

To: Distribution

From: K. G. Akins

Date: August 24, 1992

Subject: **SARA AND CERCLA RELEASE REPORTING**

Interoffice
Communication

VISTA

I am in the process of putting together a plan so that we can comply with the requirement to report releases of hazardous materials to the appropriate authorities within 15 minutes.

Because of the complexities involved in determining whether reporting is required and to whom it is required, I think this is best left to the people identified on the SPCC plan reporting list.

The shift supervisors (or the utility supervisor) should notify the guard as soon as possible after learning that a spill or release has occurred in their area. The guard should then begin calling people on the SPCC emergency notification list (attached) until someone is contacted in person.

The Environmental Coordinator is first on the list and should be the first person called. If the Environmental Coordinator can not be reached, the second call should be to the Environmental Pager (256-4465). The Environmental Coordinator or his back-up will have this pager seven days per week, 24 hours per day. If the page is not answered within five minutes the guard should continue going through the list until someone is contacted.

This SPCC list will be used short term. This list will be incorporated in the plant's emergency action guidelines for use by the guards on a long term basis.

The person first contacted by the guard will be responsible for contacting the plant to find out the details of the spill or release and determine whether reporting is required. This person will also be responsible for making the appropriate calls to the authorities.

I think refresher training for reporting determination will be required for those people identified on the lists. I will set this up during the next few weeks.

The environmental pager number is also included on the weekend duty sheet. Other information important to someone

responsible for reporting spills and releases will be included on the back of the weekend duty sheet. How to use this information will be covered in the refresher training.

In the mean time, please communicate to the shift supervisors and guards that immediate notification is important.

A handwritten signature in cursive script that reads "Kenneth G. Akins".

K. G. Akins
Senior Environmental Coordinator

C: BLT, JVU, GWW, SPCC Reporters