could be used by interstate or foreign travelers for recreational or other purposes, or (ii) from which fish or shellfish are or could be taken and sold in interstate or foreign commerce, or (iii) which are used or could be used for industrial purposes by industries in interstate commerce; - All impoundments of waters otherwise defined as waters of the U.S.; - Tributaries of waters identified above; - The territorial seas; - Wetlands adjacent to waters identified above. *This definition applies in all states for purposes of reporting spills on waters to the NRC.*
	"Waters in the state" - groundwater, percolating or otherwise, lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, wetlands, marshes, inlets, canals, and all other bodies of surface water, natural or artificial, inland or coastal, fresh, navigable or non-navigable, and including the beds and banks of all watercourses and bodies of surface water, that are wholly or partially inside or bordering the state or inside the jurisdiction of the state. *This definition varies from state to state for purposes of reporting spills on waters to state agencies.* **"Wetlands"** - those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, sloughs, bogs, and similar areas.

Illinois Reporting

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
WATER		
All crude oil or petroleum product spills, regardless of amount that enters or threatens streams, rivers, ponds, lakes, wetlands, or other bodies of water.	• National Response Center immediately FED1 • Illinois Emergency Management Agency (IEMA) IL1	
LAND		
See Pipeline Safety reporting requirements.	• Illinois Emergency Management Agency (IEMA) IL1	
GROUND WATER		
*Discharge that contaminates **ground water**.*	• Illinois Emergency Management Agency (IEMA) IL1	
PIPELINE SAFETY		
A discharge of oil from a liquid pipeline as described in the Federal Reporting Guidelines on page 2.	• National Response Center, within two (2) hours of the incident. FED1 • Illinois Emergency Management Agency (IEMA) IL1 • (Written follow up report to SERC and LEPC required) • Written DOT 7000-1 Report within 30 days • Follow Federal Reporting Guidelines	*29 IAC 430 & 620*
HAZARDOUS SUBSTANCE		
*Release of an extremely hazardous substance or Release of Reportable Quantity (RQ) of a **Hazardous Substance** to the environment (air, land, or water).* *See Federal Guidelines page 2 for reportable quantities*	• National Response Center immediately. FED1 • Illinois Emergency Management Agency (IEMA) immediately IL1 • Local emergency response agencies, if release could affect persons beyond facility boundary immediately. (See LEPC list.), Note: If there is no LEPC give notification to the relevant local emergency response personnel. • Notify the SERC for any other state that may be affected by the release. Immediately • Written follow-up notices (updated as more information becomes available) to IESDA	*29 IAC 430.30 (a) & (c)*

REPORTABLE DISCHARGE/RELEASE	***REPORTS TO***	***Regulation***
Incident or accident involving a hazardous material resulting in any of the occurrences listed below, the responsible party at the facility shall immediately provide notice: • *Member of the general public is killed;* • *Member of the general public receives injuries requiring hospitalization;* • *Authorized official of an emergency agency recommends evacuation of an area by the general public;* • *A motor vehicle has overturned on a public highway;* • *Fire, breakage, release, or suspected contamination occurs involving an etiologic agent;* *Any release of oil which meets the reporting requirements in the U.S> EPA regulations 40 CFR 110.*	• Illinois Emergency Services and Disaster Agency (IESDA) IL1	*29 IAC 430.30(b) & (c)*
PUBLIC HEALTH & SAFETY		
*Any discharge (oil or reportable quantity) that could endanger **public safety or health** or cause significant environmental or property damage.*	• Local Emergency Response Agencies immediately (See LEPC list.)	
FISH OR WILDLIFE		
*Discharge that threatens **fish or wildlife**.*	• Illinois Emergency Services and Disaster Agency (IESDA) IL1	
PUBLIC ROADS		
*Discharge of disaster proportions or which threatens or affects **public roads** or public safety.*	• Illinois Emergency Services and Disaster Agency (IESDA) IL1	
OSHA		
*Accident **fatal to 1** (including heart attack) that occurs within 30 days of an incident or more employees or which requires **hospitalization of 3** or more employees. (Note: Motor Vehicle accidents occurring off site on public streets or highways do not have to be reported)*	• Occupational Safety and Health Administration within 8 hrs of incident. FED2 or FED3	*29 CFR 1904.39(a), (b)(3), (b)(5), (b)(6)*

REPORTABLE DISCHARGE/RELEASE	***REPORTS TO***	***Regulation***
AIR		
Report emissions which exceed permit limits immediately to the nearest regional office of the Illinois Environmental Protection Agency (see last page of this section for map), unless the permit provides other conditions. For emission sources subject to continuous monitoring, provide information in quarterly reports on: *1. The starting date and time of the excess emissions.* *2. The duration and magnitude of the excess emissions.* *3. The cause of the excess emissions, if known.* *4. Corrective actions and actions taken to lessen the emissions.* *5. The operating status of the monitoring system, including the dates and times of any periods during which it was inoperative.* *6. Other permit requirements, including monitoring location, monitoring maintenance records, and source operating hours.*	• *Illinois Emergency Services and Disaster Agency (IESDA)* ***IL1*** • *Local Air Pollution Control Agency* ***immediately****.* • *Regional office of the IL EPA.*	
DRINKING WATER		
Discharge that threatens public or environmental health (example -- contaminate ***drinking water*** *supply).*	• *Illinois Emergency Services and Disaster Agency (IESDA)* ***IL1***	

Number in block indicates telephone number code as used in Notification Log

Information to Report

Agency	Required Information	Follow-Up Emergency Notice
IESDA LEPC	To the extent known at the time of the notice and provided that there is no delay in responding to the emergency: • the chemical name or identity of any substance involved in the release; • an indication of whether the substance is on the list of extremely hazardous substances; • an estimate of the quantity in pounds of any such substance that was released into the environment; • the time and duration of the release; • specific location of the release; • the medium or media (air, water, land) into which the release occurred; • proper precautions to take as a result of the release, including evacuation (unless such information is readily available to the community emergency coordinator pursuant to the emergency plan); • any known or anticipated acute or chronic health risks or public safety risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals; • name of the reporter and phone number where the reporter may be contacted, as well as the name and telephone numbers of persons or persons to be contacted for further information.	Required for releases under 430.30(a) • Update to information listed in column to left • Actions taken to respond to and contain list • Any known or anticipated acute or chronic health risks associated with the release, and • Where appropriate, advice regarding medical attention necessary for exposed individuals
OSHA	Must talk to a person (if no one is available at the Area Office, call the 800 number) • Establishment name • Location of the incident; • Time of the incident; • Umber of fatalities or hospitalized employees; • Names of any injured employees; • Contact person and phone number • Brief description of the incident	

ILLINOIS
TELEPHONE NOTIFICATION LOG

Date of Incident: _____ Description of Incident: _____

Verbal notification to Government Agencies (refer to other sections of this manual); also, a IIR will need to be completed for reported spills.

CODE	***AGENCY***	***PHONE #***	***NAME OF PERSON TAKING REPORT***	***DATE/TIME***	***CASE # (If provided)***	***NAME OF PERSON MAKING REPORT***
FED1	NRC	800-424-8802* 202-267-2675				
FED2	OSHA	800-321-OSHA (6742)*				
FED3	OSHA Region 5 Office	312-353-2220				
IL1	Illinois Emergency Management Agency (IEMA) Note: This serves as the State Emergency Response Commission (SERC)	In state: 800-782-7860* Out of state: 217-782-7860 (both are 24 hour)				
	Illinois Environmental Protection Agency	217-782-3637 (24 hour)				
	Local Sheriff/Police	911 emergency				
	Local Fire Department	911 emergency				
	LEPC	See attached list				

** Toll Free Number*

LEPC LIST – ILLINOIS			
COUNTY	***CONTACT ADDRESS***	***LEPC CONTACT/ PHONE #***	***Email Address #***
Cook	24148 South Clover Court Manhattan, IL	Gary Kulhan 815-955-9827	gkulhan@craworld.com
Will	302 North Chicago Street Joliet, IL 60432	Harold Damron 815-740-8351	lepc@willcountyillinois.com

Indiana Reporting

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
WATER		

Facility – The following spills from a facility must be reported:[1]
• *Spills that damage the waters of the state that cause death or acute injury or illness to humans or animals;*
• *Spills from a facility that has been notified in writing from a water utility that the facility is located in a delineated public water supple wellhead protection area that are*
  ○ *A hazardous substance or extreme hazardous substance when the amount spilled exceeds 100 pounds are the reportable quantity, whichever is less;*
  ○ *Spills of petroleum when the amount exceeds 55 gallons; or*
  ○ *Spills of objectionable substances*
• *Spills that damage water and that*
  ○ *Are located within 50 feet of a known private drinking water well located beyond the facility boundary; or*
  ○ *Are located within 100 yards of*
  ▪ *Any high quality water designated as an outstanding state resource excluding Lake Michigan*
  ▪ *Any water designated as capable of supporting a salmonid fishery except lake Michigan; or*
  ▪ *Any water that is a fish hatchery, fish and wildlife area, nature preserve or recreational water owned by the department of natural resources or the federal government*
• *For any spill which does not meet the above criteria the following must be reported:*
  ○ *Spills to surface waters*
  ▪ *spills of hazardous substances or extremely hazardous substances when the amount spilled exceeds 100 pounds or the reportable quantity, whichever is less;*
  ▪ *spills of petroleum of such quantity as to cause a sheen upon the waters; or*
  ▪ *spills of objectionable substances.*
• *Any spill for which a spill response has not been done.*
	• *National Response Center* ***immediately*** **FED1** *(49CFR195.52)*
	• *Indiana Department of Environmental Management* **IN1** ***Within two hours of discovery***
	• *Document attempts to notify the nearest downstream water user located within 10 miles of the spill and still in the state of Indiana, if applicable.*
		327 IAC 2-6.1-3 (Exclusions)
		
		327 IAC 2-6.1-5 Reportable Spills; Facility
		
		327IAC2-6.1-5(4Aii)

[1] *Exclusions – Discharge or exceedances that is under the jurisdiction of an applicable permit when the substance in question is covered by the permit and death or acute injury or illness to animals or humans does not occur; spills less than one pint; spills of engine operating fluids, I the use of motor vehicles or other equipment, if the total volume is less than or equal to 55 gallons and they do not damage waters; a release of a substance integral to a spill response activity that has been approved and authorized by a state or federal on-scene coordinator*

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
Transportation – The following spills from a mode of transportation must be reported:[2] • *Spills that damage the water as to cause a death or acute injury or illness to humans or animals* • *Spills that damage surface waters*	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.*** *(Also report new or updated data that indicates a significant increase in the likelihood of damage to water within 2 hours of discovery of new information)* • *Nearest affected downstream water user located within 10 miles of the spill and in the state of Indiana*	*327 IAC 2-6.1-6 Reportable spills; transportation* *327 IAC 2-6.1-7*
GROUND WATER		
Discharge that contaminates ***ground water.***	• *National Response Center immediately FED1 (49CFR195.52)* • *Indiana Department of Emergency Management IN1 Within two hours of discovery.*	

[2] *Exclusions – Discharge or exceedances that is under the jurisdiction of an applicable permit when the substance in question is covered by the permit and death or acute injury ir illness to animals or humans does not occur; spills less than one pint; spills of engine operating fluids, I the use of motor vehicles or other equipment, if the total volume is less than or equal to 55 gallons and they do not damage waters; a release of a substance integral to a spill response activity that has been approved and authorized by a state or federal on-scene coordinator*

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
LAND (312 IAC16-5-23,24 327IAC2-6.1-5,6,7)		

Petroleum spills of more than 55 gallons.
Any spill that threatens the "Waters of the State"
Waters of the State means accumulations of water, surface and underground, natural and artificial, public and private, or parts thereof, which are wholly or partially within, flow through, or border the state of Indiana.
 	
See Pipeline Safety Reporting Requirements.
• *For any spill which does not meet the above criteria the following must be reported:*
  ○ *Spills to surface waters or: soil beyond the facility boundary:*
  ▪ *spills of hazardous substances or extremely hazardous substances when the amount spilled exceeds 100 pounds or the reportable quantity, whichever is less;*
  ▪ *spills of petroleum of such quantity as to cause a sheen upon the waters; or*
  ▪ *spills of objectionable substances.*
  ○ *Spills to soil within the facility boundary:*
  ▪ *spills of hazardous substances or extremely hazardous substances when the amount spilled exceeds the reportable quantity;*
  ▪ *Spills of petroleum when the spilled amount exceeds 1,000 gallons; or*
  ▪ *Spills of objectionable substances*
Spills of less than 55 gallons that are cleaned up promptly.
	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.***
	
	• *Document attempts to notify the landowner, if applicable.*
	
	• *No STATE AGENCY notification required*
	• *Affected property owner /operator or occupant*
		312 IAC16-5-23,24
		327IAC2-6.1-5,6,7

TANKS (Underground Storage Tank)		
If the tank holds petroleum, the owner or operator must report within 24 hours spills or overfills that exceed 25 gallons, or the cause a sheen on nearby surface water. If the spill is less than 25 barrels the release must be reported if it cannot be cleaned up in 24 hours.	• *Indiana Department of Emergency Management* **IN1**	*329 IAC 9-3-1*
PIPELINE SAFETY DOT 195		
Discharge from a liquid pipeline: • *as described in Federal Guidelines page 2* • *deemed significant including situations involving media attention, high profile locations, large evacuations or the possibility of recurrence.*	• *National Response Center, within two (2) hours of the incident.* **FED1** • *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.*** *s Follow Federal Reporting Guidelines*	*170 IAC 5-3-4*
FIRES		
Petroleum-related fire *or petroleum tank struck by lightning.*	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.***	

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
HAZARDOUS SUBSTANCE		
See Federal Guidelines page 2 for reportable quantities .	• *National Response Center* ***immediately***. **FED1** • *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.*** • *Local emergency response agencies, if release could affect persons beyond facility boundary* ***immediately***. *(See* **LEPC list**.)	*Section 304 of SARA Title III*
PUBLIC HEALTH & SAFETY		
Any discharge (oil or reportable quantity) that could endanger ***public safety or health*** *or cause significant environmental or property damage.*	• *Local Emergency Response Agencies* ***immediately*** *(See* **LEPC list**.*)*	
FISH OR WILDLIFE		
Discharge that threatens ***fish or wildlife***.	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.***	
PUBLIC ROADS		
Discharge of disaster proportions or which threatens or affects ***public roads*** *or public safety.*	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.*** • **Local 911**	
OSHA		
Accident ***fatal to 1*** *or more employees or which requires* ***hospitalization of 3*** *or more employees.*	• *Indiana Occupational Safety and Health Administration within 8 hrs of incident.* **IN4** **(After hours call federal OSHA hotline)** **FED2**	

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
AIR		
Report excess emissions as soon as practical, but no later that 4 daytime business hours after the onset of the incident. *The excess emissions report should include:* *1. Control equipment out of service or malfunctioning, including location and permit number.* *2. Length of time control equipment expected to be out of service.* *3. Nature and quantity of anticipated emissions.* *4. Measure taken to minimize excess emissions.* *5. Reasons for continued operation of facilities with excess emissions.* *6. Demonstration that interim control measures have reduced or will reduce excess emissions.* *For facilities subject to Part 70 or Federal operating permits, clearly identify deviations from permit requirements in the six-month monitoring reports. In addition, facility owners/operators may be required to provide "prompt" reporting deviations, their probable cause, and corrective or preventative measure taken. The Department will identify in the permit what conditions will require "prompt" reporting.* *Owners or operators of facilities required to install continuous emission monitoring systems shall prepare a written report of excess emissions for each calendar quarter. The report shall include the operating time of the monitored facilities and a description of the nature and causes of the excess emissions, if known.*	• *Local Air Pollution Control Agency* ***(refer to facility permit)****.* • *Indiana Department of Environmental Management* **IN1** • *Indiana Department of Environmental Management, (Office of Air Management)* **IN3**	*326 IAC 2-6*
DRINKING WATER		
Discharge that threatens public or environmental health (example -- contaminate ***drinking water*** *supply).*	• *Indiana Department of Emergency Management* **IN1** ***Within two hours of discovery.***	

Information to Report

Agency	Required Information	Report Method
IOSHA	Must talk to a person (if no one is available at the Area Office, call the 800 number) • Establishment name • Location of the incident; • Time of the incident; • Umber of fatalities or hospitalized employees; • Names of any injured employees; • Contact person and phone number Brief description of the incident	Telephone
Indiana Department of Environmental Management, Office of Land Quality,	Report: • Name of the operator • Date and time of the incident • A definite location: street address or, rural, locate definitely (not R.R.), 911 address • The number of employees injured requiring inpatient hospitalization or fatalities, or both (name, sex, age, and address) • The estimated value of total property damage and a description of the damaged property • A description of the accident • The location and a description of the operator's plant, including sketches or maps, if necessary, for clarification • The condition of the operator's plants as found in inspection • The extent of the investigation and findings and • Unless submitted electronically, the signature of a responsible representative of the operator	By telephone (1-888-233-7745) or electronic submission at the earliest practical moment following discovery. The notification is followed by a written report at the request of the division, and shall be provided within 20 days of the request Written – (if requested by the department) Indiana Department of Environmental Management, Office of Land Quality, Emergency Response Section (MC 66-30), 2525 N. Shadeland Ave. Suite 100, Indianapolis, IN 46219-1787
UST Spills	Use Initial Incident Report Form (http://www.in.gov/idem/5157.htm#olq_ust)	Oral – M-F 317-232-8900 or 800-451-6027, Ext 2-8900; weekends / holidays – 317-233-7745 or 888-233-7745 Or, email to LeakingUST@idem.IN.gov; Or fax 317-234-0428

Number in block indicates telephone number code as used in Notification Log

INDIANA
TELEPHONE NOTIFICATION LOG

Date of Incident: _____ Description of Incident: _____

Verbal notification to Government Agencies (refer to other sections of this manual); also, a IIR will need to be completed for reported spills.

CODE	***AGENCY***	***PHONE #***	***NAME OF PERSON TAKING REPORT***	***DATE/TIME***	***CASE # (If provided)***	***NAME OF PERSON MAKING REPORT***
FED1	NRC	800-424-8802 202-267-2675				
FED2	OSHA	800-321-OSHA (6742)*				
FED3	OSHA Region 5 Office	312-353-2220				
IN1	Indiana Department of Environmental Management (IDEM)	24 hr. Spill Hotline: 1-888-233-7745* In state: 800-451-6027 Out of state: 317-232-8603				
IN2	Indiana Department of Natural Resources	317-232-4200				
IN3	IDEM Emergency Response, Office of Air Management	888-233-7745 (This # is the emergency response # for reporting spills, a 24 hr spill line) Indianapolis Area 317-233-0178 (This # is the Office of Air Mgmt #)				
IN4	IOSHA	317-232-2693				
	Local Sheriff/Police	911 (emergency)				
	Local Fire Department	911 (emergency)				
	LEPC	See attached list				

** Toll Free Number*

LEPC LIST – INDIANA			
COUNTY	***CONTACT ADDRESS***	***LEPC CONTACT/ PHONE #***	***EMERGENCY PHONE #***
Lake	2900 West 93rd Avenue Crown Point, IN 46307	Kevin Doolin 219-756-8302	219-755-3512 / 219-755-3333 (24 hrs)
LaPorte	809 State Street, Suite 101A LaPorte, IN 46350	Jeffrey Hamilton 219-326-6808 (#2265)	219-575-0003 (24 hrs)
Porter	1995 South State Road 2 Valparaiso, IN 46385	Russ Shirley 219-465-3593	219-477-3170 (24 hrs)
St. Joseph	St. Joseph County Health Department 4714 Lathrop Street South Bend, IN 46628	Luther Taylor 574-235-9234	574-235-9361 (24 hrs)

CONTACT NUMBERS – INDIANA	
CONTACTS	***PHONE NUMBER***
Indiana Department of Homeland Security	800-669-7362 317-232-3986
Indiana State Fire Marshall (ISFM)	800-669-7362 317-232-2222
Indiana State Department of Health (ISDH)	317-233-1325
US EPA, Region V	312-353-2318 (24-hour emergency) 800-621-8431 312-353-2000
US Coast Guard, MSO, Louisville, KY	800-253-7465 24-hour emergency
Indiana Underground Plant Protection Service (One-call)	800-382-5544
CHEMTREC	800-424-9300

Michigan Reporting

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
WATER		
*Discharge of **any quantity of oil** or petroleum products onto waters wetlands, or adjoining shorelines including intermittent waterways that causes a sheen.* *Discharges to sewer systems should be treated as a water release.* *Discharges to ground water should be treated as a water release.*	• *National Response Center immediately. FED1* • *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1* • *Written notification to the Michigan Department of Environmental Quality Water Bureau District is required within 10 days.*	• *Part 5 Rule 324.2002(b) and (g), Section 3111b of Part 31* • *Part 5 Rule 324.2007*
LAND(state requirements MDEQ Water Resources Protection R324.2001 - 2002)		
*Discharge of more than **1000 gallons** of **oil or petroleum products** to secondary containment.* *Discharge of less than 1000 gallons of oil or petroleum products to secondary containment, if recovery efforts are initiated within 24 hours of detection and completed within 72 hours of detection is not reportable to the State of Michigan.*	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1* • *Written notification to the Michigan Department of Environmental Quality is required within 10 days.*	
Discharge of more than 55 gallons of oil or petroleum products to the soil. *(Discharge of less than 55 gallons of oil or petroleum products, if the leak is detected and cleaned up within 24 hours, and there is no groundwater, surface water or public sewer impact is not reportable to the State of Michigan.)*	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1* • • *Written notification to the Michigan Department of Environmental Quality is required within 10 days.*	
Discharge of 50 pounds of oil or petroleum products, (~7 gallons), to ground if cleanup activities are not started immediately.	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1* • • *Written notification to the Michigan Department of Environmental Quality is required within 10 days.*	
IF DISCHARGE WAS FROM A DOT REGULATED COMPONENT OF THE FACILITY ALSO SEE REPORTING REQUIREMENTS FOR PIPELINE SAFETY .		

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
GROUND WATER		
Discharge that contaminates **ground water.**	• National Response Center immediately. FED1 • Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1 •	• NREPA 1994 PA 451 Part 31
PIPELINE SAFETY DOT 195		
A discharge of oil from a liquid pipeline as described in the Federal Reporting Guidelines on page 2. .	• National Response Center, within two (2) hours of the incident. FED1 • Written DOT7000-1 report within 30 days. •	• 49 CFR 195
HAZARDOUS SUBSTANCE		
Release of Reportable Quantity (RQ) of a **Hazardous Substance** to the environment (air, land, or water). See Federal Guidelines page 2 for reportable quantities Within 10 days after the release, file a written report with the DEQ.	• National Response Center immediately. FED1 • Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.) MI1 • Local emergency response agencies, if release could affect persons beyond facility boundary immediately. (See LEPC list.) • Call 911 if the release to any media is a threat to human health or safety. • Spill form on MI9 •	• SARA Title III Section 304 40 CFR 355.40
PUBLIC HEALTH & SAFETY		
Any discharge (oil or reportable quantity) that could endanger **public safety or health** or cause significant environmental or property damage.	• Local Emergency Response Agencies immediately (See LEPC list.) • MI3 State Police Operations Division	
OSHA		
Accident **fatal to 1** or more employees or which requires **hospitalization of 3** or more employees.	• Occupational Safety and Health Administration within 8 hrs of incident. FED2	• MOSHA 1974 PA 154 Section 61, Records & Reports; Notice of Fatalities or Hospitalization

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
AIR		
Any violations of emission limitations lasting for more than 2 hours, or violations of hazardous air pollutant or toxic air contaminant limitations lasting more than 1 hour, shall be reported as soon as reasonably possible. *A written report is to be submitted within 10 days of the incident. The written report shall include information about:* *1. The time and date of the excess emissions.* *2. Probable causes.* *3. A description of the equipment involved.* *4. Duration of the violation.* *5. Remedial action taken.* *6. Steps being taken to prevent a recurrence.* *In addition, sources subject to operating permits will have to report monitoring results at least every six months. Deviations from permit requirements must be reported as described above. For deviations that do not trigger the above reporting requirements, describe the deviation in the semiannual reports including reasons for the deviation and the steps taken to correct it.* *For sources required to install Continuous Emission Monitoring systems, submit a report of excess emissions in the quarterly report for the facility. Include information of the nature and cause of the excess emissions, if known, as follows:* *1. For opacity measurements, the report shall consist of the magnitude, in actual percent opacity, of all 6-minute averages of opacity more than the applicable opacity standard for each hour of operation. All allowable exceptions are to be deducted prior to determining the excess averages of opacity. Average values shall be obtained by integration over the averaging period or by arithmetically averaging a minimum of 24 equally spaced, instantaneous opacity measurements per 6 minutes.* *2. For gaseous measurements, the report shall consist of emission averages, in the units of the applicable standards, for each averaging period during which the applicable standard was exceeded.*	• *Michigan Department of Environmental Quality, Air Quality Division* **MI2** • *Local Air Pollution Control Agency* ***immediately***.	*CERCLA Section 103 40 CFR 302* *NREPA 1994 PA 451 Part 55, Air Pollution Control*
DRINKING WATER		
Discharge that threatens public or environmental health (example -- contaminate ***drinking water*** *supply).*	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.)* **MI1**	*TSCA 40 CFR 761, 125*

REPORTABLE DISCHARGE/RELEASE	*REPORTS TO*	*Regulation*
TANK LEAKS		
A release from an Aboveground Storage Tank (AST) of more than 55 gallons of any flammable or combustible liquid to the ground or within a secondary containment area during any 24 hour period. *Releases of any amount of oil or petroleum products from an Underground Storage Tank, (UST).*	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS.)* **MI1** *Written report in 10 days.* • *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS)* **MI1** *Written Report in 90 days*	*NREPA 1994 PA 451 Part 211, 213*
LAND/WATER		
Report spills to: *Complete and submit a Michigan Spill Form within 10 days for oil and/or hazardous substance releases.*	• *Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS)* **MI1** • *Spills that pose a threat to human health or safety should be immediately reported to* **MI3**	

Number in block indicates telephone number code as used in Notification Log

Information to Report

Agency	Required Information	Report Method
Michigan Department of Environmental Quality,	Form EQP 3465 "Spill or Release Report" or submit a report containing the information below: • Cause of release • Discovery of release • Response measures taken or scheduled for completion of measures to be taken, or both • Measures taken to prevent of similar releases	Immediate Notification to PEAS Written Report within 10 days

Written Notification of reportable leaks should be within 10 calendar days of the event on the MIDEQ "Spill or Release Report" (EQP 3465) form provided at the end of this section.

MICHIGAN
TELEPHONE NOTIFICATION LOG

Date of Incident: _____ Description of Incident: _____

Verbal notification to Government Agencies (refer to other sections of this manual); also, a IIR will need to be completed for reported spills.

CODE	***AGENCY***	***PHONE #***	***NAME OF PERSON TAKING REPORT***	***DATE/TIME***	***CASE # (If provided)***	***NAME OF PERSON MAKING REPORT***
FED1	NRC	800-424-8802* 202-267-2675				
FED2	OSHA	800-321-OSHA (6742)*				
MI1	Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS)	In state: 800-292-4706* Out of state: 517-373-7660				
MI2	Michigan Department of Environmental Quality, Air Quality Division	517-373-7023 (8 to 5) 800-292-4706 (In State – 24 hour)				
MI3	Michigan State Police, Emergency Management and Homeland Security Division, Information/ Operations Desk	517-241-8000 (24 hours)				
MI4	Michigan Department of Environmental Quality, Storage Tank Division	517-335-7210				
	Local Sheriff/Police	911 (emergency)				
	Local Fire Department	911 (emergency)				
	LEPC	See attached list				

** Toll Free Number*

LEPC LIST – MICHIGAN

COUNTY	*CONTACT ADDRESS*	*LEPC CONTACT/ PHONE #*	*EMERGENCY PHONE #*
Allegan	Allegan County Emergency Management/Homeland Security 3271 – 122nd Ave. Allegan, MI 49010	Scott Corbin 269-673-0571	
Bay	Bay County LEPC 1200 Washington Ave. Bay City, MI 48708	Chris Izworski 989-892-1541	
Berrien	Berrien Co. Emergency Mgmt. 2100 E. Empire Benton Harbor, MI 49022	Capt. Corey Burks 269-983-7111 x 4916	
Calhoun	Calhoun County LEPC 161 E Michigan Ave. Battle Creek, MI 49014	Durk Dunham 269-969-6430	
Cass	Cass Co. Emergency Mgt. 130 N. Broadway Cassopolis, MI 49031	David Smith 269-445-1460	
Clinton	Clinton Co. Emergency Mgt. 1347 E. Townsend Road St. Johns, MI 48879	Larry St. George 989-227-6595	
Detroit City	Detroit L.E.P.C. 13331 Lyndon Detroit, MI 48227	Brenda Ice 313-596-5562	
Gratiot	Gratiot County LEPC 1375 County Farm Drive Ithaca, MI 48847	Richard Harrell 989-875-5280	
Ingham	Ingham County LEPC 5303 S. Cedar Street, P.O. Box 30161 Lansing, MI 48909	Herb Corey 517-887-4508	
Ottawa	Ottawa County LEPC 12220 Fillmore Street West Olive, MI 49460	Ms. Sandy Schoeb 616-738-4051	
Van Buren	Van Buren LEPC 205 S. Kalamazoo Street Paw Paw, MI 49079	Lt. Alain Svilpe 269-657-7786	
Washtenaw	Washtenaw County LEPC 705 N. Zeeb Road Ann Arbor, MI 48107	Leon Moore 734-222-3848	

MICHIGAN DEPARTMENT OF ENVIRONMENT QUALITY	
Organization	**Phone Number**
Air Quality	517-373-7069
Office of Environmental Assistance	517-335-2419 or 800-662-9278
Remediation Division	517-373-9837
Water Resources Division	517-373-1170
Water Resources Division	517-373-1170
Storage Tanks	517-373-9837
Waste Management and Radiological Protection	517-373-9523
Other Phone Numbers of Interest	
Environmental Assistance Center	1-800-662-9278 (8 a.m. – 4:30 p.m.)
Pollution Emergencies	1-800-292-4706 (within Michigan) or (517) 373-7660 (outside Michigan)
Remediation Division	
- Toxicology Unit	517-373-0160
- Program Support Section	517-373-3135
- Superfund Section	517-373-8354
- Compliance & Enforcement Section	517-241-9581
- Laboratory Services Section	517-335-9800
Remediation Division District-Field Offices	
- Saginaw Bay	989-894-6200
- Gaylord	989-731-4920
- Grand Rapids	616-356-0500
- Kalamazoo	269-567-3500
- Jackson	517-780-7690
- SE Michigan/Livonia	586-753-3700

Release Notification Requirements in Michigan

November 10, 2011

While diligent efforts have been made to assure that the information provided in the following table is accurate and complete as of November 10, 2011, there is no guarantee that it covers all of the regulatory requirements for release notification and reporting in Michigan.

Chemical releases in Michigan are potentially reportable under one *or more* of twenty-eight different **state and federal regulations**. Determining which regulations apply to a specific release can be an overwhelming task. The "Release Notification Requirements in Michigan" table was compiled by Michigan SARA Title III Program in the Michigan Department of Environmental Quality (DEQ) to help owners and operators of facilities in Michigan, including vehicles and farms, determine their potential notification and reporting requirements in the event of a chemical release.

Check your permits, licenses, registrations, pollution prevention plans, and local ordinances for *additional* release reporting requirements. In particular, all NPDES permits and most air permits have release reporting requirements in them that are not included on this table.

This table should be used as a tool to identify potential reporting requirements before a release occurs, and to identify follow-up reporting requirements based on the release. The table outlines **what** releases must be reported, **when** they must be reported and **to whom** they must be reported.

What is a Chemical Release?

The term "**release**" means spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing. "**Chemical**" includes substances considered to be toxic or hazardous as well as substances as seemingly harmless as salad oil.

Chemical Lists

The EPA published a consolidated list of chemicals subject to SARA Title III, CERCLA, Section 112(r) of the Clean Air Act called the "List of Lists, updated in May 2010. It is also available as a Microsoft Excel file and as a searchable database via a link on the DEQ Release Reporting website. The "List of Lists" includes:

- **CERCLA Hazardous substances** with reportable quantities (RQ) for releases – (originally published in 40 CFR 302, Table 302.4).
- **SARA Title III Extremely Hazardous Substances** (EHS) with RQs for releases – (originally published in 40 CFR 355, Appendix A).
- **SARA Title III Section 313 Toxic chemicals** – (originally published in 40 CFR 372 Subpart D)

The Part 5 Rules, Spillage of Oil and Polluting materials, were promulgated pursuant to Part 31 of Michigan's Natural Resources and Environmental protection Act, 1994 PA 451, as amended (NREPA). These rules include a list of "polluting materials" with threshold reporting quantities for releases.

NREPA part 201 refers to the **2001 version of the CERCLA list** of hazardous substances. There is a link to this version on the DEQ Release Reporting website.

NOx Exemption in CERCLA and SARA Title III

On **October 4, 2006,** EPA finalized an exemption for certain releases of emissions of NO and NO_2 (collectively NO_x) o air from CERCLA and SARA Title III reporting requirements (71 FR 585325). The exemption was effective November 3, 2006 and applies to releases to the air of less than 1,000 pounds from combustion-related activities such as detonation or processes that include both combustion and non-combustion operations, such as nitric acid production.

Petroleum Exclusion in CERCLA

Petroleum, including crude oil or any fraction thereof is excluded from the definitions of "hazardous substance", and "pollutant or contaminant" under CERCLA. Petroleum releases, accordingly, must generally be addressed under the authority of other law such as the underground storage tank (UST) provisions of RCRA, or the Clean Water Act (CWA). This exception, which has become known as the "petroleum exclusion", plays a significant role in CERCLA because many ires contain petroleum contamination. Petroleum frequently contains specific listed hazardous substances, the most common of which are benzene, toluene and xylenes. In general, such substance are not treated as CERCLA hazardous substances as long as they are found in refined petroleum fractions and are not present at levels that exceed those normally found in such fractions. Substance present in petroleum as a result of contamination during use or from missing or combining are no within the petroleum exclusion and in such cases, the substances are considered CERCLA hazardous substances.

NREPA Part 201, Environmental Remediation, section 20114(1)((b) states that the requirements o report a release under this regulation apply to "reportable quantities of hazardous substances established pursuant to 40 CFR 302.4 and 302.6 (2001)…" This regulation references the listed hazardous substances published in the Code of Federal Regulations. It does not adopt the petroleum exclusion that applies to federal regulation of releases of CERCLA hazardous substances. As a result, petroleum constituents, including component substances such as benzene, toluene, and xylenes, plus any additives (e.g., MTBE, lead) are all reportable under Part 201 based on the reportable quantities in the 2001 version of the CERCLA list of hazardous substances published in 40 CFR 302.4 and 302.6.

Initial Notification: There is NO PENALTY for over-reporting!

When there is a release, determining if, when, and to whom it should be reported can be a daunting task even if you are familiar with the table. It is therefore recommended that **if there is a release, immediately call** the following numbers even if the content or quantity of the released material has not yet been determined:

Post These Numbers by Every Phone	
1.	911 to notify Local authorities
2.	800-292-4706 (PEAS) to notify State authorities
3.	800-424-8802 (NRC) to notify Federal authorities

You can then respond to the release, reassess the situation, and make additional notifications as required (e.g. as specified in the table or in your permits). Your follow-up report will provide details that explain why a release was or was not reportable.

Written Follow-Up Report

Written follow-up report forms that are specified in the table are required by regulation. The DEQ has developed a generic written report form called "Spill or Release Report" (EQP 3465) that can be used to report releases of:

- Hazardous and extremely hazardous substances under SARA Title III,
- Hazardous waste under NREPA Part 111,
- Hazardous substances under NREPA Part 201, and
- Polluting materials under NREPA Part 31, Part 5 Rules.

HOT TIP!
Use the generic Spill or Release Report for to record *initial* notifications.

Links to the release reporting forms and chemical unless referenced in the tables are available on the DEQ Release Reporting website. Visit this site for updated versions of this table, as well as updated DEQ and LEPC contact information.

For information regarding a specific regulation, contact the agency specified in the "note" column of the table. If this is a DEQ division, contact the *district* division office.

General questions or comments regarding this table should be directed to the Michigan SARA Title III Program at 517-373-8481or deq-sara@michigan.gov.

DEQ program information is available at www.michigan.gov/deq, or phone the DEQ Environmental Assistance Center at 800-662-9278.

DEQ Release Reporting website: www.michigan.gov/chemrelease

Acronyms used in the table are defined at the end of the table.

November 10, 2011

Release Notification Requirements in Michigan*

Act & Regulation	Reporting Criteria	Initial Notification	Written Follow-up Report	Notes
SARA Title III Section 304 40 CFR 355.40 (**EHS & Hazardous Substances**)	Release of a CERCLA **hazardous** substance (40 CFR 302, Table 302.4) or **Extremely Hazardous** Substance (EHS) (40 CFR 355, Appendix A) from a facility (all buildings, equipment, etc. located on a single site or adjacent sites owned or operated by the same person) at which a hazardous chemical (as defined under 29 CFR 1910.1200(c)) is used, produced or stored (including motor vehicles, rolling stock, and aircraft) in a quantity equal to or greater than its corresponding reportable quantity in any 24-hr period that migrates beyond the facility boundaries. Includes continuous release reportable under CERCLA Section 103. Excludes release that is federally permitted or that results in exposure to persons solely within the boundaries of the facility. See 67 FR 18899 (4/17/02) for guidance on the CERCLA federally permitted release definition for certain air emissions. Does not apply to the application, handling and storage by an agricultural producer of a pesticide product registered under FIFRA. Excludes release <1000 bs of NO_x released to the air from combustion or combustion-related activities.	Immediate (within 15 minutes after discovery): to LEPC(s) of any area(s) potentially affected, and SERC (DEQ PEAS line accepts notification on behalf of SERC) by owner or operator. Continuous releases must be identified as such and are reported initially and when there is a significant change in the release. Se 73 FR 76948 (12/18/08) Only CAFOs are required to report continuous release to the air from animal wastes. Transportation related releases can be reported to 911.	As soon as practicable (within 30 days) after release: to LEPC(s) and SERC. Not required for release that occur during transportation or from storage incident to transportation. For continuous releases: Initial written within 30 days after initial telephone notification & SERC Michigan SARA Title III Program accepts reports on behalf of the SERC.	PEAS: 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) Contact your LEPC for a phone number to report releases. Call 911 if your LEPC is not active. For further information & LEPC contact information contact Michigan SARA Title III Program 517-373-8481
CERCLA Section 103 40 CFR 302 (**Hazardous Substances**)	Release into the environment of a CERCLA **hazardous** substance (40 CFR 302, Table 302.4) or hazardous constituent in a mixture or solution (including hazardous waste streams) from a vessel or facility (any building, structure, etc, including motor vehicles, rolling stock, aircraft, pipe, well, pond, lagoon, impoundment, ditch, landfill, or site where a hazardous substance has come o be located) in a quantity equal to or greater than its corresponding reportable quantity in any 24-hour period. Excludes petroleum, including oil, or any fraction thereof. See 40 CFR 302.6 for notification requirements for radionuclide releases. Includes continuous release: occurs without interruption or abatement or that is routine, anticipated, and intermittent and incidental to normal operations or treatment processes. Excludes release that is federally permitted or that results in exposure to persons solely within a workplace. See 67 FR 18899 (4/17/02) for guidance on the CERCLA federally permitted release definition for certain air emissions. See 71 FR 58525 (10/4/06) re Exemption for NOx releases to the air of < 1000 bs from combustion or combustion-related activities. Does not apply to the application, handling, and storage by an agricultural producer of a pesticide product registered under FIFRA.	Immediate (within 15 minutes after discovery): to NRC by person in charge of vessel or offshore or onshore facility. Continuous releases must be identified as such and are reported initially and when there is a significant change in the release. See 73 FR 76948 (12/18/08) re Exemption from reporting continuous releases to the air from animal waste.	For continuous releases only; Initial written within 30 days after initial telephone notification & Follow-up within 30 days of first anniversary of initial written notification to EPA Region 5.	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html For further information contact Michigan SARA Title III Program 517-373-8481 or EPA's RCRA, Superfund, TRI, & EPCRA Call Center 800-424-9346
NREPA 1994 PA 451 Part 201, **Environmental Remediation**	Unpermitted release into the environment over a 24-hour period of a **hazardous** substance (2001 version of the CERCLA list, 40 CFR 302, Table 302.4) in a quantity equal to or greater than its corresponding reportable quantity. Does not include release solely from UST systems regulated under Part 213, and release solely from disposal area licensed under Part 115 and discovered through disposal area's hydrogeological monitoring plan. Release of substances regulated by MI Dept. of Agriculture & Rural Development (MDARD) (fertilizer,, soil conditioner, or pesticide) excluding normal agricultural practices; also report to MDARD	Within 24 hours after discovery: to DEQ-RD district office (PEAS after hours) by owner, operator, or person holding easement interest) Report agricultural release to MDARD	Upon request to DEQ-RD district supervisor. Specific forms required for "Notice Regarding Discarded or Abandoned Containers" (From EQP4476) and "Notice of Migration of Contamination" (Form EQP4482)	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) MDARD Agriculture Pollution Emergency Hotline: 800-405-0101 (from within MI) or 517-373-0440 (from outside MI) For further information contact DEQ-RD
NREPA 1994 PA 451 Part 83, Pesticide Control Regulation 640, Commercial Pesticide Bulk Storage (**Agricultural**)	Release to the environment of a commercial **pesticide** >5 gallons liquid or 100 pounds. Reportable agrichemical spills as defined in the provisions of SARA Title III section 304 and CERCLA section 103 shall be immediately reported to PEAS and the NRC. The term "release" excludes normal agricultural practices.	Immediate: to PEAS* Also notify NRC for reportable spills as defined by SARA Title III & CERCLA. *MDARD prefers direct notification to their hotline. PEAS forwards all agriculture calls to MDARD.	Within 90 days: to MDARD Pesticide and Plant Pest Management Div. a revised site plan.	MDARD Agriculture Pollution Emergency Hotline 800-405-0101 (from within MI) or 517-373-0440 (from outside MI) PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html For further information contact MDARD 517-241-2979
NREPA 1994 PA 451 Part 85, Fertilizers Regulation 641 Commercial Fertilizer Bulk Storage Regulation 642, On Farm Fertilizer Bulk Storage (**Agricultural**)	Release to the environment of a commercial **fertilizer** >55 gallons liquid or 650 pounds dry; or tank overfills, or an on farm fertilizer > 55 gallons liquid. For storage tank with bladder system instead of d king: also report all overfills and internal spills. The term "release" excludes normal agricultural practices. The term "liquid fertilizer" excludes anhydrous ammonia.	Immediate: to MDARD by commercial bu k storage facility personnel (For farms, the regulation does not specify who makes the report.)	Not required.	MDARD Agriculture Pollution Emergency Hotline: 800-405-0101 (from within MI) or 517-373-0440 (from outside MI) For further information contact MDARD 517-241-2979

Note: If the release is a **THREAT TO HUMAN HEALTH or SAFETY,** call 911 or your local fire department.
This table covers only those reporting requirements in rules and regulations that apply in Michigan. **Release might be reportable under multiple regulations. Additional reporting requirements** might be found **in permits**, licenses, registrations, **contingency and pollution prevention plans**, and local ordinances.

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Release Notification Requirements in Michigan*

Act & Regulation	Reporting Criteria	Initial Notification	Written Follow-up Report	Notes
Fire Prevention Code 1941 PA 207 Section 29.5g	A fire, explosion, spill, leak, accident, or related occurrence that involves the transportation, storage, handling, sale, use, or processing of hazardous material by a firm, person, or vehicle. **Hazardous** material = explosives, pyrotechnics, flammable gas, flammable compressed gas, flammable liquid, nonflammable compressed gas, combust ble liquid, oxidizing material, poisonous gas or liquid, LPG, or irritating, etiologic, radioactive, or corrosive material. Act 207 amended 6/19/2006. The State Fire Marshall is in the LARA, Bureau of Fire Services	Immediately following incident, report known details regarding incident to LARA Bureau of Fire Services and organized local fire department by owner of firm or vehicle or the person and the chief of first police or organized fire department upon scene of incident	Not required.	Contact LARA Bureau of Fire Services by calling the MSP HazMat hotline: 800-525-5555 For further information contact local fire department.
Fire Prevention Code 1941 PA 207 Part 2 of Storage and Handling of Flammable and Combustible Liquids rules (FL/CL code)	A release from an **AST** system of >55 gal of any **flammable or combustible liquid** (flash point <200 degrees Fahrenheit) to the ground or within a secondary containment area during any 24 hour period. Note: Many liquid pesticides are combust ble (flash point between 100 and 200 degrees Fahrenheit).	As soon as practicable after detection of release to PEAS by owner or operator	Within 10 das after release to DEQ (RD Storage Tanks & Contracts Unit) outlining cause, discovery, response to prevent recurrence	PEAS 800-292-4706 (from within MI) or 17-373-7660 (from outside MI) For further information contact DEQ-RD-STCU
49 CFR 171 **(Transportation of Hazardous Materials)**	Initial verbal notice: Incident during transportation (including loading, unloading, temporary storage) involving (1) **hazardous** material and resulting in death, injury requiring hospitalization, public evacuation > 1 hour, major transportation artery or facility closure > 1 hour, or flight pattern alteration; (2) fire, breakage, spillage, or suspected contamination involving **radioactive** material or **infectious** substances; (3) **marine pollutant** exceeding 450 L (119 gal) liquid or 400 kg (882 lbs) solid; (4) other per judgment of person in possession of the hazardous material (e.g., continuing danger to life exists at scene of incident). Hazardous material = CERCLA hazardous substance (40 CFR 302, Table 302.4), hazardous waste (40 CFR 262), marine pollutant (49 CFR 172.101 Appendix B), elevated temperature material, listed on Hazardous Materials Table (49 CFR 172.101), or meets criteria for hazard class/division in 49 CFR 173. Written follow-up report: Required for all of above, plus any unintentional release of hazardous material from a package (including tank); or any quantity of hazardous waste discharged during transportation; or structural damage to lading retention system, even if no release, on specification cargo tank with > 1000 gal capacity containing hazardous material; or undeclared hazardous material discovered.	As soon as practicable but no later than 12 hours after occurrence of the incident to NRC by each person in physical possession of the hazardous material. For infectious substances, notice may be given to the Director, Centers for Disease Control and Prevention, U.S. Public Health Service instead of NRC.	Within 30 days after discovery to US DOT on DOT Form F 5800.1 (01-2004) "Hazardous Materials Incident Report." Report online at htts://hazmatonline.phmsa.dot.gov/incident/ Report must be updated w/i 1 year of incident if: Death results from injury; hazardous material or package info on prior report misidentified; damage, loss or cost not known on prior report becomes known or changes by $25,000 or 10%. See regulation for exceptions to written report.	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html U.S. Public Health Service 800-232-0124 For further information contact US DOT Hazardous Materials Information Center at 800-467-4922 or online at www.phmsa.dot.gov/hazmat
NREPA 1994 PA 451 Part 31, Water Resources Protection (Release to **surface of ground, surface water, groundwater, or public sewer system)**	Unpermitted release directly or indirectly to public sewer system, surface of ground, surface of water or groundwater from an oil storage facility or on-land facility of a "**polluting material"** (**oil, salt,** or any material specified in table 1 in R 324 2009) in excess of its threshold reporting quantity during any 2-hour period. See Part 5 rules effective 8/31/01, for details and exemptions, HB 5586 effective 6/15/04 amended the reporting requirements.	As soon as practicable after detention to PEAS and 911 by owner, operator, or manager. State agencies call 911 of release reported to them by another state or Canada.	Within 10 days after release to DEQ-WRD district supervisor and to the local health department where the release occurred, outlinging cause, discovery, response & prevention or recurrence	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-WRD
CWA Section 311 33 CFR 153 (**Navigable waters** – Coast Guard / DOT) Control of Pollution by **Oil** and **Hazardous** Substances, Discharge Removal	Discharge of a harmful quantity of **oil** or a **hazardous** substance from a vessel or onshore or offshore facility to or upon navigable **waters** of the United States or adjoining **shorelines**. Harmful quantity = oil discharge that violates applicable water quality standards, or causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines, or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines, or a CERCLA hazardous substance (40 CFR 302, Table 302.4) in a quantity equal to or greater than its corresponding reportable quantity. Oil = oil of any kind or in any form including petroleum crude oil, petroleum refined products, sludge, oil refuse, oil mixed with wastes, etc., as well as vegetable and animal oils.	Immediate to NRC by person in charge of vessel or facility. If direct reporting to NRC not practicable, may report to district Coast Guard or EPA predestinated OSC.	Not required	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html District 9 Coast Guard 216-902-6117 EPA Region 5 for predestinated OSC 312-353-2318 For further information contact EPA Region 5 at 315-353-2000 or District 9 Coast Guard at 216-902-6045
CWA Section 311 40 CFR 110 (**Discharge of Oil)**	Discharges of **oil** that violated applicable **water** quality standards, or cause a film or sheen upon or discoloration of the surface of the water or adjoining **shorelines**, or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines. Oil = oil of any kind or in any form including petroleum crude oil, petroleum refined products, sludge, oil refuse, oil mixed with wastes, etc., as well as vegetable and animal oils.	Immediate to NRC by person in charge of vessel or facility	Not required	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html For further information contact DEQ-WRD 517-373-1170
NREPA 1994 PA 451 Part 31, Water Resources Protection (**Sewer System**)	Discharge of untreated sewage or partially treated sewage from a **sewage system** onto land or into the waters of the state. "Sewer system" means a sewer system designed and used to convey sanitary sewage or storm water, or both.	Immediate (within 24 hours) to DEQ-RMD district office (PEAS after hours); Local health depts..; Daily newspaper circulated in source & affected counties; & Affected municipalities.	At the end of discharge: to same parties notified initially on Form EQP 5857 (Rev. 5/06) "Report of Discharges of Untreated or partially Treated Sewage" Includes results of E. coli testing.	PEAS; 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-RMD-DWEHS
NREPA 1994 PA 451 Part 41, **Sewerage Systems**	Discharges of pollutants from **sewerage systems** (which can include combined sewers) in excess of those authorized by a discharge permit issued by the DEQ to surface water or groundwater as a result of a facility breakdown or emergency. Sewerage systems handle sanitary sewage or other industrial liquid wastes.	Promptly: to DEQ-RMD district office (PEAS after hours) by owner.	Within 72 hours; to DEQ-RMD district supervisor, outlining cause, discovery, corrective actions taken to minimize impact, restore operations, and eliminate future unpermitted discharges.	PEAS; 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-RMD-DWEHS

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This table covers only those reporting requirements in rules and regulations that apply in Michigan. **Release might be reportable under multiple regulations. Additional reporting requirements** might be found **in permits**, licenses, registrations, **contingency and pollution prevention plans**, and local ordinances.

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Release Notification Requirements in Michigan*

Act & Regulation	Reporting Criteria	Initial Notification	Written Follow-up Report	Notes
NREPA 1994 PAA 451 Part 211, **Underground Storage Tanks** Part 213, Leaking Underground Storage Tanks	Releases of a **regulated substance** of any amount from underground storage tank (UST) system (includes the emergency shutoff valve on down) subject to registrations, overfill from UST fillpipe or vent onto ground, release from aboveground pipe attached to UST system. Regulated substance = petroleum or CERCLA hazardous substance (40 CFR 302, Table 302.4) or substance listed in CAA title I part A sect 112. Petroleum includes, but is not limited o crude oil, motor fuels, jet fuels, distillate fuel oils, residual fuel oils, lubricants, and petroleum solvents.	Within 24 hours after discovery (part 211); to DEQ-RD central or district office, or PEAS or online or fax Form EQP 3826 (Rev. 9.2007) If free product, Form EQP 3800 (Rev 02.2003) required by UST owner or operator or employee of owner or operator. Includes releases discovered years after UST system removed.	At 90 days Initial Assessment Report on Form EQP3841 (Rev. 02/2003) if not closed; at 365 days Final Assessment Report on Form EQP3842 (Rev 11/2006) if still not closed; at closure Closure Report on Form EQP3843 (Rev. 02.2003), (Part 213): to DEQ-RD district project manager.	PEAS; 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) Initial On-line report: go to DEQ Release reporting web site, select "release reporting forms" then EQP 3826 Fax for UST release: 517-335-2245 For further information contact DEQ-RD-STCU
NREPA 1994 PA 451 Part 111, **Hazardous Waste** Management (Generators, Treatment, Storage, & Disposal Facilitieis (TSDF); Transporters)	Any amount of characteristic **hazardous waste** or listed hazardous waste (as defined in R 299.9203 "hazardous Waste Rule 203") reaches te surface water or groundwater, Or A fire, explosion, or other release of hazardous waste or hazardous waste constituent occurs that threaten human health or the environment. Or A release of > 1 lb (or ≤ 1 lb if not immediately cleaned up) hazardous waste to the environment from a tank system or associated secondary containment system. Additional hazardous waste reporting requirements under NREPA part 201 and CERCLA	Immediate: to PEAS (or for Tank systems/secondary containment, within 24 hours of discovery: to DEQ-RMD) and to NRC if threat to human health or environment outside facility by generator, or owner or operator of TSDF, or transporter.	For large quantity generators and TSDF: Within 15 days after incident IF the contingency plan had to be implemented: to DEQ-RMD. For tank/secondary containment systems: Within 30 days of discovery: to DEQ-RMD For transporters: to US DOT if required per 49 CFR 171	PEAS; 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) NRC 800-424-880 or onlines at www.nrc.uscg.mil/nrchp.html NREPA Part 111 requires transporters to comply with 49 CFR 171 and 33 CFR 153. For further information contact DEQ-RMD
NREPA 1994 PA 451 Part 121, **Liquid Industrial Waste**	The **liquid industrial waste** spill could threaten public health, safety, welfare, or the environment, or has reached surface water or groundwater. Liquid industrial waste includes nonhazardous brine, by-product, industrial wastewater, leachate, off-spec commercial chemical product, sludge, sanitary or storm sewer clean-out residue, grease trap clean-out residue, spill residue, used oil, or other liquid waste not regulated by other laws	Immediate: to PEAS and local authorities by generator, transporter, or owner or operator of facility. Refer to MCL 324.12111(1) for required report elements	Prepare within 30 days after incident. Submit upon request to DEQ_RMD district supervisor. Refer ro MCL 324.12111(1) for required report elements.	PEAS: 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-PMD
NREPA 1994 PA 451 Part 55, **Air Pollution** Control	Abnormal condition, start-up, shutdown, or malfunction that results in emissions exceeding permiss ble (in rule, permit, or order) levels of **hazardous air pollutants** (HAPs) (CAA Sect. 112(b)) or **toxic air contaminants** (as specified in permit) for > 1 hour, or any air contaminant for >2 hours. Written follow-up report only required for emission exceedances lasting >2 hours.	As soon as possible, but not later than 2 business days after discovery to DEQ-AQD district office (PEAS after hours) by owner or operator.	Within 10 days after start-up, shutdown, or abnormal condition, malfunction corrected. Or within 30 days of abnormal condition, malfunction discover - whichever first to DEQ0AQD district supervisor.	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-AQD
NREPA 1994 PA 451 Part 55, **Air Pollution** Control (Permit to Install Exemptions)	Emergency venting of **natural gas** from transmission and distributions systems or **field gas** from gathering lines in amounts > 1,000,000 standard cubic feet per event. Emergency = unforeseen event that disrupts normal operating conditions and poses a threat to human life, health, property or he environment if not controlled immediately. See R 336.1285 (mm), effective 6/20/2008, for details.	Within 24 hours of the event to PEAS by owner or operator.	Not required.	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-AQD
1978 PA 368 Part 133, **Dry Cleaning**	Condition or incident presents a threat or hazard to **public health** or safety.	Immediate to DEQ-AQD district office (PEAS after hours) by owner or operator.	Within 30 days after incident to DEQ_AQD district supervisor.	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-AQD.
NREPA 1994 PA 451 Part 615, Supervisor of Wells (**oil and gas production fields)**	A loss, spill or release of (1) Any amount of **brine, crude oil,** or **oil or gas field waster** *unless* it is less than 42 gallons and occurs wile an authorized representative is on site and is completely contained and cleaned up within 1 hour. or (2) Any unpermitted amount of **natural gas,** or (3) **Chemicals** used in association with oil and gas activities.	Within 8 hours after discovery of 42 gallons or more of brine, crude oil, or oil or gas field waste, or any amount of chemical or natural gas, or; less than 42 gallons if the spill contacts surface water, groundwater, or other environmentally sensitive resources, or is not completely contained and cleaned i[within 48 hours to DEQ0GS district office (PEAS after hours) by permittee.	Within 10 days after discovery of loss or spill to DEQ-OGS district supervisor on Form QP-7233 (Rev 8/2004) "Report of Loss or Spill" by permittee. Written report only for less than 42 gallons of brine, crude oil, or oil and gas field waste if spill does not contact surface water, groundwater, or other environmentally sensitive resources, and is completely contained and cleaned up within 48 hours.	PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-OGS
49 CFR 191 Transportation of Natural and Other **Gas by Pipeline**	An incident, meaning: (1) Release of **gas** from a pipeline or of liquefied natural gas or gas from an LNG facility that results in: Death or hospitalization, or Property damage ≥ $50,000. (2) Event that results in emergency shutdown of LNG facility (3) Significant event per operator Written Incident reports not required for LNG facilities. Applies to pipeline system and the transportation of gas through those systems in or affecting interstate of foreign commerce. (See 49 CFR 191.3 for details)	Earliest practicable moment following discovery to NRC by operator.	As soon as practicable, and within 30 days after discovery to US DOT on DOT Form PHMSA F-7100.1 (03-04) "Incident Report – Gas Distribution System" Or PHMSA F 7100.2 (01-2002) "Incident Report-Gas Transmission and Gathering Systems" Supplemental report filed as necessary as soon as practicable. Written report not required for LNG facilities.	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html For further information contact US DOT Pipeline Safety Information Center at 202-366-4595 or online at http://ops.dot.gov

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Release Notification Requirements in Michigan*

Act & Regulation	Reporting Criteria	Initial Notification	Written Follow-up Report	Notes
49 CFR 195 Transportation of **hazardous Liquids by Pipeline**	Release of hazardous liquid (**petroleum, petroleum products,** or **anhydrous ammonia)** or **carbon dioxide** from a pipeline system that results in any of the following: (a) explosion or fire; (b) Release of ≥ 5 gallons (except if < 5 barrels released due to maintenance and release not otherwise reportable, confined to property, does not pollute water, and cleaned up promptly); (c) Death of any person; (d) Injury requiring hospitalization; or (e) Property damage > $50,000 (See 49 CFR 195.50, revised 1/8/02, for details) Applies to pipeline facilities and the transportation of hazardous liquids associated with those facilities in or affecting interstate or foreign commerce. (See 49 CFR 195.1 for details.)	Earliest practicable moment following discovery to NRC by operator if released caused death or hospitalization; fire or explosion; property damage; water pollution; or was significant per the operator	As soon as practicable, and within 30 days after discovery o US DOT on DOT Form PHMSA F 7000-1 (01-2001) "Accident Report Hazardous Liquid Pipeline Systems" Supplement report must be filed within 30 days after operator receives changes or additions to original report.	NRC 800-424-8802 or online at www.nrc.uscg.mil/nrchp.html For further information contact US DOT Pipeline Safety Information Center at 202-366-4595 or online at http://ops.dot.gov
1978 PA 368 Part 135, **Radiation** Control	For any emergency. Or for incident involving naturally occurring or accelerator produced **radioactive material –** Immediate notice if: Incident may have caused or threatens to cause, does to body 25 rems, to skin 150 rems, to extremities 375 rems (per rule 247); 24 hour concentration exceeds 5000 times limits specified in table II of ruled 261 to 269; contamination causes operations shut down for 1 week, or property damage > $100,000. Notice within 24 hours if: Incident may have caused or threatens to cause: dose to body 5 rems, to skin 30 rems, to extremities 75 rems (per rule 247); 24 hour concentration exceeds 500 times limits specified in table II of rules 26 to 269; contamination causes operation shut down for 1 day, or property damage > $1,000.	Immediate or within 24 hours (see reporting criteria): to DEQ-RMD Radiological Protection Section (PEAS after hours) Or MSP Operations Division for all **Power Plant** related incidents (day or night) by licensee or registrant	Within 30 days after release to DEQ-RMD Radiological Protection Section by licensee or registrant Written report also required if level of radiation or concentration of radioactive material in unrestricted area >10 times any applicable limit. See Rul 250 (R 3 For further information contact DEQ-WRD25.5250) for required report content.	DEQ-RMD Radiological Protection Section 517-241-1253 MSP operations Div 517-241-8000 PEAS 800-292-4706 (from within MI) or 517-373-7660 (from outside MI) For further information contact DEQ-RMD Radiological Protection Section
10 CFR 20 (Standards for Protection Against Radiation)	For incident involving source, by product, or special nuclear **radioactive material** – Immediate notice if: Event that may have caused or threatens to cause effective dose equivalent to individual 25 rems, lens does equivalent 75 rems, shallow-does equivalent to skin or extremities 250 rads; individual coul receive 5 times annual limit on intake in 24 hours OR Any lost, stolen, or missing licensed material in an aggregate quantity equal to or greater than 1000 times the quantity specificed in appendix C to part 20 under such circumstances that it appears tto the licensee that an exposeure could result to persons =I nunrestircted areas. Notice within 24 hours if: Event that may have caused or threatens to cause an individual in 24 hours to receive effective dose equivalent >5 rems, ens dose equivalent >15 rems; shallow dose equavlent to skin or exterities > 50 rems, individual could receive > 1 times annual limit on intake in 24 hours.	Immediate or within 24 hours (see reporting criteria): to USNRC by USNRC Licensee responsible for the incident.	Within 30 days of incident: to USNRC by licensee. Report content specified in 10 CFR 20.2003 Written report also required for occurrences as specified in 10 CFR 20 Section 20.2203 and after the occurrence of any lost, stolen, or missing licensed material becomes known to the licensee, and if at the time the report is filed all licensed material in a quantity greater than 10 times the quantity specified in appendix C to part 20 is still missing.	US Nuclear Regulatory Commission (USNRC) 301-816-5100 For further information contact DEQ-RMD Radiological Protection Section 517-241-1253 Bob Skowronek
MIOSHA 1974 PA 154 Section 61, Records & Reports; Notice of Fatalities or Hospitalization	Any release that results in one death or the hospitalization of 3 or more persons.	Within 8 hours: to MIOSHA Hotline.	Not required.	MIOSHA Fatality or Catastrophe Hotline 800-858-0397 For further information contact LARA-MIOSHA 517-322-1831
TSCA 40 CFR 761.125 (PCBs)	Spills of PCBs at concentrations of 50 ppm or more and subject to decontamination requirements under TSCA that: contaminate surface water, sewers, drinking water supplies, grazing lands or vegetable gardens, or exceed 10 pounds. (TSCA specifies that these requirements are in addition to any under CWA or CERCLA. e.g. CERCLA requires spills of 1 pound or more to be reported to NRC.)	As soon as possible after discovery, and within 24 hours: to EPA Region 5.	Not required to be submitted. Records of cleanup and certification of decontamination shall be documented.	EPA Region 5 Corrective Action Section 312-886-7890 Peter Ramanauska On-site Work For further information contact EPA Region 5 Corrective Action Section
SARA Title III Section 313 40 CFR 372 (Toxic chemical release reporting)	Covered facilities as defined in 40 CFR 372 Subpart B are subject to toxic chemical release reporting for toxic chemicals and chemical categories listed in 40 CFR 372 subpart D 71 FR 32464 (6/6/06) amended 40 CFR Part 372 to include NAICS subsector and industry codes to determine covered facilitieis/	Not applicable.	Annually by July 1 to EPA & SERC on EPA's Form R. "Toxic Chemical Release Inventory Reporting Form" (EPA Form 9350-1, Rev. 10.2009) Report aggregate release (permitted & unpermitted)	Michigan SARA Title III Program accepts reports on behalf of SERC For further information contact Michigan SARA Title III Program 517-373-8481

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Acronyms used in table:

Table prepared by the Michigan SARA Title III Program in the DEQ

AQD= Air Quality Division
AST= Above Ground Storage Tank
BSR= Bureau of Safety & Regulation
CAA= Clean Air Act
CAFO = Concentrated Animal Feeding Operation
CERCLA= Comprehensive Environmental Response, Compensation and Liability Act of 1980
CFR= Code of Federal Regulations
CWA= Clean Water Act
DEQ= Michigan Department of Environmental Quality
DOT= Department of Transportation
DWEHS = Drinking Water & Environmental Health Section
EHS= Extremely Hazardous Substance
EO= Executive Order
EPA= U. S. Environmental Protection Agency
EPCRA = Emergency Planning & Community Right-to-Know Act
FIFRA = Federal Insecticide, Fungicide, & Rodenticide Act
FL/CL= Flammable and combustible liquids
FOD= Field Operations Division
FR= Federal Register
HAP= Hazardous Air Pollutant
HazMat = Hazardous Materials
HB= House Bill
LARA = Michigan Department of Licensing & Regulatory Affairs
LEPC= Local Emergency Planning Committee
LNG= Liquefied Natural Gas
LPG= Liquefied Petroleum Gas
MCL= Michigan Compiled Laws
MDARD= Michigan Department of Agriculture & Rural Development
MIOSHA= Michigan Occupational Safety and Health Act
MSP= Michigan Department of State Police
NAICS= North American Industry Classification System
NRC= National Response Center (U.S. Coast Guard)
NREPA= Natural Resources & Environmental Protection Act
OGS= Office of Geological Survey
OPS= Office of Pipeline Safety (US DOT)
OSC= On Scene Coordinator
PA= Public Act (Michigan)
PCB= Polychlorinated biphenyl
PEAS= Pollution Emergency Alerting System
PHMSA – Pipeline & Hazardous Materials Safety Administration
RD – Remediation Division
RMD = Resource Management Division
RMP = Risk Management Program
RQ= Reportable Quantity
RSPA= Research & Special Programs Administration (US DOT)
SARA= Superfund Amendments and Reauthorization Act of 1986
SERC= State Emergency Response Commission
STCU = Storage Tanks & Contracts Unit
TRI = Toxic Chemical Release Inventory
TSCA= Toxic Substance Control Act
TSDF= Treatment, Storage & Disposal Facility
US DOT= U.S. Department of Transportation
USEPA= U. S. Environmental Protection Agency
USNRC= U. S. Nuclear Regulatory Commission
UST= Underground Storage Tank
WRD – Water Resources Division

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Ohio Reporting-

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
WATER		
*Discharge of **oil** or petroleum products onto navigable **water**, the RQ is any amount that violates applicable water quality standards; causes a film or sheen upon or discoloration of the surface of the waters or adjoining shorelines; or that causes a sludge or emulsion to be deposited beneath the surface of the waters or upon adjoining shorelines.*	• *National Response Center immediately FED1* • *EPA Region V Spill Hotline FED2* • • *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	40 CFR Part 110 and 112
LAND		
*Discharge of more than **25 gallons** of **crude oil or condensate** to land. **NOTE:** Discharges of less than 25 gallons that are contained entirely on-site do not have to be reported, although the state recommends reporting of such incidents.*	• *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office **OH1***	
*Discharge of more than 25 gallons **refined products,** used oil, or oil other than crude/condensate, to land.*	• *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	
STATE LAND/WATER		
*Discharge on **state-owned** land or water bottoms that are administered by (state agency).*	• *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	
GROUND WATER		
*Discharge that contaminates **ground water.***	• *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	
PIPELINE SAFETY		
*Safety-regulated **liquid** pipeline facility release resulting in an explosion, fire, death, or serious bodily harm, total property **damage over $50,000, loss of 50 or more barrels of liquid, or more than 5 barrels per day of HVL**, of which causes pollution of waters or adjoining shorelines.*	• *National Response Center, within two (2) hours of the incident. FED1* • *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	
*Safety-regulated **gas** pipeline facility release resulting in **hospitalization, death** or total property damage of **$50,000 or more**, or emergency shutdown of an **LNG** Facility*	• *National Response Center within two (2) hours of the incident resulting in hospitalization, death, or $50,000 or more property damage immediately. FED1* • *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1*	

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
HAZARDOUS SUBSTANCE		
*Release of Reportable Quantity (RQ) of a **Hazardous Substance** to the environment (air, land, or water).* *See Federal Guidellines for Reportable Quanties*	• *National Response Center immediately. FED1* • *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office OH1* • *Local Fire Department (See list at the end of this section.)* • *Local emergency response agencies, if release could affect persons beyond facility boundary immediately. (See LEPC list.)*	3750-25-01, 3750-25-05; 3750-25-10; 3750-25-12, 3750-25-13; 3750-25-15; 3750-25-20; 3750-25-25
PUBLIC HEALTH & SAFETY		
*Any discharge (oil or reportable quantity) that could endanger **public safety or health** or cause significant environmental or property damage.*	• *Local Emergency Response Agencies immediately (See LEPC list.)*	
OSHA		
*Accident **fatal to 1** or more employees or which requires **hospitalization of 3** or more employees.*	• *Occupational Safety and Health Administration within 8 hrs of incident. FED3*	
DRINKING WATER		
*Discharge that threatens public or environmental health (example -- contaminate **drinking water** supply).*	• *Ohio Department of Natural Resources, Division of Oil and Gas, Northern Regional Office* **OH1**	
AIR		

REPORTABLE DISCHARGE/RELEASE	REPORTS TO	Regulation
Report excess emissions immediately. *NOTES:* *1. The excess emission report shall include the following:* *a. Identification and location of malfunctioning equipment including permit application number for each source.* *b. Estimated or actual duration of breakdown.* *c. Nature and estimated quantity of air contaminants that have been or may be emitted.* *d. Statements demonstrating that:* *(1) Shutdown or reduction of source during breakdown period will be or would have been impossible.* *(2) Breakdown period will be or was reasonable in duration.* *(3) Alternate operating procedures and interim controls will be or have been implemented during the breakdown to reduce adverse effects.* *(4) All necessary and required actions of any preventative maintenance and malfunction abatement plan will be or have been implemented.* *2. The agency will be notified when the cause of the excess emissions has been corrected.* *3. Within 2 weeks following an incident in which a malfunction continues more than 72 hours, a written report, including the above information, will be submitted to the listed district office.* *4. Within 2 months following an incident of excess emissions exceeding 72 hours duration, a report identifying a program to prevent, detect, and correct such an occurrence shall be submitted.* *For emission sources subject to operating permits, submit reports of any required monitoring every six (6) months or as otherwise required in the permit. In the report, clearly identify any deviations from permit requirements since the previous report including deviations from monitoring, recordkeeping, and reporting requirements under the permit.* *In addition, promptly report deviations from permit requirements detected by the compliance method required under the permit, including deviations attributable to upset conditions as defined in the permit, the probable cause of such deviations, and any corrective actions or preventative measure taken. Verbal reports should be as soon as practicable, consistent with diligent verification and certification, but no later than 3 business days after discovery of the deviation, with a follow-up written report within 30 days.*	• *Ohio Environmental Protection Agency, Northeast District Office OH2* • *Local Air Pollution Control Agency immediately.*	

Number in block indicates telephone number code as used in Notification Log.

Information to Report

Agency	Required Information	Report Method
Ohio EPA	▪ Name and phone number of the person to contact for further information ▪ Location and source(s) of the release or discharge; ▪ Chemical name of or identify any substance(s) involved in the release or discharge; ▪ If the substance is an extremely hazardous substance; ▪ Estimate of the quantity (gallons or pounds) discharged into the environment; ▪ Time and duration of the release or discharge; ▪ The environmental medium or media into which the substance was released or discharged; ▪ Potential health effects associated with the release or discharge of the substance; and ▪ Report precautions taken, including evacuation, remediation or other proposed response actions	Verbal notification to the fire department, LEPC and Ohio EPA (800-282-9378) within 30 minutes
	Written follow-up report should follow the question sequence found at http://www.epa.ohio.gov/LinkClick.aspx?fileticket=008AjLIEQkE%3d&tabid=3006	Written within 30 days of the release or discharge to Ohio EPA Lazarus Government Center Attention: ER Records Management 50 West Town Street, Suite 700 P. O. Box 1049 Columbus, Ohio 43215-1049 Also send to the County LEPC Emergency Coordinator

OHIO
TELEPHONE NOTIFICATION LOG

Date Of Incident: _____ Description of Incident: _____

Verbal notification to Government Agencies (refer to other sections of this manual); also, a IIR will need to be completed for reported spills.

CODE	***AGENCY***	***PHONE #***	***NAME OF PERSON TAKING REPORT***	***DATE/TIME***	***CASE # (If provided)***	***NAME OF PERSON MAKING REPORT***
FED1	NRC	**800-424-8802*** 202-267-2675				
FED2	EPA Region V Spill Hotline	**800-621-8431** **312-886-2395 (outside Region V)**				
FED3	OSHA	**800-321-OSHA (6742)***				
OH1	Ohio EPA, Emergency Response Section **NOTIFY WITHIN 30 MINUTES OF DISCOVERY**	**1-800-282-9378*** *From out of state or if the 800 number does not work, call* **614-644-2924**				
OH2	Ohio EPA, Northeast District Field Office	**800-686-6330** **330-963-1200**				
	Local Sheriff/Police	Call 911				
	Local Fire Department	Call 911				
	LEPC	See attached list				

** Toll Free Number*

Written report to Ohio EPA is required within 30 days of the incident. It should be addressed as follows:

(a) Ohio EPA, DERR-ER
122 South Front St.
P. O. Box 1049
Columbus, Ohio 43215-1049

(b) County LEPC Emergency Coordinator

OHIO
WRITTEN NOTIFICATION LOG

AGENCY	***FORM***	***NAME OF PERSON SUBMITTING REPORT***	***DATE***
Ohio EPA, DERR-ER	Letter**		

** Contents of letter should include the following information:
1) Actual time and date and duration of the discharge or release.
2) Actual time and date of the discovery of the release or discharge.
3) Actions taken to respond to and contain the release or discharge.
4) Indicate the spill number assigned by the Ohio EPA.
5) Location of the incident.
6) Product released.
7) Environmental Impact.
8) Monitoring and Detection.
9) Mitigation, Containment Action.
10) Prevention Measures.
11) Health Risks.
12) Permit Numbers.
13) Chronology.
14) Documentation
15) Causes.
16) Economic Impact (Optional)

LEPC LIST - OHIO			
COUNTY	***CONTACT ADDRESS***	***LEPC CONTACT/ PHONE #***	***EMERGENCY PHONE #***
Lucas	Lucas County LEPC 2144 Monroe St. Toledo, OH 43604	Michelle Hughes-Tucker 419-936-3754	419-936-3550 (24 hrs)

STATE OF OHIO FIRE DEPARTMENT PHONE NUMBERS	
State Fire Marshal Larry L. Flowers 8895 East Main Street Reynoldsburg, OH 43068	1-888-252-0803 or 614-752-8200
Ottawa Hills Fire Department 2125 Richards Road Ottawa Hills, Ohio 43606	419-936-3507
Toledo Air National Guard 180th Fighter Wing 2660 S. Eber Road Swanton, OH 43558	419-868-4250
Toledo Fire Department 545 North Huron Street Toledo, OH 43604	419-245-1125
Washington Twp. Fire Department 2469 Shoreland Avenue Toledo, OH 43611	419-726-2453

One-Call Directory

STATE	SYSTEM NAME	PHONE NUMBER
Illinois	Julie, Inc. Chicago: Digger	**1-800-892-0123** **1-312-744-7000**
Indiana	Indiana Underground Plant Protection Service, Inc.	**1-800-382-5544**
Michigan	MISS DIG System, Inc.	**1-800-482-7171**
Ohio	Ohio Utilities Protection Service	**1-800-362-2764**

Pipeline Spill Notification Table

ILLINOIS PRODUCT PIPELINE SPILL NOTIFICATION TABLE

Barrels	Illinois Emergency Management Agency	Region 2 Illinois EPA	National Response Center (NRC)
	217-782-7860 800-782-7860 (in state)	847-294-4000	202-267-2675 800-424-8802
Less than 25 Gals.	Only if surface or ground water impact	Only if surface water impact	Only if surface water impact
25 Gals. To 49 BBLS	YES	Only if surface water impact	Only if surface water impact
50 BBLS or more	YES	Only if surface water impact	Only if surface water impact

INDIANA PRODUCT PIPELINE SPILL NOTIFICATION TABLE

Barrels	Indiana Department of Environmental Management	National Response Center (NRC)
	317-232-8603 888-233-7745 (in state)	202-267-2675 800-424-8802
Less than 55 Gals.	Only if surface or ground water impact	Only if surface water impact
More than 55 Gals.	Impacts soils off site (off facility)	Only if surface water impact
1000 Gals. or more	YES – Whether on or off facility	YES
55 BBLS or more	YES	YES

Pipeline Spill Notification Table (Cont.)

MICHIGAN PRODUCT PIPELINE SPILL NOTIFICATION TABLE

Barrels	Michigan Department of Environmental Quality, Pollution Emergency Alert System (PEAS)	State Fire Marshal	National Response Center (NRC)
	517-373-7660 800-292-4706 (in state)	517-241-8847	202-267-2675 800-424-8802
Less than 5 BBLS	Only if surface or ground water impact	Flammable materials involved in spill, leak, fire, or explosion	Only if surface water impact
5 to 49 BBLS	Only if surface or ground water impact	Flammable materials involved in spill, leak, fire, or explosion	Only if surface water impact
50 or more BBLS	YES	Flammable materials involved in spill, leak, fire, or explosion	YES

OHIO PRODUCT PIPELINE SPILL NOTIFICATION TABLE

Barrels	Ohio Environmental Protection Agency	State Fire Marshal	National Response Center (NRC)
	614-224-0946 800-282-9378 (in state)	888-252-0803 614-752-8200	202-267-2675 800-424-8802
Less than 5 BBLS	Only if surface or ground water impact	Flammable materials involved in spill, leak, fire, or explosion	Only if surface water impact
5 to 49 BBLS	Only if surface or ground water impact	Flammable materials involved in spill, leak, fire, or explosion	Only if surface water impact
50 or more BBLS	YES	Flammable materials involved in spill, leak, fire, or explosion	YES

Emergency Services/ 911 Call Centers by State

ILLINOIS – EMERGENCY SERVICES/911 CALL CENTERS

County	Direct Dial Number
Cook	815-955-9827
Will	815-727-8575, Ext # 0

INDIANA – EMERGENCY SERVICES/911 CALL CENTERS

County	Direct Dial Number
Lake	219-755-3334
LaPorte	219-362-6205
Porter	219-477-3000, Ext # 1
St. Joseph	574-235-9611

MICHIGAN – EMERGENCY SERVICES/911 CALL CENTERS

County	Direct Dial Number
Allegan	269-673-3899
Bay	989-892-9551
Berrien	269-983-3060, Ext #1
Calhoun	269-781-0911, Ext #1
Cass	269-445-1560
Clinton	989-224-6792
Detroit City	313-2224-1500
Gratiot	989-875-7505
Ingham	517-272-6026
Jackson	517-787-7911
Kalamazoo (City)	269-337-8994
Kalamazoo (County)	269-384-0911
Kalamazoo (Township)	269-343-0568
Portage (City)	269-329-1016
Lansing (City)	517-272-6026
Midland	989-839-6466
Ottawa	800-249-0911
Saginaw	989-797-4580
Van Buren	269-657-3101
Washtenaw	734-994-2911
Wayne (Trenton)	734-676-3737, Ext #1