

RELEASE & SPILL
REPORTING

Frank G. Jeanson

VISTA

To Distribution

Date 1-10-89

Attached is a letter describing release and spill reporting. This letter was issued in July, 1988. Some telephone numbers and names have changed since that time.

Please put this updated copy in your files.

FGJ

C: RWS, DCS, [REDACTED], JEN, TFL, RBN,
BLT, JEL, RGG, SEH, CJMc, DFTJ, JBA,
CLW, DA Miller, REP

To: Distribution

From: F. G. Jeanson
Date: January 4, 1989

Subject: RELEASE AND SPILL REPORTING

VISTA

Interoffice
Communication

One of the requirements of the Emergency Planning and Community Right-to-Know Act of 1986, commonly referred to as SARA, is the reporting of releases of certain substances to the environment (Section 304). The report is to be made to the emergency coordinator of the local emergency planning committee and to the Mississippi Emergency Response Commission. This reporting requirement is in addition to the Superfund or CERCLA section 302(a) reporting to the National Response Center which we have been doing for some time. Naturally, the substances and conditions requiring notification are not the same for each of the reports.

Table I lists the substances used in the plant that require SARA release reporting. Table II lists the substances used in the plant that require CERCLA section 302(a) release reporting. The tables also show the reportable quantity for each of the substances. The regulations concerning when reporting is required are complex; therefore, the Environmental Coordinator should be contacted immediately in case of a spill or release to help determine if it requires reporting. In general, a spill or release of any substances in excess of the reportable quantity except for federally permitted discharges (most vinyl chloride emissions are federally permitted) must be reported.

Any non-permitted release of a gaseous material in excess of the reportable quantity will require reporting for both SARA and CERCLA 302(a). If greater than the reportable quantity of a liquid or solid is spilled on concrete and totally contained before it reaches any soil, the spill does not need to be reported by either SARA or CERCLA 302(a). If greater than a reportable quantity of a liquid or solid is spilled on the ground but the spill does not leave the plant boundary, it needs to be reported to CERCLA 302(a) only. If greater than the reportable quantity leaves the plant boundary, the spill will also need to be reported under SARA.

Attached is a form listing the questions usually asked when a release is reported to the National Response Center [CERCLA 302(a) list]. This form should be filled out by the operating personnel in the area where the release occurs prior to the phone call. Also attached is the Mississippi Emergency Management Agency Hazardous Material Release Report form. When notifying the emergency coordinator of the local emergency planning committee and the Mississippi Emergency Response Commission of a SARA release, the information in boxes 1 through 9 must be provided.

Distribution

1/04/89

Release and Spill Reporting

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In addition to the verbal report of a SARA release, a written followup emergency notice is also required setting forth and updating the information required to be reported in the verbal report and to include additional information with respect to:

1. Actions taken to respond to and contain the release.
2. Any known or anticipated acute or chronic health risks associated with the release, and
3. Where appropriate, advice regarding medical attention necessary for exposed individuals.

This written report is to be sent to the emergency coordinator of the local emergency planning committee and to W. E. Austin, Special Projects Officer, SARA Title III, Mississippi Emergency Response Commission, P. O. Box 4501, Fondron Station, Jackson, MS 39216-0501. The written report is to be submitted as soon as practicable after the release. The written report should be submitted within ten days as a maximum.

F. G. Jeanson

F. G. Jeanson
Environmental Coordinator

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attachment

TABLE I

SARA REPORTING MATERIALS

Report to: 1. Jerome Huskey
Emergency Coordinator, Local Planning Committee
Work Phone: 601-369-6439
Home Phone: 601-369-6439

2. Mississippi Emergency Response Commission
1-800-222-6362 In State (24-Hour Number)
1-601-352-9100 Out of State (24-Hour Number)
1-960-9000 Regular Hours (Bill Austin)

<u>Material</u>	<u>CAS Number</u>	<u>Reportable Quantity Pounds</u>
Ammonia	7664-41-7	100
Chlorine	7782-50-5	10
Di-n-octyl Phthalate	117-84-0	5000
Hydrazine	302-01-2	1
Hydroquinone	123-31-9	1
Sulfuric Acid	7664-95-9	1000

TABLE 11

CERCLA 302(a) MATERIALS

Report to: National Response Center
1-800-424-8802

<u>Material</u>	<u>Reportable Quantity Pounds</u>
Ammonia	100
Antimony Trioxide	1000
Asbestos (Friable forms only)	1
Chlorine	10
Di-n-octyl Phthalate	5000
Hydrazine	1
Lead Stearate	5000
Lead Sulfate	100
Mercury	1
Methanol	5000
Phthalic Anhydride	5000
PCB's	10
Sodium Hydroxide	1000
Sulfuric Acid	1000
Vinyl Chloride	1
<u>Unlisted Hazardous Wastes:</u>	
Characteristic of Corrosivity	100
Characteristics of EP Toxicity	
Arsenic D004	1
Barium D005	1000
Cadmium D006	1
Lead D008	1
Characteristic of Ignitability	100
Characteristic of Reactivity	100

NATIONAL RESPONSE CENTER

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TYPICAL QUESTIONS

800-424-8802

1. Name of person reporting the spill and/or release:

2. Company represented:

Vista Polymers Inc.

3. Mailing address and phone number:

P. O. Box 91, Aberdeen, Mississippi 39730

(601) 369-8111

4. Plant location:

Highway 25 South

5. County:

Monroe

6. Site of spill:

7. Material spilled:

8. Time and date of spill:

9. Wind direction, wind speed, barometric pressure:

10. Did spill enter a waterway: ☐ Yes ☐ No

11. Water body affected:

12. Source of spill:

13. Cause of spill:

NATIONAL RESPONSE CENTER
TYPICAL QUESTIONS
Page 2

A

14. Was equipment in operation at the time: ☐ Yes ☐ No

15. Size of spill:

16. Was there any property damage from the spill: ☐ Yes ☐ No

17. Corrective action taken to stop spill:

18. Did company personnel conduct cleanup: ☐ Yes ☐ No

19. Has the affected equipment been repaired: ☐ Yes ☐ No

20. Was anyone hurt: ☐ Yes ☐ No

21. Was any evacuation needed: ☐ Yes ☐ No

22. Have any other agencies been notified of the spill: ☐ Yes ☐ No

23. Do we have any plans to notify any other agency: ☐ Yes ☐ No

1. Time and date incident reported to National Response Center: _____

2. Name of person accepting report: _____

3. Other information requested: _____

4. Signed: _____

VAB.0001216371

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**MISSISSIPPI EMERGENCY MANAGEMENT AGENCY
HAZARDOUS MATERIAL RELEASE REPORT**

1. Release Location

2. Date

____/____/____

3. Time

5. Contact for further information:

Name: _____

Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

4. Company Name

6. Release Information

a) Name of substance: _____

b) NA/UN: _____ CAS: _____ c) Est. Quantity: _____

d) Date of Release: _____ e) Time of Release: _____

f) Duration of Release: _____

g) Release occurred into ☐ Air ☐ Water ☐ Ground

h) Substance is extremely hazardous ☐ YES ☐ NO

(per list in 40 CFR 355)

7. Recommended precautions

8. Anticipated Health Risks

9. Person reporting release:

Name: _____

Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

10. Notified:

☐ Pollution Control

☐ Radiological Health

Name: _____

Date: _____ Time: _____

11. Emergency Action Required:

☐ None ☐ State ☐ Local

12. Person taking report:

VAR.0001316372

To: Distribution

From: F. G. Jeanson
Date: March 16, 1989

Subject: SPILL REPORTS

VISTA

Interoffice
Communication

Attached is a revised Spill Report form. Please review this form and give me your comments by March 24, 1989.

This form will replace the current spill report form. The actions step procedure will now be done on a separate report and will require approval signatures from the people listed on the form.

I realize that some additional training will be necessary. I will do this when I issue the spill/release form to the supervisors.



F. G. Jeanson
Environmental Coordinator

C: RWS, DCS, TFL, JEN, PJK, CJMc, DFJ, JBA, CLW, DAM, RBN, JME,
SCH, VLT, HGC, BLT

SPILL/RELEASE REPORTTO BE FILLED OUT BY SHIFT SUPERVISOR

TIME _____ DATE _____

PERSON REPORTING NAME _____ DATE _____

SUPERVISOR NAME _____ DEPT _____

LOCATION _____

TYPE OF MATERIAL _____

ESTIMATED AMOUNT _____

DURATION _____

CAUSE _____

WIND DIRECTION, SPEED, BAROMETRIC PRESSURE _____

DID MATERIAL ENTER GROUND _____

DID MATERIAL ENTER STORM SEWER _____

DID MATERIAL LEAVE THE PLANT _____

IS MATERIAL ON SARA _____ OR CERCLA _____ LIST. (SEE ATTACHED TABLES)

IF SO, DID THE SPILL/RELEASE EXCEED THE REPORTABLE QUANTITY _____

WHAT ACTION WAS TAKEN TO STOP SPILL _____

WHAT ACTION WAS TAKEN TO CLEAN-UP SPILL _____

DISTRIBUTION: RWS, DCS, FGJ, TFL, RBN, OPERATIONS SUPERINTENDENT, OPERATIONS ENGINEER,
DEPARTMENT SUPERVISOR

SPILL/RELEASE PREVENTION REPORT

TO BE FILLED OUT BY DEPARTMENT SUPERVISOR

SPILL/RELEASE THAT OCCURRED _____

RECOMMENDATIONS OR ACTION TAKEN TO PREVENT RECURRENCE _____

DEPARTMENT SUPERVISOR _____	DATE _____
ENVIRONMENTAL COORDINATOR _____	DATE _____
OPERATIONS SUPERINTENDENT _____	DATE _____
PLANT SUPERINTENDENT _____	DATE _____
PLANT MANAGER _____	DATE _____

TABLE ISARA REPORTING MATERIALS

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Emergency Coordinator, Local Planning Committee
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TABLE II
CERCLA 302 (a) MATERIALS

Report to: National Response Center
1-800-424-8802

<u>Material</u>	<u>Reportable Quantity Pounds</u>
Ammonia	100
Antimony Trioxide	1000
Asbesto (Friable forms only)	1
Chlorine	10
Di-n-octyl Phthalate	5000
Hydrazine	1
Lead Stearate	5000
Lead Sulfate	100
Mercury	1
Methanol	5000
Phthalic Anhydride	5000
PCB's	10
Sodium Hydroxide	1000
Sulfuric Acid	1000
Vinyl Chloride	1
<u>Unlisted Hazardous Wastes:</u>	
Characteristic of Corrosivity	100
Characteristics of EP Toxicity	
Arsenic D004	1
Barium D005	1000
Cadmium D006	1
Lead D008	1
Characteristic of Ignitability	100
Characteristic of Reactivity	100