

DEPARTMENT OF THE ARMY  
Missouri River Division, Corps of Engineers  
P. O. Box 103, Downtown Station  
Omaha, Nebraska 68101-0103

MRD-R 1130-2-3

MRDCO-R

Regulation  
No. 1130-2-3

11 March 1986

Project Operations  
RESPONSE TO OIL AND HAZARDOUS SUBSTANCE INCIDENTS

1. Purpose. This regulation provides general policy and guidance concerning the response and preparation for response by operating personnel to oil and hazardous substance incidents.
2. Applicability. This regulation is applicable to all office elements and all field operating activities (FOA) having Civil Works responsibilities within the Missouri River Division.
3. Reference:
  - a. ER 500-1-1.
  - b. ER 1130-2-434.
  - c. Emergency Response Guidebook, Department of Transportation Publication 5 800.3.
4. Definitions.
  - a. Action plan refers to a document which identifies the steps to be taken upon discovery or notification of an incident.
  - b. Contingency plan refers to a document which identifies steps to be taken by management officials to prepare for an incident, and contains information and data to be used before, during, and after the incident.
  - c. First responder refers to that Corps of Engineers employee who first discovers or is notified of an incident.
  - d. Hazardous material refers to a substance or material which has been determined capable of posing an unreasonable risk to health, safety, and property when transported.
  - e. Hazardous substance refers to an element or compound, or multiple elements or compounds, in solid, liquid, or gaseous states, or multiple states, which poses an imminent and substantial risk to health, safety or property.
  - f. Hazardous substance incident refers to the release or potential release of a hazardous substance.

11 Mar 86

g. Release refers to any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment.

h. Operating personnel refers to those Corps of Engineers employees or agents who, by nature of their duties, have the possibility of becoming first responders and would include, but not be limited to, personnel at navigation facilities, flood control reservoirs, and multipurpose projects with hydropower.

5. Background. The response by operating personnel to oil and hazardous substance incidents can mean the difference between a safely executed emergency operation and serious injury and death. Such incidents may occur on Civil Works projects or close to projects so as to threaten them. They may occur as a result of transportation accidents, industrial accidents, illegal disposal, or from the accidental release of materials stored or used at projects. Appropriate response, when incidents occur, requires knowledge of hazardous substances, planning for the emergency, and training in the execution of the plan.

#### 6. General Policy.

a. The purposes of the response by operating personnel to oil and hazardous substance incidents directly involving civil works projects are the protection of human life and notification of the appropriate authorities.

b. The purpose of the response by operating personnel to oil and hazardous substance incidents not directly affecting civil works projects, but threatening to do so, is to safely monitor the situation and advise the appropriate Corps of Engineers officials.

c. Actions to accomplish other purposes, such as the protection of property or containment of the hazardous substance, will be accomplished only when directed by the District Commander.

d. Cleanup of incident sites will not be accomplished by operating personnel.

e. A project contingency plan and a project action plan for oil and hazardous substance incidents will be prepared for each project and kept current. The plans will be developed in accordance with Appendices A, B, C, and D, and shall be included in the lake project Operational Management Plan.

f. Funding for the implementation of this regulation will be from project O&M general appropriations.

g. Development and first exercise of project contingency and action plans will be completed by 1 January 1987.

7. Responsibilities.

a. District Commanders will:

(1) Assure the development of project contingency and action plans and require completion of hazardous substance incident exercises by 1 January 1987.

(2) Make project contingency and action plans compatible with other emergency operations plans within the District.

(3) Train key personnel responsible for the execution of oil and hazardous substance incident plans.

(4) Assure that action plans are exercised in such a manner that response difficulties are identified and corrected.

(5) Notify MRDCO when project contingency and action plans have been completed and exercised. Notification should be made on a District consolidated basis, identifying project name and exercise date.

b. Project managers will:

(1) Develop, or actively assist in the development, of the project contingency and action plan.

(2) Make their personnel knowledgeable of the nature and risk of hazardous substances.

(3) Make their personnel familiar with the steps of the project action plan.

(4) Make the project action plan usefully available to operating personnel.

(5) Coordinate the contingency and action plan with the appropriate local officials.

(6) Conduct exercises that are realistic and involve appropriate employees so that reasonable benefits are derived.

FOR THE COMMANDER:

/s/  
LEE W. TUCKER  
Colonel, Corps of Engineers  
Deputy Commander

MRD-R 1130-2-3

11 Mar 86

4 Encls

APP A

APP B

APP C

APP D

DISTRIBUTION:

A-MRD

15-MROCD

15-MRKCD

APPENDIX A  
PROJECT CONTINGENCY PLANS  
FOR OIL AND HAZARDOUS SUBSTANCE INCIDENTS

This appendix lists and describes the minimum categories to be included in a project contingency plan.

- Employee Responsibilities. A statement and description of employee responsibilities before, during, and after an incident.
- Transportation Review. Review of hazardous materials routinely transported across or adjacent to project boundaries.
- Transfer, Storage and Processing Facility Review. A review of facilities with geographic impact on the project from which hazardous substances could be released.
- Project Review. Review of hazardous materials stored and/or used at the project and the planned response for accidental release.
- Historic Oil and Hazardous Substance Incidents. A review of significant past incidents directly affecting the project.
- Local Geography. A map, aerial photograph or other method of representing the geography of the project and surrounding area.
- Hydrological/Climatological Data. A description of hydrological and climatological circumstances which could influence response strategy.
- Highly Vulnerable Areas. A location and description of project areas which, due to their nature, would be most sensitive to incidents. Such areas would include, but not be limited to, areas with high numbers of people, water intake points or endangered species populations.
- Safety and Health Equipment. A list of protective clothing and respiratory protection to be worn during responses, if appropriate.
- Reference Material. Required and suggested reference material.
- Training Requirements. Description of the scope and frequency of training.
- Exercises. Description of the scope, players, and frequency of exercises.
- Materials. A description and location of project material useful in evacuation and control of an incident site.
- Other Responders. A description of other response cells and approved contact procedures.

## APPENDIX B

PROJECT ACTION PLANS  
FOR OIL AND HAZARDOUS SUBSTANCE INCIDENTS

This appendix lists and describes the minimum categories to be included in project action plans.

- Purpose. Statement of the purpose of the response.
- Safety and Health Precautions. Description of safety and occupational health precautions to be observed during response.
- Employee Responsibilities. Identification of employees' responsibilities.
- Discovery Checklist. A list of items to be completed upon discovery or notification of an incident.
- Emergency Information. Description of sources of emergency information and how to access them.
- Evacuation Sites. General procedures to be followed for evacuation of an incident site. Include necessary coordination with state/local law enforcement and local emergency response personnel.
- Notification. Notification procedures and alternates.
- Site Control. Procedures to be followed for denying access and monitoring conditions.
- Vulnerable Areas Needing Immediate Protection. A procedure for selecting from the vulnerable areas identified in the contingency plan those areas which may need immediate protection. This information should be provided to officials notified of the incident and may vary depending on circumstances.

APPENDIX C

NOTIFICATION PROCEDURES  
FOR OIL AND HAZARDOUS SUBSTANCE INCIDENTS

1. District Requirements. Spills discovered by Corps personnel or spill reports received at random from the public are to be reported by telephone to the Chief, Emergency Management Division, within their District.

Omaha District

Office Phone: 402-221-4148  
FTS: 864-4148

24-Hour duty phone same as above

Kansas City District

Office Phone: 816-374-6135  
FTS: 758-6135

24-Hour duty phone: 816-374-6320

Telephone report will include the information as listed on the Spill/Release Report format (Appendix D). Upon receipt, the District Emergency Management Office will relay the reports to MRDCO-E. Any additional District response to the spill incident will be as directed by MRDCO-E.

2. Federal Requirements. Section 311(b) of the Clean Water Act requires prompt notification, by the responsible party to the appropriate Federal agency, of spills of oil or designated hazardous substances in quantities which may be harmful into or upon navigable waters of the United States, adjoining shorelines or which may affect natural resources belonging to or under exclusive management authority of the United States Government. Section 311(b) of the Act states, "Any such person who fails to notify immediately such agency (USCG/EPA) of such discharge shall, upon conviction, be fined not more than \$10,000 or imprisoned for not more than one year or both."

Project Managers receiving direct spill reports from a facility responsible for discharge are to notify the owner/operator of the facility to report the incident to the following applicable Response Center:

PRIMARY:

National Response Center  
Washington, D.C.  
Toll Free: 1-800-424-8802 (24 hrs.)

All States

ALTERNATES:

Regional Response Center  
Denver, Colorado  
(303) 293-1788 (24 hrs.)

Colorado  
Montana  
North Dakota  
South Dakota  
Wyoming

MRD-R 1130-2-3  
APP C  
11 Mar 86

ALTERNATES:

Regional Response Center  
Kansas City, Missouri  
(816) 374-3778 (24 hrs.)

Nebraska  
Iowa  
Missouri  
Kansas

Regional Response Center  
Chicago, Illinois  
(313) 353-6188 (24 hrs.)

Minnesota

3. Identification of Unknown Substances. In the event of a transportation related spill of known or unknown chemicals or hazardous substances, advice as to identification and recommended counter-measures may be obtained from the Chemical Transportation Emergency Center (CHEMTREC), Washington, D.C. This assistance is available day or night by calling their toll free emergency telephone number 1-800-424-9300. If the product is known, provide CHEMTREC with the NAME OF THE PRODUCT and the NATURE OF THE PROBLEM. If the product is unknown, provide as much of the following information as possible:

- Location of Problem
- Shipper or manufacturer
- Container type
- Railcar or truck number
- Carrier name
- Consignee
- Local conditions

CHEMTREC provides assistance in identifying the product spilled and recommence counter-measures only. The responsibility for containment and cleanup remain with the shipper.

APPENDIX D

SPILL/RELEASE REPORT FORMAT

REPORTING

DATE \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ by (NAME) \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_ CODE \_\_\_\_\_ via NRC (Y or N) \_\_\_\_\_  
TELEPHONE \_\_\_ / \_\_\_ / \_\_\_\_\_

OWNER/OPERATOR

NAME \_\_\_\_\_ TELEPHONE \_\_\_ / \_\_\_ / \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LOCATION & TIME \_\_\_\_\_

FACILITY NAME (IF FIXED) \_\_\_\_\_  
LOCATION \_\_\_\_\_  
CITY \_\_\_\_\_ COUNTY \_\_\_\_\_  
STATE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ WATER BODY \_\_\_\_\_  
SURVEY DESCRIPTION \_\_\_\_\_ SEC \_\_\_ TWP \_\_\_ R \_\_\_\_\_

MATERIAL SPILLED/RELEASED

MAT'L CODE \_\_\_\_\_ CAS REG NO \_\_\_\_\_ NAME \_\_\_\_\_  
AMOUNT SPILL/RELEASE \_\_\_\_\_

CODE \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

WILDLIFE DAMAGE

CODE \_\_\_\_\_ (ENTER THE CODES BELOW AS APPROPRIATE)  
F=FISH KILL B=BIRD KILL M=MAMMALS N=NONE U=UNKNOWN

CLEANUP DATA

WHO CLEANED UP \_\_\_\_\_ CODE \_\_\_\_\_  
FEDERAL FUNDS ACTIVATED; 311 (Y OR N) \_\_\_\_\_ CERCLA (Y or N) \_\_\_\_\_

SPILL REPORT FORM CODES

MATERIAL CODES

OIL

1101 ANIMAL  
1102 ASPHALT  
1103 CREOSOTE  
1104 CRUDE  
1105 CUTTING  
1106 GAS  
1107 JET FUEL  
1108 LUBRICATION  
1109 NAPHTHA  
1110 NO. 1 FUEL  
1111 NO. 2 FUEL  
1112 NO. 4 FUEL  
1113 NO. 6 FUEL  
1114 PARAFFIN WAX  
1115 VEGETABLE  
1118 INDUSTRIAL WASTE  
1119 GREASE  
1120 UNKNOWN  
1121 HYDRAULIC  
1122 TRANSFORMER  
1129 OTHER (SPECIFY)

HAZARDOUS SUBSTANCES

1200 GAS REGISTRY ASSIGNED  
1299 OTHER (SPECIFY)

OTHER MATERIAL

1301 SEWAGE  
1303 PRODUCTION WATER  
1399 OTHER (SPECIFY)

CAUSE CODES

CASUALTY

3101 OVERTURNING  
3102 COLLISION WITH FIXED OBJECT  
3103 COLLISION WITH VEHICLE OR VESS  
3104 EXPLOSION  
3105 FIRE  
3106 GROUNDING  
3107 SINKING  
3108 WELL BLOWOUT  
3109 DERAILMENT  
3199 OTHER (SPECIFY)

EQUIPMENT FAILURE

3201 ALARM FAILURE  
3202 AUTOMATIC SHUTDOWN  
3203 CORROSION - PIPELINE  
3204 CORROSION - TANK  
3205 DEFECTIVE VALVES  
3206 HOSE RUPTURE  
3207 PIPE RUPTURE  
3208 PUMP FAILURE  
3209 TANK RUPTURE  
3210 WELD FAILURE - FACTORY  
3211 WELD FAILURE - FIELD  
3212 TANK LEAK  
3213 FLOWLINE LEAK  
3214 WELL HEAD LEAK  
3215 DIKE FAILURE  
3216 LACT UPSET  
3217 TREATER UPSET  
3218 POWER OIL LINE LEAK  
3299 OTHER (SPECIFY)

SPILL REPORT FORM CODES

(continued)

REPORTED BY CODES

A ANON  
C CITIZEN  
F OTHER FEDERAL  
S STATE ENVIRONMENTAL AGENCY  
P OTHER STATE AGENCY  
L LOCAL ENVIRONMENTAL AGENCY  
M OTHER LOCAL AGENCY  
R RESPONSIBLE PARTY

WILDLIFE DAMAGE CODES

F FISH KILL  
B BIRDS  
M MAMMALS  
N NONE  
U UNKNOWN

CLEANUP BY CODES

F FEDERAL GOVERNMENT  
S STATE GOVERNMENT  
L LOCAL GOVERNMENT  
R RESPONSIBLE PARTY  
O OTHER PRIVATE  
U UNKNOWN

CLEANUP METHOD CODES

CONTAINMENT CODES

B BOOMS  
D DIKING (INCLUDES PITS)  
F FILTER FENCES  
S SIPHON DAMS  
P PLUGGING  
N NONE  
U UNKNOWN

ON SCENE RESPONSE CODES

E EPA  
T TAT  
C COAST GUARD  
F OTHER FEDERAL  
S STATE ENVIRONMENTAL  
P OTHER STATE  
L LOCAL ENVIRONMENTAL  
M OTHER LOCAL  
R RESPONSIBLE PARTY  
N NONE

RRT ACTIVATION CODES

A ASSEMBLY ON SCENE  
P PARTIAL ACTIVATION  
T TELEPHONE ACTIVATION  
N NO ACTIVATION

SPILL REPORT FORM CODES  
(Continued)

SOURCE CODES

TRANSPORTATION

2102 HIGHWAY DRY CARGO  
2103 VEHICLE FUEL TANK  
2105 HIGHWAY LIQUID CARGO  
2107 PIPELINE  
2109 RAIL DRY CARGO  
2110 LOCOMOTIVE FUEL TANK  
2112 RAIL LIQUID CARGO  
2115 AIRPLANE FUEL TANK  
2116 AIRPLANE CARGO  
2199 OTHER (SPECIFY)

NON-TRANSPORTATION

2302 INDUSTRIAL PLANT  
2303 MARKETING DISTRIBUTORS  
2304 PIPING  
2305 PRODUCTION  
2306 REFINERY  
2307 RAILROAD YARD  
2308 CONSUMER  
2309 POWERPLANT  
2310 HAZARDOUS WASTE SITE  
2311 TRANSFORMER  
2312 WASTE WATER TREATMENT SYSTEM  
2399 OTHER (SPECIFY)

CAUSE CODES

PERSONNEL ERROR

3301 INCORRECT VALVE HANDLING  
3302 IMPROPER HOSE CONNECTION  
3303 IMPROPERLY SECURED FLANGES  
3304 TANK OVERFLOW  
3305 LAGOON - PIT OVERFLOW  
3399 OTHER (SPECIFY)

DELIBERATE DISCHARGES

3401 DUMPING  
3402 DISPOSAL OF WASTE OIL  
3405 VANDALISM  
3499 OTHER (SPECIFY)

NATURAL PHENOMENON

3501 FLOODING  
3502 FREEZING  
3504 HEAVY WINDS  
3505 NATURAL SEEPAGE  
3599 OTHER (SPECIFY)

SPILL REPORT FORM CODES  
(Continued)

RECOVERY CODES

- A ABSORBENTS
- E EXCAVATION
- V VACUUM TRUCKS
- N NONE
- U UNKNOWN

TREATMENT CODES

- C CARBON FILTRATION
- D DILUTION
- E NEUTRALIZATION
- N NONE
- U UNKNOWN

DISPOSAL CODES

- B BURNING
- C BURIAL (COVERING)
- L LAND FARMING
- R RECYCLE
- W RCRA PERMITTED HAZARDOUS WASTE SYSTEM
- N NONE
- U UNKNOWN

FORM DATE: 8/18/83