



Jefferson County - City of Port Townsend  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**



## **Part 3: Emergency Operations Guide**

### **EOG 3.1.21 – Attachment A Hazardous Materials Emergency Response Plan**

ESF 10 (equivalent) - Hazardous Materials  
January 26, 2009

**BACKGROUND** - Title III of federal public law 99-4991 is the Emergency Planning and Community Right-to-Know Act (EPCRA). EPCRA establishes requirements for federal, state, local governments, and industry regarding emergency response planning for hazardous materials incidents.<sup>2</sup>

**PURPOSE OF THIS PLAN** - This plan is intended to establish an inclusive program of hazardous materials mitigation, preparedness, response, and recovery as required by law. It is part of the Jefferson County Comprehensive Emergency Management Plan by reference.

**PLANNING OBJECTIVES** - The primary objectives of this plan are:

- Implementation of the requirements of the law (local, state, and federal)
- Facilitation of agency-level hazardous materials response planning and training
- Resolution of questions of coordination regarding hazardous materials incidents
- Identification of the roles and responsibility of the Local Emergency Planning Committee
- Maintenance of a joint agency hazardous materials incident response capability

**COMMUNITY HAZARDS IDENTIFIED** - Local conditions and the manufacture, transportation, use, and storage of hazardous materials in this community are identified in detail in the Jefferson County/Port Townsend Hazard Identification and Vulnerability Analysis (HIVA) published separately and included herein by reference. (Also, EPA Table 302.4, published separately, lists the Hazardous Substances and Reportable Quantities.)

There are several local facilities that transport, store, and use listed hazardous and/or extremely hazardous substances in excess of the threshold planning quantity (TPQ). These substances are reported annually to the Department of Emergency Management under the Tier 2 reporting requirement. Some agricultural activities involve listed materials.

There are no petroleum or natural gas pipelines in Jefferson County and no rail service. The major possibility for HAZMAT incidents are ground transportation related. Gasoline and diesel fuel is the most likely potential cause of a transportation incident. A significant quantity of military munitions (associated with the Naval Magazine Indian Island) is also transported over local routes.

Major routes most likely to involve transportation of hazardous materials include U. S. Highway 101 (40 miles), State Route 104 (14 miles), State Route 20 (12.5 miles), and State Route 19 (14 miles) and State Route 116. All of these routes are 2-lane highways with a high potential for mishap, particularly during summer high traffic months. 100% of the munitions shipments to Indian Island use SR 19 and SR 116.

Other hazards reported by Tier 2 facilities include chlorine (related water and sewer treatment facilities – the EHS RQ of chlorine is 10 pounds), sodium hydroxide, sodium hypochlorite, sodium bisulfate, sulfuric

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<sup>1</sup> Superfund Amendments and Reauthorization Act of 1986 (SARA).

<sup>2</sup> The provisions of the law are only briefly summarized in this plan. The official sources should be consulted regarding the actual legal requirements.

acid, anhydrous ammonia, acetic acid, aluminum oxide, hydrogen peroxide, and construction (quarry) explosives. There are several local propane storage and distribution facilities.<sup>3</sup>

**OVERSIGHT BY THE STATE EMERGENCY RESPONSE COMMISSION** - The State Emergency Response Commission (SERC) is established by the governor to coordinate hazardous materials issues and carry out the mandate of EPCRA. Responsibilities of the Commission include:

- Designation of local emergency planning districts
- Receive and record initial appointment of and revisions to Local Emergency Planning Committee membership
- Review and evaluation of local hazardous materials emergency response plans
- Coordination with the Environmental Protection Agency on EPCRA implementation

**LOCAL EMERGENCY PLANNING DISTRICT** - Jefferson County has an active emergency management organization as required by Chapter 38.52 RCW (Jefferson County Dept. of Emergency Management). Emergency management services are provided to the City of Port Townsend by interlocal agreement. Jefferson County and the City of Port Townsend are designated as an emergency planning district for hazardous materials planning by the SERC.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - By agreement, the Board of County Commissioners will appoint the members of the Local Emergency Planning Committee. The LEPC shall include the following:

- Dept. of Emergency Management
- Designated elected officials (1 County and 1 City)
- Law enforcement representative
- Fire/EMS representative
- Jefferson County Public Health (Environmental Health)
- Jefferson Healthcare
- Jefferson Transit
- Port Townsend Leader
- Community group
- Citizen at large
- Owners and operators of facilities subject to the requirements of EPCRA
- Others as determined by the Committee
- Washington State Patrol (designated Incident Command agency)

A list of membership will be submitted to the SERC annually.

**RESPONSIBILITIES OF THE JEFFERSON COUNTY LEPC** - The Jefferson County LEPC is established under the rules to:

- Coordinate development of a local hazardous materials response plan.
- Establish a system for maintaining hazardous materials information reported in accordance with the Community Right-to-Know laws.
- Establish procedures for receiving and processing requests from the public for information about hazardous materials in the community.
- Designation of an official to service as LEPC coordinator for all information requests.

**CHAIRPERSON AND RULES OF OPERATION** - The LEPC shall appoint a chairperson and establish rules by which the committee shall operate.

**ANNUAL MEETING REQUIRED** - The Local Emergency Planning Committee will meet at least once annually to review plans, make the necessary revisions, and conduct general business. A quorum shall consist of those members present when reasonable and timely notification has been made.

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<sup>3</sup> The SARA Title III public file at the Dept. of Emergency Management contains all current Tier 2 reports from local facilities.

**PUBLIC NOTIFICATION** - Public notice shall be issued by the Committee regarding the location and time of meetings or any other action of the Committee as a whole. Publication of such announcement in the local print media at least 14 days in advance shall consist of adequate notification. Notice will also be posted on the Jefferson County Emergency Management web site – [www.jeffcoec.org](http://www.jeffcoec.org).

**PUBLIC MEETINGS AND THE OPPORTUNITY FOR PUBLIC COMMENT** - All LEPC meetings will be held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

The LEPC shall include reasonable time at each public meeting for the receipt of public comment regarding the hazardous materials emergency response plans. At the discretion of the Committee, response to public inquiries may be made immediately or in writing to the appropriate parties within twenty-one days.

**PLANS AVAILABLE FOR PUBLIC REVIEW** - Adopted hazardous materials emergency response plans developed by the LEPC shall be made reasonably available for public review. Copies or summaries will be posted on a published web site and available for review at the offices of the Dept. of Emergency Management and otherwise as determined by the Committee.

**HAZARDOUS MATERIALS EMERGENCY RESPONSE PLANS** - The HAZMAT Emergency Response Plan required for compliance with EPCRA is a part of the Jefferson County Comprehensive Emergency Management Plan (CEMP). All emergency response elements and overall coordination not specifically noted here is included in the CEMP by reference.

**REVIEW OF THIS PLAN** - A copy of this plan will be provided to the SERC for review for compliance with the requirements of EPCRA and consistency with the Washington State Comprehensive Emergency Management Plan.

**SUPPORTING PLANS AND PROCEDURES** - The various emergency response agencies and assisting organizations will develop internal plans and procedures for HAZMAT operations consistent with the overall requirements of this plan. Nothing in this plan is intended to contravene any requirements of the law or accepted practices regarding response to hazardous materials incidents.

**AGENCY STANDING ORDERS AND HAZMAT RESPONSE PROTOCOLS** - Observance of the existing standards and practices for hazardous materials emergency response personnel, including maintenance of levels of training and certification for the various roles, and providing the appropriate equipment, is the responsibility of each emergency response agency.

**COMPLIANCE WITH THE NATIONAL INCIDENT MANAGEMENT SYSTEM** - The Incident Command System (ICS) component of the National Incident Management System (NIMS) is the primary management method for emergency response in Jefferson County. Response to a hazardous materials incident will be done according to the standards and practices of ICS.

**DESIGNATED INCIDENT COMMAND AGENCY FOR HAZARDOUS MATERIALS** – Revised Code of Washington, Chapter 70.136.030, requires each jurisdiction to designate an incident command agency for hazardous materials. Along state highway corridors the Washington State Patrol is the designated incident command agency. In all other areas not included in the state highway corridor provision of the law, the emergency response agencies of Jefferson County have defaulted assumption of the HAZMAT incident command agency responsibility to the Washington State Patrol.

**HAZMAT FIRST RESPONSE AGENCIES** - The respective Jefferson County Fire Protection Districts are the designated first response agencies to HAZMAT incidents within their jurisdictions. Procedures are in place for augmentation of local forces by mutual aid and mobilization of external resources.

**REQUIREMENT TO REPORT PRESENCE OF A LISTED SUBSTANCE** - The Environmental Protection Agency requires facilities to report the manufacture, use, transportation, and storage of hazardous

substances and extremely hazardous substances, and for those reports to be made available for public review. That includes all industrial, local, state, and federal government facilities within the county that maintain an inventory over of any HS or EHS over the TPQ.

**PUBLIC FILE – INFORMATION AVAILABLE TO THE PUBLIC** - The Local Emergency Planning Committee will maintain a central repository of information from local facilities, including material safety data sheets and annual Tier 2 reports. Any person may request a copy of all Tier 2 reports from the depository identified by the Local Emergency Planning Committee, along with any related material safety data sheets (MSDS). If that information is not available, the Committee will request it from the facility operator and make the information available to the requestor.

The Local Emergency Planning committee will respond to a request for Tier II information no later than 45 days after the receipt of the request.

**FIRE DEPARTMENT ACCESS** - The fire district with jurisdiction over any facility that reports under the rules shall allow the fire district to conduct an on-site inspection of the facility and shall provide them with the specific location of the hazardous chemicals at the facility.

**PARTICIPATION IN LOCAL EMERGENCY PLANNING** - Facility owners/operators are required by the law to actively participate in the development of emergency response plans and procedures.

**REQUIREMENT TO MAKE A TIMELY REPORT OF A RELEASE** - The Environmental Protection Agency has established a Reportable Quantity (RQ) for all HS and EHS adjusted to one of five levels: 1, 10, 100, 1,000, or 5,000pounds. An RQ value is established for each of these characteristics of a hazardous substance, with the most stringent RQ value (the lowest quantity) becoming the final RQ or reporting trigger for that hazardous substance. Facilities are required to report a release of any listed substance in excess of the RQ. Procedures for reporting are outlined later.

**REPORTING EXEMPTION** - The requirement to report a release does not apply to any release which results in exposure to persons solely within the site or sites on which a facility is located.

**HOW RELEASES ARE REPORTED** - The National Response Center (NRC) is the centralized reporting center.<sup>4</sup> Procedures are in place for the relay of reports to the NRC to local, state, and federal authorities. If reporting directly to the NRC is not possible, the State Emergency Management Division Duty Officer<sup>5</sup> can take the report and coordinate required notifications.

#### **INFORMATION NEEDED FOR THE REPORT OF A RELEASE**

- Name location, 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 release or spill
- Types of material(s) released or spilled
- Quantity of materials released or spilled
- Medium (e.g. land, water) affected by release or spill
- Danger or threat posed by the release or spill
- Number and types of injuries or fatalities (if any)
- Weather conditions at the incident location
- Name of the carrier or vessel, the railcar/truck number, or other indentifying information
- Whether an evacuation has occurred
- Other agencies notified or about to be notified
- Any other information that may help emergency personnel respond to the incident

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<sup>4</sup> 1-800-424-9346 (24-hours).

<sup>5</sup> 1-800-258-5990 (24-hours).

PETROLEUM EXCLUSION - The Superfund law (CERCLA) specifically excludes petroleum from its statutory provisions including the Superfund reporting requirements. In particular, the law does not address releases of petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance under the Superfund law, as well as natural gas, natural gas liquids, liquified natural gas, or synthetic gas usable for fuel mixtures of natural gas and such synthetic gas. A separate set of Oil Spill Reporting Requirements apply under the Clean Water Act.

Part 4.1 – Hazardous Materials Emergency Response Plan  
Attachment 1 - DEFINITIONS

ENVIRONMENT - CERCLA section 101(8) defines "environment" as "(A) the navigable waters, the waters of the contiguous zone, and the ocean waters of which the natural resources are under the exclusive management authority of the United States under the Fishery Conservation and Management Act of 1976, and (B) any other surface water, ground water, drinking water supply, land surface or subsurface strata, or ambient air within the United States or under the jurisdiction of the United States."

FACILITY – Industrial, government and non-government buildings, equipment, structures, and other stationary items located on a single site or under common control, and including motor vehicles, rolling stock, and aircraft.

HAZARDOUS MATERIALS RELEASE - CERCLA section 101(22) defines "release" as any "spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant)".