

TO: Safety Directors

TGG: ~~JCL~~ EPT: ~~MMH~~ ~~MO~~: RF

XF: ~~DATA~~ CMA-Responsible

FROM: T. G. Grumbles
DATE: October 31, 1989

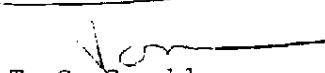
Interoffice
Communication

SUBJ: CMA RESPONSIBLE CARE: CAER CODE OF MANAGEMENT PRACTICES

VISTA

Attached is the final CAER Code of Management Practice and Self Evaluation Form that is going to the CMA Board of Directors for approval on November 6. Also enclosed is a summary of the comments and changes made to the draft code which we reviewed in September.

Once the Code is approved, we will receive further details on the self-evaluation process as to the timing of the first evaluation and it's use by CMA. For now, please review the final code and bring it with you to the Industrial Hygiene Meeting. We will be discussing Responsible CARE on Wednesday morning of the meeting.


T. G. Grumbles

dlj
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Attachment

Distribution:

SAFETY DIRECTORS

Bruce Trego-Aber, Bill Jones-Balt, Harry Peirce-Blane, A. E. Russell-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, G. M. Shirley-LCVCM, J. D. Harris-Okc, R. B. Martin-Austin, D. A. Barclay, D. L. Morgan, J. R. Drumwright

cc: PLANT MANAGERS

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W. L. McClain, T. H. Huffman, J. A. DeBernardi

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CHEMICAL MANUFACTURERS ASSOCIATION

October 25, 1989

TO: RESPONSIBLE CARE COORDINATORS

Dear Coordinator:

SUBJECT: CAER Code Package

Attached for your review is the final draft of the Community Awareness and Emergency Response (CAER) code package. Foremost, the package contains:

- o The CAER Code of Management Practices; and
- o The accompanying CAER code self-evaluation form.

In addition, the package contains supplemental information including: a list of resources to implement the code; a summary of comments received and changes made to the code, and a list of companies providing final comments on the code. Your Executive Contact will be sent the CAER code and accompanying self-evaluation form.

The CAER Code of Management Practices is scheduled for Board of Directors approval on November 6. Board of Directors approval is the final step in the code development and approval process and signals official adoption of the code by CMA. Therefore, should you anticipate any major concerns within your company regarding the CAER code, please contact me immediately at 202/887-1264.

After the code is approved by the Board, a final code package will be sent to all members to start the CAER code implementation process.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Ramonas", is written over a large, stylized, handwritten letter "R".

Lori M. Ramonas, Ph.D.
Director
Responsible Care

Enclosures

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RESPONSIBLE CARE
COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

BACKGROUND

The Community Awareness and Emergency Response (CAER) Code of Management Practices is the first code to be developed under CMA's Responsible Care initiative. The code was prepared by a special code drafting work group, representing a broad range of member companies. It has been reviewed by the Health and Safety Committee, the Responsible Care Coordinating Group, and the Public Advisory Panel. The CAER code was sent to all member company Executive Contacts, Responsible Care Coordinators and CAER Coordinators for review and comment in early August. On September 21, 1989, an Open Forum was held to give all member companies another opportunity for direct input into the code. A total of 67 companies provided comments on the CAER code.

SUMMARY OF KEY ELEMENTS OF THE CAER CODE

The CAER Code of Management Practices draws extensively from the existing CAER program while also extending beyond its scope. For example:

- o The code covers "member facilities that manufacture, process, use, distribute or store hazardous materials" thereby considerably expanding coverage beyond the CAER program.
- o The code requires ongoing two-way communication with employees and the community;
- o The code requires a regular evaluation of the effectiveness of the ongoing employee and community communications efforts;
- o The code requires covered facilities to address communications and recovery needs of the community after an emergency; and
- o The code requires that an element-by-element self-evaluation form be reported annually.

Implementation of the CAER code will be supported by many of the existing CAER materials. Following approval of the code, implementation seminars and additional resource materials will be provided to help all members meet the elements of the code.

ACTION REQUESTED

Approve the attached CAER Code of Management Practices.

CMA

EC-11/5/89

BD-11/6/89

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COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

PURPOSE:

The goal of the Community Awareness and Emergency Response (CAER) Code of Management Practices is to assure emergency preparedness and to foster community right-to-know. It demands a commitment to openness and community dialogue. The code has two major components: first, to assure that member facilities that manufacture, process, use, distribute or store hazardous materials initiate and maintain a community outreach program to openly communicate relevant, useful information responsive to the public's questions and concerns about safety, health, and the environment; and second, to help protect employees and communities by assuring that each facility has an emergency response program to respond rapidly and effectively to emergencies.

The community outreach component will communicate program activities and performance under all codes of management practices and will promote an open, ongoing dialogue with employees and the community. Information should be provided about such activities as waste minimization, emission reduction, health effects of chemicals, and efforts to ensure the safe transport of chemicals.

The CAER Code of Management Practices is supported by, and will build on, CMA's CAER process. CAER supports the community's right to know about chemical industry operations and their effect on safety, health, and the environment. CAER originally was a voluntary initiative focused on emergency response issues. The new CAER Code of Management Practices broadens the facility-community dialogue to cover the full range of safety, health, and environmental issues.

RELATIONSHIP TO GUIDING PRINCIPLES:

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The code helps achieve several of the Responsible Care guiding principles:

- o To recognize and respond to community concerns about chemicals and our operations.
- o To report promptly to officials, employees, customers, and the public, information on chemical-related health or environmental hazards and recommend protective measures.

- o To participate with government and others in creating responsible laws, regulations, and standards to safeguard the community, workplace and environment.
- o To promote the principles and practices of Responsible Care by sharing experiences and offering assistance to others who produce, handle, use, transport, or dispose of chemicals.

MANAGEMENT PRACTICES:

A. Community Awareness and Outreach

Member facilities that manufacture, process, use, distribute or store hazardous materials shall have a community outreach program that includes:

For Employees:

1. An ongoing assessment of employee questions and concerns about the facility.
2. Communications training for key facility and company personnel who communicate with employees and the public concerning safety, health, and environmental issues.
3. Education of employees about the facility's emergency response plan and safety, health, and environmental programs.
4. An ongoing dialogue with employees to respond to their questions and concerns and involve them in community outreach efforts.
5. A regular evaluation of the effectiveness of the ongoing employee communications efforts.

For Community:

6. An ongoing assessment of community questions and concerns about the facility.
7. An outreach program to educate responders, government officials, the media, other businesses and the community about the facility's emergency response program and risks to the community associated with the facility.
8. A continuing dialogue with local citizens to respond to questions and concerns about safety, health, and the environment, and to address other issues of interest to the community.
9. A policy of openness that provides convenient ways for interested persons to become familiar with the facility, its operations, and products, and its efforts to protect safety, health, and the environment.

10. A regular evaluation of the effectiveness of the ongoing community communications efforts.

B. Emergency Response and Preparedness

Member facilities that manufacture, process, use, distribute or store hazardous materials shall have an emergency response program that includes:

1. An ongoing assessment of potential risks to employees and local communities resulting from accidents or other emergencies.
2. A current, written facility emergency response plan which addresses, among other things, communications and the recovery needs of the community after an emergency.
3. An ongoing training program for those employees who have response or communications responsibilities in the event of an emergency.
4. Emergency exercises, at least annually, to test operability of the written emergency response plan.
5. Communication of relevant and useful emergency response planning information to the Local Emergency Planning Committee.
6. Facility tours for emergency responders to promote emergency preparedness and to provide current knowledge of facility operations.
7. Coordination of the written facility emergency response plan with the comprehensive community emergency response plan and other facilities. If no plan exists, the facility should initiate community efforts to create a plan.
8. Participation in the community emergency response planning process to develop and periodically test the comprehensive community emergency response plan developed by the Local Emergency Planning Committee.
9. Sharing of information and experience relating to emergency response planning, exercises, and the handling of incidents with other facilities in the community.

MEMBER SELF-EVALUATION

Each member company shall report annually to CMA, or its designated agent, the stage of implementation of each Management Practice in this Code. The reports shall be on the member self-evaluation form attached as exhibit A.

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EXHIBIT A

CHEMICAL MANUFACTURERS ASSOCIATION

MEMBER SELF-EVALUATION FORM

COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

Member Company:

Name: _____

Responsible Care Coordinator:

Name: _____

Address: _____

Telephone: () _____

Number of facilities subject to Code _____

Instructions:

1. This form is to be submitted annually to CMA by each member company. CMA will announce reporting dates for each Code.
2. Indicate on the cover page the number of member company facilities subject to the Code. All facilities subject to the Code must be included in this report.
3. For each Management Practice on the following two pages, indicate the number of facilities that have attained each stage. The total number of facilities for each Management Practice should equal the total number of facilities subject to the Code.
4. Only subject facilities owned or operated as of the reporting date should be included.
5. The stages of implementation are:
 - Stage I - Evaluating company practices against Code practice
 - Stage II - Developing action plan to implement Code practice
 - Stage III - Implementing action plan
 - Stage IV - Code management practice in place

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STAGES

Community Awareness

I

II

III

IV

1. An ongoing assessment of employee concerns and questions about the facility.
2. Communications training for key facility and company personnel who will communicate with employees and the public concerning safety, health and environmental issues.
3. Education of employees about the facility's emergency response plan and safety, health and environmental programs.
4. An ongoing dialogue with employees to respond to their questions and concerns and involve them in community outreach efforts.
5. Ongoing assessment of community questions and concerns about the facility.
6. An outreach program to educate responders, government officials, the media, other businesses and the community of the facility's emergency response program and risks to the community associated with the facility.
7. A continuing dialogue with local citizens to respond to questions and concerns about safety, health, and the environment, and to address other issues of interest to the community.
8. A policy of openness that provides convenient ways for interested persons to become familiar with the facility, its operations and products, and its efforts to protect safety, health and the environment.
9. A regular evaluation of the effectiveness of the ongoing employee and community communications efforts.

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STAGES

Emergency Response	I	II	III	IV
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1. An ongoing assessment of potential risks to employees and local communities resulting from accidents or other emergencies.
2. A current, written facility emergency response plan which addresses, among other things, communications and the recovery needs of the community after an emergency.
3. An ongoing training program for those employees who have response or communications responsibilities in the event of an emergency.
4. Emergency exercises, at least annually, to test operability of the written emergency response plan.
5. Communication of relevant and useful emergency response planning information to the Local Emergency Planning Committee.
6. Facility tours for all non-employee emergency responders.
7. Coordination of the written facility emergency response plan with the comprehensive community emergency response plan. If no plan exists, the facility should initiate efforts to create a plan.
8. Participation in the community emergency response planning process to develop and periodically test the comprehensive community emergency response plan developed by the Local Emergency Planning Committee.
9. Sharing of information and experience relating to emergency response planning, exercises, and the handling of incidents with other facilities in the community.

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Notes: Please identify any specific problems and/or resources.

SUMMARY OF CHANGES
RESULTING FROM THE CODE OPEN FORUM

The CAER Code of Management Practices was sent to all member company Executive Contacts, Responsible Care Coordinators and CAER Coordinators for review and comment in early August. On September 21, 1989, CMA held an open forum to give all member companies an opportunity for input into the Code. Following the open forum, the Code was revised to reflect member company input.

The following were revisions made to the Code:

- o In the purpose, many felt that the word "assure" was too strong and that a Code could not assure emergency preparedness; therefore, the word "goal" was inserted. The Code now reads that our goal is to assure emergency preparedness;
- o In the third paragraph, the difference between the original CAER process and the CAER Code of Management Practices is highlighted;
- o The definition of what facilities are covered under the CAER Code is more specific;
- o Under Community Awareness and Outreach, for both employees and the community, the differences between the specific elements were unclear to many people. The elements are now clarified to parallel each other; and
- o Under Emergency Response, there was some confusion about what was meant by a crisis management plan. At the open forum, it was recognized that most emergency response plans include some type of recovery and communications plan; therefore, emergency response, recovery and communication have been combined to reflect actual practice in the field.

A glossary of terms is not included in the Code. The CAER Code of Management Practices is a performance-language document, not a law or standard. Lack of a glossary in the CAER Code, allows the necessary flexibility for companies to find the most efficient and effective way to meet the elements of the Code. (Although a glossary is not needed for the CAER Code, future Codes may include one. For example, when a Code uses terms that have a regulatory connotation, and they are being used in a different context in the Code, a glossary may be required as an interpretive aid.)

Including a "how-to" for the Code was also proposed. Following approval of the Code, seminars and resource materials will be provided to help members meet the elements of the Code.

COMMUNITY AWARENESS AND EMERGENCY RESPONSE

Code of Management Practices

SUMMARY OF COMMENTS

The draft Responsible Care Community Awareness and Emergency Response (CAER) Code of Management practices and member evaluation form were sent to Responsible Care Coordinators, CAER Coordinators and Executive Contacts of every CMA member company. We received 72 responses from 67 companies. The general comments targeted the following areas:

- o Exactly which facilities are covered under the Code (distributors, warehousers, and disposers);
- o Need to have a "common sense" approach for those facilities with little chance of a release or environmental impact;
- o "How to" guidelines to meet some of the elements are needed;
- o Define the self-evaluation process - what is expected of the facility - what will CMA do with the information; and
- o A glossary of terms is needed.

The following is a question by question summary of the company responses with a list of frequent comments received:

- 1) In the purpose section, do you feel the word "assure" is too strong of a word?

19 Yes

51 No

- o CMA and its members do not have authority or resources to "assure" that every community is prepared for a chemical emergency;
- o Codes cannot "assure" - can only promote, encourage, support, foster, facilitate, and enhance. Other suggested phrases include "to promote and furnish guidelines for..", "strive to achieve" and "designed to assure";
- o Assure implies the removal of doubt and suspense from the mind. That is our goal; and
- o Any other word would be too weak. Word is needed.

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- 2) Does the purpose clearly convey that the CAER Code is much more extensive than the existing CAER program?

57 Yes 10 No

unsure 2

- o The Code needs more clarity. Explicitly stating that the CAER code extends well beyond the scope of the existing CAER program, i.e., specify CAER is voluntary -- Code is mandatory, obligation of membership, requires dialogue between facilities and employees/communities, require written crisis management, communications plans, etc.;
 - o Purpose should be stated in the reverse order; first, we should help protect our employees and the community, and second we should communicate it; and
 - o Should be made clear that past CAER compliance will not insure compliance with the Code.
- 3) The Code targets facilities that "manufacture, process, or otherwise handle hazardous materials". Does this properly define the operations that should be addressed under the Code?

47 Yes 19 No

- o "Handle" should be changed to "use" to omit the warehouse/distribution type facilities and concentrate on those facilities that use hazardous materials;
- o Should be "manufacture, process, store, or otherwise handle";
- o Definition should include transporters, research and development labs, wholesale and warehouse facilities, and distributors; and
- o Definition should be related to risk and quantity present that would pose a potential hazard. Can't treat all facilities the same.

- 4) Throughout the Code, we use specific words such as ongoing or regular to describe timing of actions, do you agree with the words used?

Ongoing 55 Yes 11 No

- o Suggested words include periodic, continuous, regular and at least quarterly;
- o Many commented the word was appropriate because it conveyed the industry's continuous commitment;
- o Gives direction but leaves specific scheduling to local facility level. Allows flexibility; and
- o Too vague.

Regular 43 Yes 22 No

- o While it leaves the frequency to discretion, it signifies commitment;
- o Allows companies to set fixed intervals to assess the stated programs as a part of the normal conduct of business; and
- o Too vague.

Annual 49 Yes 16 No

- o Shows commitment. Specifies a minimum frequency to maintain the desired state of preparedness;
- o Annual plant testing may not always be appropriate. Should be decided on an individual facility basis. Suggest a maximum time period for plan testing which would allow flexibility; and
- o Too specific (restrictive). Should imply "about once a year" rather than "absolutely every 12 months".

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- 5) Does your company have facility-specific crisis management and communication plans?

45 Yes 4 No

8 Developing

10 Yes/No

- o Each facility has their site specific "Risk and Crisis Management Program" for use in most types of emergencies which includes emergency communications;
 - o Each production location has an emergency response plan, and a corporate program is being implemented for back-up and to take over if major crises is involved;
 - o Varies by site; and
 - o Crisis management needs to be defined more clearly.
- 6) Overall, does the Code convey two-way communication or a dialogue between facilities and the community?

63 Yes 3 No

- o Community apathy puts a limit on the dialogue. It is only after an incident that community really seems interested. There needs to be more effort on the part of the community to take an active role in developing emergency plans. In this way they become involved as a positive motivating force, leading to a better plan and a better team effort on the whole affair; and
- o Provides the industry's mechanism and suggests that each facility should be proactive and not reactive towards emergency preparedness.

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7) Do you feel parts of the Code are redundant?

23 Yes 44 No

o Redundancy is necessary to emphasize the importance of the elements; and

o Suggest combining:

- o A1 and A5.
- o A7 and A8.
- o A6 and A10.
- o B6, B8, B9 and B10.

8) Do you feel the member evaluation form will be useful to monitor and evaluate your progress in implementing the Code?

Yes 54 No 5

6 somewhat

- o It may not be sufficient to determine the quality of programs as opposed to just the existence of programs;
- o Companies should keep their own self-evaluations as opposed to reporting them to CMA; opposed to additional paperwork; and
- o Should be re-worded to require target dates for items where "code of management practices in place" has not yet occurred.

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COMMUNITY AWARENESS AND EMERGENCY RESPONSE
LIST OF RESOURCES
TO IMPLEMENT THE
RESPONSIBLE CARE CAER CODE OF MANAGEMENT PRACTICES

The goal of the Community Awareness and Emergency Response (CAER) Code of Management Practices is to assure emergency preparedness and foster an ongoing dialogue between industry representatives and local residents, government officials and media. This bibliography identifies resources which help support the program elements of the CAER Code. Like the Code, this list is divided into two sections: Community Awareness and Outreach; and Emergency Response. Some of the resources may apply to both sections and are listed under the section for which they are likely to be used most. In addition, suggestions to meet some of the requirements of the code are listed.

All of these materials may be ordered by writing to: CMA's Publications Fulfillment Department, 2501 M Street, NW, Washington, D.C. 20037. Please make checks payable to the Chemical Manufacturers Association. Price includes third class shipping and handling. Additional charges for first class or overnight mail. Please allow three weeks for delivery.

To receive more information about the CAER program or the Responsible Care CAER Code of Management Practices, call Debbie Wiener, Associate Director, Safety and Plant Operations, at 202/887-1150 or Diane Layne, Manager, Safety and Plants Operations, at 202/887-1365.

COMMUNITY AWARENESS AND OUTREACH

Printed Materials

Title III Community Awareness Workbook — \$17.50

A 74-page, three-hole punched manual to help plant managers prepare communications programs.

Community Guide to Title III — \$.35/each

Two-color, four-fold pamphlet with questions and answers related to SARA Title III.

Risk Communication, Risk Statistics, and Risk Comparisons — \$6.00

A 60-page manual that gives examples of how to discuss risk with a general audience.

Risk Communication, Risk Statistics, and Risk Comparisons: A Manual for Plant Manager (EXCERPTS) — \$6.00

An abridged version of the above.

Explaining Environmental Risk — Free

A 25-page booklet on risk communication written by Peter Sandman of Rutgers University in cooperation with EPA and CMA offers tips on how to explain risk to the media and the public. Includes a bibliography of other sources of risk communications information.

CAER/NCRIC Display — Loan Basis

8' X 10' portable exhibit with 12 panels of photos and information. Useful for company and community meetings. Available on loan by calling CMA at 202/887-1215.

CAER Tabletop Display — \$10.00

13" X 16" laminated cardboard tabletop display with two clear pockets for holding brochures. Bright yellow background is imprinted with the words "Informing and Protecting the Community". Can be used in plant employee lounges and lunchrooms, banks, libraries, schools and other public areas. Comes with supply of CMA CAER and Chemical Referral Center brochures, but can hold any standard three-fold brochure.

You're Not Alone: A Plant Manager's Guide to Forming A Community Outreach Network — Free

An 8-page booklet that explains how facility managers can work together to inform community groups about industry operations.

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CAER Newsletter — Free

A bimonthly newsletter featuring success stories, tips on how to work with various groups, and status reports about CAER activities globally. A key source of information for plant managers and employees.

Communicating Title III — Free

A monthly newsletter on Title III community outreach activities.

Audio/Visual Materials

CAER: How a Coordinating Group Works — \$45.00

A videotape on the successful efforts to organize a CAER coordinating group in a Mississippi community. (6:30)

CAER: Working With the Media — \$45.00

A videotape which provides practical suggestions for involving local media in CAER efforts. Produced by a media consultant and former network newsman. Includes a 14-page printed guide for media relations. (9:00)

Talk About Risk — \$45.00

A videotape that outlines steps to a successful risk communication program. (15:00)

Building Bridges: Title III Community Awareness — \$45.00

A videotape that shows communications problems facing the plant manager, and offers practical suggestions on dealing with them. (12:00)

Chemicals, Health and the Community — \$60.00

A videotape that presents information on what we know and what we don't know about the effects of chemicals on human health and what we are doing to resolve the uncertainties. Includes a 40-page presenter's guide and viewer brochures.

EMERGENCY RESPONSE

Printed Materials

CAER: The Next Phase Program Handbook — \$15.00

A 50-page, three ring binder that outlines the CAER process including Title III, in-place protection, warehouse safety and Responsible Care.

Evaluating Process Safety in the Chemical Industry — \$10.00

A 43-page manager's guide to Quantitative Risk Assessment that helps provide a rational basis for evaluating process safety and comparing improvement alternatives.

Safe Warehousing of Chemicals — \$10.00

A 40-page resource manual that provides the warehouse manager with a summary of pertinent safety elements for consideration when warehousing chemicals.

Process Safety Manual — \$5.00

A 50-page booklet reviewing and evaluating systematic approaches to process safety analysis.

Site Emergency Response Planning Handbook — \$7.50

A comprehensive handbook that explains options for facility emergency response planning.

Community Emergency Response Exercise Handbook — \$7.50

A practical handbook that will help LEPCs develop ongoing exercise programs.

Emergency Warning Systems Guidebook — \$7.50

A 56-page booklet provides generic advice on warning systems and guidelines for selecting a system.

Miamisburg Booklet — \$1.00

A 13-page companion to Miamisburg videotape. Describes the Miamisburg train derailment incident and subsequent response.

CAER Brochure — Orders for 0 to 24 free; orders for 25 or more \$.10/each

Two-color, three fold pamphlet with questions and answers related to the CAER process.

National Chemical Response and Information Center (NCRIC) Booklet — \$.50

Three-color, 16-page booklet with information on CHEMTREC, CHEMNET, Emergency Response Training and the Chemical Referral Center.

CRC Brochure — Free

Two-color, three-fold pamphlet describing the Chemical Referral Center.

Lending Library Brochure — Free

Two-color, six page pamphlet of audio-visual training programs available through NCRIC.

First on the Scene/Teamwork Brochure — Free

Three-color, two-page order form for videotape training programs for first responders.

NCRIC Newsletter — Free

Periodic publication that covers activities of CHEMTREC, CHEMNET, the Chemical Referral Center and hazardous materials training programs. .

CHEMTREC Training Programs

Two-day training programs offered through NCRIC that are beneficial to shippers of hazardous materials. Provide state-of-the-art training and information on handling chemical emergencies.

Audio/Visual

CAER: Planning Emergency Exercises — \$45.00

A videotape which explains how to plan and conduct four types of community emergency exercises. (10:00)

Miamisburg: Anatomy of a Response — \$50.00

A videotape which explains the successful coordinated emergency response to a hazardous materials incident in Miamisburg, Ohio. (19:00)

First on the Scene — ¾" - \$25.00 ½" - \$15.00

A videotape that helps first responders to reduce injury and environmental damage and to ensure they know where to call for assistance in a hazardous materials incident. (31:00)

**Teamwork: Safe Handling of a Hazardous Materials Incident —
¾" - \$50.00 ½" - \$25.00**

Sequel to **First on the Scene**. Takes the viewer through each phase of an incident involving an overturned tank truck. (37:00)

**National Chemical Response and Information Center —
¾" - \$25.00 ½" - \$15.00**

An overview of the four components of NCRIC: CHEMTREC, CHEMNET, the Chemical Referral Center and Emergency Response Training programs. Useful to industry and community groups and to first responders. (11:00)

CAER CODE OPEN FORUM
Hyatt-Dulles Hotel
September 21, 1989
Herndon, VA

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ATTENDEES

Randy Alexander *	Dixie Chemical Company
Jay Ansell, Ph.D.	GAF Corporation
Andrew Broadbent	Chevron Chemical Company
Jeff Brown	Eli Lilly and Company
Judy Cichowicz	Univar Corporation
Jack Coe	Rohm & Haas Company
Sandy Cuevas	Exxon Chemical Americas
M.T. Davis	Eli Lilly and Company
Wally Dyste	Dow Corning Corporation
David Ernst	Occidental Chemical Corporation
James Fair *	Amoco Chemical Company
Jacqueline Fernette	Reilly Industries, Inc.
Charlie Frommer	Velsicol Chemical Corporation
Keith Fulton	Exxon Chemical Americas
Kimberly Gerson	Chemical Manufacturers Assoc.
Art Gillen	BASF Corporation
Bob Gould	Huntsman Chemical Corporation
Ann Goulet	BP Chemicals, Inc.
Bob Grahek	The BFGoodrich Company
Allen Hancock, II	Sun Refining and Marketing
Jack Harris	Uniroyal Chemical Co., Inc.
Philip Hourican	Crosfield Chemicals, Inc.

Alex Houston	Olin Corporation
Bob Hunt	Chevron Chemical Company
John Isaacson	Shell Oil Company
Clarence Jewett	Soltex Polymer Corporation
Tom Johnston	Occidental Chemical Corporation
Robert Keith, M.D.	Tennessee Eastman Company
Jim Kmiecik	Texaco Chemical Company
Janice Landry	Exxon Chemical Company
Diane Layne	Chemical Manufacturers Assoc.
Harry Lloyd	Georgia Gulf Corporation
John Maher	Unocal Chemicals
Thomas Marriott *	Air Products & Chemicals, Inc.
John Master	ARCO Chemical Company
Todd Miller	Chemical Manufacturers Assoc.
Mike Nevill	Soltex Polymer Corporation
Al Nichols	National Starch & Chemical
Bob Ondocsin	Chemical Manufacturers Assoc.
Des Pearce	American Cyanamid Company
George Pearson	Albright & Wilson Americas
Win Person	Henkel Corporation
Robert Porter	E.I. du Pont de Nemours & Co.
Patrick Ragan	Rhone-Poulenc Inc.
Carl Rensink	First Chemical Corporation
Ernest Ruppe *	Chemical Manufacturers Assoc.
Anthony Sadowski	Nalco Chemical Company
Leon Schaller	E.I. du Pont de Nemours & Co.
Jeffrey Schwedock	Sun Refining and Marketing

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Mike Scherm

Dean Sibert

John Slavick *

Rhonda Strauss

Brian Sylvester

Don Thompson

Chuck Walls

Deborah Wiener *

Art Worster

Soltex Polymer Corporation

Witco Corporation

Chemical Manufacturers Assoc.

Chemical Manufacturers Assoc.

M & T Chemicals, Inc.

Phillips Petroleum Company

Shell Oil Company

Chemical Manufacturers Assoc.

Hoechst Celanese Corporation

* Member of the September 21st
CAER Code Open Forum Panel

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COMPANIES WHO PROVIDED FINAL COMMENTS ON THE CAER CODE

Akzo Chemicals Inc.
Air Products and Chemicals, Inc.
Albright & Wilson Americas
ALCOLAC
Allied-Signal Inc.
American Cyanamid Company
Amoco Chemical Company
Angus Chemical Company
ARCO Chemical Company
Ashland Chemical Company
ATOCHEM INC.
BASF Corporation
The BFGoodrich Company
BP Chemicals, Inc.
Betz Laboratories, Inc.
Chemtech Industries, Inc.
CIBA-GEIGY Corporation
Dow Corning Corporation (by phone)
Eastman Kodak Company
E.I. du Pont de Nemours & Company
EM Industries, Inc. (responded twice)
Engelhard Corporation
First Chemical Corporation
Gantrade Corporation
GE Plastics
General Chemical Corporation
Georgia Gulf Corporation
Grace Specialty Chemicals Co.
Great Lakes Chemical Corporation
Hanlin Group, Inc.
Harwick Chemical Corporation
Huntsman Chemical Corporation
ICI Americas, Inc.
J.T. Baker, Inc.
Kerr-McGee Chemical Corporation
LaRoche Chemicals, Inc.
Mallinckrodt, Inc.
Mobay Corporation
Monsanto Company
Nalco Chemical Company (three responses)
National Starch and Chemical Corporation
Nepera, Inc.
Occidental Chemical Corporation
Olin Corporation
Owens Corning Fiberglas Corporation
Pennwalt Corporation
Phillips Petroleum Company
Polysar Limited
Rohm and Haas Company
Sandoz Corporation

VVV 000014319

October 12, 1989

Responders Continued...

SCM Chemicals, Inc.
Shell Chemical Company
Sherex Chemical Company, Inc.
Solvay America, Inc.
Sterling Chemicals, Inc.
Sun Refining and Marketing Company
Syntex Chemicals, Inc.
Texaco Chemical Company
Union Carbide Corporation
Univar Corporation (responded twice)
Unocal Corporation
Velsicol Chemical Corporation (responded twice)
Viskase Corporation
Vista Chemical Company
Vulcan Chemicals
Westvaco Corporation
Witco Corporation

VVV 000014320

October 12, 1989

TO: Safety Directors

TGG: ~~JGL~~: ~~EFT~~: ~~MMH~~: ~~AJO~~: RF

XF: ~~XXXX~~ CMA-Responsible CARE

FROM: T. G. Grumbles
DATE: October 31, 1989

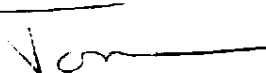
Interoffice
Communication

SUBJ: CMA RESPONSIBLE CARE: CAER CODE OF MANAGEMENT PRACTICES

VISTA

Attached is the final CAER Code of Management Practice and Self Evaluation Form that is going to the CMA Board of Directors for approval on November 6. Also enclosed is a summary of the comments and changes made to the draft code which we reviewed in September.

Once the Code is approved, we will receive further details on the self-evaluation process as to the timing of the first evaluation and it's use by CMA. For now, please review the final code and bring it with you to the Industrial Hygiene Meeting. We will be discussing Responsible CARE on Wednesday morning of the meeting.


T. G. Grumbles

dlj
.812

Attachment

Distribution:

SAFETY DIRECTORS

Bruce Trego-Aber, Bill Jones-Balt, Harry Peirce-Blane, A. E. Russell-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, G. M. Shirley-LCVCM, J. D. Harris-Okc, R. B. Martin-Austin, D. A. Barclay, D. L. Morgan, J. R. Drumwright

cc: PLANT MANAGERS

R. W. Seymour-Aber, L. R. Bauer-Balt, G. D. Williams-Blane, J. B. Maher-Hmd, J. Friend-LCCP, J. W. Ware-LCLAB, R. A. Conrad-LCVCM, H. D. Garrison-Okc, P. L. Foote-Prem, V. W. Weiss-Austin

ENVIRONMENTAL COORDINATORS

F. G. Jeanson-Aber, D. L. Mahler-Balt, M. G. Jakel-Blane, Matt Tonkovich-Hmd, M. G. Hayes, G. L. Foshee, J. R. Arnold-LCCP, Tony Salah-LCLAB, D. R. Booth-LCVCM, Joyce Callen-Okc, G. C. Lipps-Prem, R. B. Martin-Austin

W. L. McClain, T. H. Huffman, J. A. DeBernardi

VVV 000014321



CHEMICAL MANUFACTURERS ASSOCIATION

October 25, 1989

TO: RESPONSIBLE CARE COORDINATORS

Dear Coordinator:

SUBJECT: CAER Code Package

Attached for your review is the final draft of the Community Awareness and Emergency Response (CAER) code package. Foremost, the package contains:

- o The CAER Code of Management Practices; and
- o The accompanying CAER code self-evaluation form.

In addition, the package contains supplemental information including: a list of resources to implement the code; a summary of comments received and changes made to the code, and a list of companies providing final comments on the code. Your Executive Contact will be sent the CAER code and accompanying self-evaluation form.

The CAER Code of Management Practices is scheduled for Board of Directors approval on November 6. Board of Directors approval is the final step in the code development and approval process and signals official adoption of the code by CMA. Therefore, should you anticipate any major concerns within your company regarding the CAER code, please contact me immediately at 202/887-1264.

After the code is approved by the Board, a final code package will be sent to all members to start the CAER code implementation process.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Ramonas", is written over a large, stylized, handwritten letter "R".

Lori M. Ramonas, Ph.D.
Director
Responsible Care

Enclosures

VVV 000014322

RESPONSIBLE CARE
COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

BACKGROUND

The Community Awareness and Emergency Response (CAER) Code of Management Practices is the first code to be developed under CMA's Responsible Care initiative. The code was prepared by a special code drafting work group, representing a broad range of member companies. It has been reviewed by the Health and Safety Committee, the Responsible Care Coordinating Group, and the Public Advisory Panel. The CAER code was sent to all member company Executive Contacts, Responsible Care Coordinators and CAER Coordinators for review and comment in early August. On September 21, 1989, an Open Forum was held to give all member companies another opportunity for direct input into the code. A total of 67 companies provided comments on the CAER code.

SUMMARY OF KEY ELEMENTS OF THE CAER CODE

The CAER Code of Management Practices draws extensively from the existing CAER program while also extending beyond its scope. For example:

- o The code covers "member facilities that manufacture, process, use, distribute or store hazardous materials" thereby considerably expanding coverage beyond the CAER program.
- o The code requires ongoing two-way communication with employees and the community;
- o The code requires a regular evaluation of the effectiveness of the ongoing employee and community communications efforts;
- o The code requires covered facilities to address communications and recovery needs of the community after an emergency; and
- o The code requires that an element-by-element self-evaluation form be reported annually.

Implementation of the CAER code will be supported by many of the existing CAER materials. Following approval of the code, implementation seminars and additional resource materials will be provided to help all members meet the elements of the code.

ACTION REQUESTED

Approve the attached CAER Code of Management Practices.

CMA

EC-11/5/89

BD-11/6/89

VVV 000014324

COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

PURPOSE:

The goal of the Community Awareness and Emergency Response (CAER) Code of Management Practices is to assure emergency preparedness and to foster community right-to-know. It demands a commitment to openness and community dialogue. The code has two major components: first, to assure that member facilities that manufacture, process, use, distribute or store hazardous materials initiate and maintain a community outreach program to openly communicate relevant, useful information responsive to the public's questions and concerns about safety, health, and the environment; and second, to help protect employees and communities by assuring that each facility has an emergency response program to respond rapidly and effectively to emergencies.

The community outreach component will communicate program activities and performance under all codes of management practices and will promote an open, ongoing dialogue with employees and the community. Information should be provided about such activities as waste minimization, emission reduction, health effects of chemicals, and efforts to ensure the safe transport of chemicals.

The CAER Code of Management Practices is supported by, and will build on, CMA's CAER process. CAER supports the community's right to know about chemical industry operations and their effect on safety, health, and the environment. CAER originally was a voluntary initiative focused on emergency response issues. The new CAER Code of Management Practices broadens the facility-community dialogue to cover the full range of safety, health, and environmental issues.

RELATIONSHIP TO GUIDING PRINCIPLES:

The code helps achieve several of the Responsible Care guiding principles:

- o To recognize and respond to community concerns about chemicals and our operations.
- o To report promptly to officials, employees, customers, and the public, information on chemical-related health or environmental hazards and recommend protective measures.

- o To participate with government and others in creating responsible laws, regulations, and standards to safeguard the community, workplace and environment.
- o To promote the principles and practices of Responsible Care by sharing experiences and offering assistance to others who produce, handle, use, transport, or dispose of chemicals.

MANAGEMENT PRACTICES:

A. Community Awareness and Outreach

Member facilities that manufacture, process, use, distribute or store hazardous materials shall have a community outreach program that includes:

For Employees:

1. An ongoing assessment of employee questions and concerns about the facility.
2. Communications training for key facility and company personnel who communicate with employees and the public concerning safety, health, and environmental issues.
3. Education of employees about the facility's emergency response plan and safety, health, and environmental programs.
4. An ongoing dialogue with employees to respond to their questions and concerns and involve them in community outreach efforts.
5. A regular evaluation of the effectiveness of the ongoing employee communications efforts.

For Community:

6. An ongoing assessment of community questions and concerns about the facility.
7. An outreach program to educate responders, government officials, the media, other businesses and the community about the facility's emergency response program and risks to the community associated with the facility.
8. A continuing dialogue with local citizens to respond to questions and concerns about safety, health, and the environment, and to address other issues of interest to the community.
9. A policy of openness that provides convenient ways for interested persons to become familiar with the facility, its operations, and products, and its efforts to protect safety, health, and the environment.

10. A regular evaluation of the effectiveness of the ongoing community communications efforts.

B. Emergency Response and Preparedness

Member facilities that manufacture, process, use, distribute or store hazardous materials shall have an emergency response program that includes:

1. An ongoing assessment of potential risks to employees and local communities resulting from accidents or other emergencies.
2. A current, written facility emergency response plan which addresses, among other things, communications and the recovery needs of the community after an emergency.
3. An ongoing training program for those employees who have response or communications responsibilities in the event of an emergency.
4. Emergency exercises, at least annually, to test operability of the written emergency response plan.
5. Communication of relevant and useful emergency response planning information to the Local Emergency Planning Committee.
6. Facility tours for emergency responders to promote emergency preparedness and to provide current knowledge of facility operations.
7. Coordination of the written facility emergency response plan with the comprehensive community emergency response plan and other facilities. If no plan exists, the facility should initiate community efforts to create a plan.
8. Participation in the community emergency response planning process to develop and periodically test the comprehensive community emergency response plan developed by the Local Emergency Planning Committee.
9. Sharing of information and experience relating to emergency response planning, exercises, and the handling of incidents with other facilities in the community.

MEMBER SELF-EVALUATION

Each member company shall report annually to CMA, or its designated agent, the stage of implementation of each Management Practice in this Code. The reports shall be on the member self-evaluation form attached as exhibit A.

CHEMICAL MANUFACTURERS ASSOCIATION

MEMBER SELF-EVALUATION FORM

COMMUNITY AWARENESS AND EMERGENCY RESPONSE
CODE OF MANAGEMENT PRACTICES

Member Company:

Name: _____

Responsible Care Coordinator:

Name: _____

Address: _____

Telephone: () _____

Number of facilities subject to Code _____

Instructions:

1. This form is to be submitted annually to CMA by each member company. CMA will announce reporting dates for each Code.
2. Indicate on the cover page the number of member company facilities subject to the Code. All facilities subject to the Code must be included in this report.
3. For each Management Practice on the following two pages, indicate the number of facilities that have attained each stage. The total number of facilities for each Management Practice should equal the total number of facilities subject to the Code.
4. Only subject facilities owned or operated as of the reporting date should be included.
5. The stages of implementation are:
 - Stage I - Evaluating company practices against Code practice
 - Stage II - Developing action plan to implement Code practice
 - Stage III - Implementing action plan
 - Stage IV - Code management practice in place

VVV 000014328

STAGES

Community Awareness

I

II

III

IV

1. An ongoing assessment of employee concerns and questions about the facility.
2. Communications training for key facility and company personnel who will communicate with employees and the public concerning safety, health and environmental issues.
3. Education of employees about the facility's emergency response plan and safety, health and environmental programs.
4. An ongoing dialogue with employees to respond to their questions and concerns and involve them in community outreach efforts.
5. Ongoing assessment of community questions and concerns about the facility.

in outreach program to educate responders, government officials, the media, other businesses and the community of the facility's emergency response program and risks to the community associated with the facility.
7. A continuing dialogue with local citizens to respond to questions and concerns about safety, health, and the environment, and to address other issues of interest to the community.
8. A policy of openness that provides convenient ways for interested persons to become familiar with the facility, its operations and products, and its efforts to protect safety, health and the environment.
9. A regular evaluation of the effectiveness of the ongoing employee and community communications efforts.

STAGES

Emergency Response

I

II

III

IV

1. An ongoing assessment of potential risks to employees and local communities resulting from accidents or other emergencies.
2. A current, written facility emergency response plan which addresses, among other things, communications and the recovery needs of the community after an emergency.
3. An ongoing training program for those employees who have response or communications responsibilities in the event of an emergency.
4. Emergency exercises, at least annually, to test operability of the written emergency response plan.

Communication of relevant and useful emergency response planning information to the Local Emergency Planning Committee.
6. Facility tours for all non-employee emergency responders.
7. Coordination of the written facility emergency response plan with the comprehensive community emergency response plan. If no plan exists, the facility should initiate efforts to create a plan.
8. Participation in the community emergency response planning process to develop and periodically test the comprehensive community emergency response plan developed by the Local Emergency Planning Committee.
9. Sharing of information and experience relating to emergency response planning, exercises, and the handling of incidents with other facilities in the community.

as: Please identify any specific problems and/or resources.

VVV 000014330

SUMMARY OF CHANGES
RESULTING FROM THE CODE OPEN FORUM

The CAER Code of Management Practices was sent to all member company Executive Contacts, Responsible Care Coordinators and CAER Coordinators for review and comment in early August. On September 21, 1989, CMA held an open forum to give all member companies an opportunity for input into the Code. Following the open forum, the Code was revised to reflect member company input.

The following were revisions made to the Code:

- o In the purpose, many felt that the word "assure" was too strong and that a Code could not assure emergency preparedness; therefore, the word "goal" was inserted. The Code now reads that our goal is to assure emergency preparedness;
- o In the third paragraph, the difference between the original CAER process and the CAER Code of Management Practices is highlighted;
- o The definition of what facilities are covered under the CAER Code is more specific;
- o Under Community Awareness and Outreach, for both employees and the community, the differences between the specific elements were unclear to many people. The elements are now clarified to parallel each other; and
- o Under Emergency Response, there was some confusion about what was meant by a crisis management plan. At the open forum, it was recognized that most emergency response plans include some type of recovery and communications plan; therefore, emergency response, recovery and communication have been combined to reflect actual practice in the field.

A glossary of terms is not included in the Code. The CAER Code of Management Practices is a performance-language document, not a law or standard. Lack of a glossary in the CAER Code, allows the necessary flexibility for companies to find the most efficient and effective way to meet the elements of the Code. (Although a glossary is not needed for the CAER Code, future Codes may include one. For example, when a Code uses terms that have a regulatory connotation, and they are being used in a different context in the Code, a glossary may be required as an interpretive aid.)

Including a "how-to" for the Code was also proposed. Following approval of the Code, seminars and resource materials will be provided to help members meet the elements of the Code.

VVV 000014331

COMMUNITY AWARENESS AND EMERGENCY RESPONSE

Code of Management Practices

SUMMARY OF COMMENTS

The draft Responsible Care Community Awareness and Emergency Response (CAER) Code of Management practices and member evaluation form were sent to Responsible Care Coordinators, CAER Coordinators and Executive Contacts of every CMA member company. We received 72 responses from 67 companies. The general comments targeted the following areas:

- o Exactly which facilities are covered under the Code (distributors, warehouse, and disposers);
- o Need to have a "common sense" approach for those facilities with little chance of a release or environmental impact;
- o "How to" guidelines to meet some of the elements are needed;
- o Define the self-evaluation process - what is expected of the facility - what will CMA do with the information; and
- o A glossary of terms is needed.

The following is a question by question summary of the company responses with a list of frequent comments received:

- 1) In the purpose section, do you feel the word "assure" is too strong of a word?

_____ 19 _____ Yes

_____ 51 _____ No

- o CMA and its members do not have authority or resources to "assure" that every community is prepared for a chemical emergency;
- o Codes cannot "assure" - can only promote, encourage, support, foster, facilitate, and enhance. Other suggested phrases include "to promote and furnish guidelines for..", "strive to achieve" and "designed to assure";
- o Assure implies the removal of doubt and suspense from the mind. That is our goal; and
- o Any other word would be too weak. Word is needed.

VVV 000014332

- 2) Does the purpose clearly convey that the CAER Code is much more extensive than the existing CAER program?

57 Yes 10 No

unsure 2

- o The Code needs more clarity. Explicitly stating that the CAER code extends well beyond the scope of the existing CAER program, i.e., specify CAER is voluntary -- Code is mandatory, obligation of membership, requires dialogue between facilities and employees/communities, require written crisis management, communications plans, etc.;
 - o Purpose should be stated in the reverse order; first, we should help protect our employees and the community, and second we should communicate it; and
 - o Should be made clear that past CAER compliance will not insure compliance with the Code.
- 3) The Code targets facilities that "manufacture, process, or otherwise handle hazardous materials". Does this properly define the operations that should be addressed under the Code?

47 Yes 19 No

- o "Handle" should be changed to "use" to omit the warehouse/distribution type facilities and concentrate on those facilities that use hazardous materials;
- o Should be "manufacture, process, store, or otherwise handle";
- o Definition should include transporters, research and development labs, wholesale and warehouse facilities, and distributors; and
- o Definition should be related to risk and quantity present that would pose a potential hazard. Can't treat all facilities the same.

VVV 000014333

- 4) Throughout the Code, we use specific words such as ongoing or regular to describe timing of actions, do you agree with the words used?

Ongoing 55 Yes 11 No

- o Suggested words include periodic, continuous, regular and at least quarterly;
- o Many commented the word was appropriate because it conveyed the industry's continuous commitment;
- o Gives direction but leaves specific scheduling to local facility level. Allows flexibility; and
- o Too vague.

Regular 43 Yes 22 No

- o While it leaves the frequency to discretion, it signifies commitment;
- o Allows companies to set fixed intervals to assess the stated programs as a part of the normal conduct of business; and
- o Too vague.

Annual 49 Yes 16 No

- o Shows commitment. Specifies a minimum frequency to maintain the desired state of preparedness;
- o Annual plant testing may not always be appropriate. Should be decided on an individual facility basis. Suggest a maximum time period for plan testing which would allow flexibility; and
- o Too specific (restrictive). Should imply "about once a year" rather than "absolutely every 12 months".

VVV 000014334

- 5) Does your company have facility-specific crisis management and communication plans?

45 Yes 4 No
8 Developing
10 Yes/No

- o Each facility has their site specific "Risk and Crisis Management Program" for use in most types of emergencies which includes emergency communications;
- o Each production location has an emergency response plan, and a corporate program is being implemented for back-up and to take over if major crises is involved;
- o Varies by site; and
- o Crisis management needs to be defined more clearly.

- 6) Overall, does the Code convey two-way communication or a dialogue between facilities and the community?

63 Yes 3 No

- o Community apathy puts a limit on the dialogue. It is only after an incident that community really seems interested. There needs to be more effort on the part of the community to take an active role in developing emergency plans. In this way they become involved as a positive motivating force, leading to a better plan and a better team effort on the whole affair; and
- o Provides the industry's mechanism and suggests that each facility should be proactive and not reactive towards emergency preparedness.

VVV 000014335

7) Do you feel parts of the Code are redundant?

23 Yes

44 No

o Redundancy is necessary to emphasize the importance of the elements; and

o Suggest combining:

- o A1 and A5.
- o A7 and A8.
- o A6 and A10.
- o B6, B8, B9 and B10.

8) Do you feel the member evaluation form will be useful to monitor and evaluate your progress in implementing the Code?

Yes 54 No 5

6 somewhat

- o It may not be sufficient to determine the quality of programs as opposed to just the existence of programs;
- o Companies should keep their own self-evaluations as opposed to reporting them to CMA; opposed to additional paperwork; and
- o Should be re-worded to require target dates for items where "code of management practices in place" has not yet occurred.

VVV 000014336

COMMUNITY AWARENESS AND EMERGENCY RESPONSE
LIST OF RESOURCES
TO IMPLEMENT THE
RESPONSIBLE CARE CAER CODE OF MANAGEMENT PRACTICES

The goal of the Community Awareness and Emergency Response (CAER) Code of Management Practices is to assure emergency preparedness and foster an ongoing dialogue between industry representatives and local residents, government officials and media. This bibliography identifies resources which help support the program elements of the CAER Code. Like the Code, this list is divided into two sections: Community Awareness and Outreach; and Emergency Response. Some of the resources may apply to both sections and are listed under the section for which they are likely to be used most. In addition, suggestions to meet some of the requirements of the code are listed.

All of these materials may be ordered by writing to: CMA's Publications Fulfillment Department, 2501 M Street, NW, Washington, D.C. 20037. Please make checks payable to the Chemical Manufacturers Association. Price includes third class shipping and handling. Additional charges for first class or overnight mail. Please allow three weeks for delivery.

To receive more information about the CAER program or the Responsible Care CAER Code of Management Practices, call Debbie Wiener, Associate Director, Safety and Plant Operations, at 202/887-1150 or Diane Layne, Manager, Safety and Plants Operations, at 202/887-1365.

COMMUNITY AWARENESS AND OUTREACH

Printed Materials

Title III Community Awareness Workbook — \$17.50

A 74-page, three-hole punched manual to help plant managers prepare communications programs.

Community Guide to Title III — \$.35/each

Two-color, four-fold pamphlet with questions and answers related to SARA Title III.

Risk Communication, Risk Statistics, and Risk Comparisons — \$6.00

A 60-page manual that gives examples of how to discuss risk with a general audience.

Risk Communication, Risk Statistics, and Risk Comparisons: A Manual for Plant Manager (EXCERPTS) — \$6.00

An abridged version of the above.

Explaining Environmental Risk — Free

A 25-page booklet on risk communication written by Peter Sandman of Rutgers University in cooperation with EPA and CMA offers tips on how to explain risk to the media and the public. Includes a bibliography of other sources of risk communications information.

CAER/NCRIC Display — Loan Basis

8' X 10' portable exhibit with 12 panels of photos and information. Useful for company and community meetings. Available on loan by calling CMA at 202/887-1215.

CAER Tabletop Display — \$10.00

13" X 16" laminated cardboard tabletop display with two clear pockets for holding brochures. Bright yellow background is imprinted with the words "Informing and Protecting the Community". Can be used in plant employee lounges and lunchrooms, banks, libraries, schools and other public areas. Comes with supply of CMA CAER and Chemical Referral Center brochures, but can hold any standard three-fold brochure.

You're Not Alone: A Plant Manager's Guide to Forming A Community Outreach Network — Free

An 8-page booklet that explains how facility managers can work together to inform community groups about industry operations.

CAER Newsletter — Free

A bimonthly newsletter featuring success stories, tips on how to work with various groups, and status reports about CAER activities globally. A key source of information for plant managers and employees.

Communicating Title III — Free

A monthly newsletter on Title III community outreach activities.

Audio/Visual Materials

CAER: How a Coordinating Group Works — \$45.00

A videotape on the successful efforts to organize a CAER coordinating group in a Mississippi community. (6:30)

CAER: Working With the Media — \$45.00

A videotape which provides practical suggestions for involving local media in CAER efforts. Produced by a media consultant and former network newsman. Includes a 14-page printed guide for media relations. (9:00)

Talk About Risk — \$45.00

A videotape that outlines steps to a successful risk communication program. (15:00)

Building Bridges: Title III Community Awareness — \$45.00

A videotape that shows communications problems facing the plant manager, and offers practical suggestions on dealing with them. (12:00)

Chemicals, Health and the Community — \$60.00

A videotape that presents information on what we know and what we don't know about the effects of chemicals on human health and what we are doing to resolve the uncertainties. Includes a 40-page presenter's guide and viewer brochures.

EMERGENCY RESPONSE

Printed Materials

CAER: The Next Phase Program Handbook — \$15.00

A 50-page, three ring binder that outlines the CAER process including Title III, in-place protection, warehouse safety and Responsible Care.

Evaluating Process Safety in the Chemical Industry — \$10.00

A 43-page manager's guide to Quantitative Risk Assessment that helps provide a rational basis for evaluating process safety and comparing improvement alternatives.

Safe Warehousing of Chemicals — \$10.00

A 40-page resource manual that provides the warehouse manager with a summary of pertinent safety elements for consideration when warehousing chemicals.

Process Safety Manual — \$5.00

A 50-page booklet reviewing and evaluating systematic approaches to process safety analysis.

Site Emergency Response Planning Handbook — \$7.50

A comprehensive handbook that explains options for facility emergency response planning.

Community Emergency Response Exercise Handbook — \$7.50

A practical handbook that will help LEPCs develop ongoing exercise programs.

Emergency Warning Systems Guidebook — \$7.50

A 56-page booklet provides generic advice on warning systems and guidelines for selecting a system.

Miamisburg Booklet — \$1.00

A 13-page companion to Miamisburg videotape. Describes the Miamisburg train derailment incident and subsequent response.

CAER Brochure — Orders for 0 to 24 free; orders for 25 or more \$.10/each

Two-color, three fold pamphlet with questions and answers related to the CAER process.

National Chemical Response and Information Center (NCRIC) Booklet — \$.50

Three-color, 16-page booklet with information on CHEMTREC, CHEMNET, Emergency Response Training and the Chemical Referral Center.

CRC Brochure — Free

Two-color, three-fold pamphlet describing the Chemical Referral Center.

Lending Library Brochure — Free

Two-color, six page pamphlet of audio-visual training programs available through NCRIC.

First on the Scene/Teamwork Brochure — Free

Three-color, two-page order form for videotape training programs for first responders.

NCRIC Newsletter — Free

Periodic publication that covers activities of CHEMTREC, CHEMNET, the Chemical Referral Center and hazardous materials training programs. .

CHEMTREC Training Programs

Two-day training programs offered through NCRIC that are beneficial to shippers of hazardous materials. Provide state-of-the-art training and information on handling chemical emergencies.

Audio/Visual

CAER: Planning Emergency Exercises — \$45.00

A videotape which explains how to plan and conduct four types of community emergency exercises. (10:00)

Miamisburg: Anatomy of a Response — \$50.00

A videotape which explains the successful coordinated emergency response to a hazardous materials incident in Miamisburg, Ohio. (19:00)

First on the Scene — ¼" — \$25.00 ½" — \$15.00

A videotape that helps first responders to reduce injury and environmental damage and to ensure they know where to call for assistance in a hazardous materials incident. (31:00)

***Teamwork: Safe Handling of a Hazardous Materials Incident —
¼" — \$50.00 ½" — \$25.00***

Sequel to ***First on the Scene***. Takes the viewer through each phase of an incident involving an overturned tank truck. (37:00)

***National Chemical Response and Information Center —
¾" — \$25.00 ½" — \$15.00***

An overview of the four components of NCRIC: CHEMTREC, CHEMNET, the Chemical Referral Center and Emergency Response Training programs. Useful to industry and community groups and to first responders. (11:00)

CAER CODE OPEN FORUM
Hyatt-Dulles Hotel
September 21, 1989
Herndon, VA

VVV 000014342

ATTENDEES

Randy Alexander *	Dixie Chemical Company
Jay Ansell, Ph.D.	GAF Corporation
Andrew Broadbent	Chevron Chemical Company
Jeff Brown	Eli Lilly and Company
Judy Cichowicz	Univar Corporation
Jack Coe	Rohm & Haas Company
Sandy Cuevas	Exxon Chemical Americas
M.T. Davis	Eli Lilly and Company
Wally Dyste	Dow Corning Corporation
David Ernst	Occidental Chemical Corporation
James Fair *	Amoco Chemical Company
Jacqueline Fernette	Reilly Industries, Inc.
Charlie Frommer	Velsicol Chemical Corporation
Keith Fulton	Exxon Chemical Americas
Kimberly Gerson	Chemical Manufacturers Assoc.
Art Gillen	BASF Corporation
Bob Gould	Huntsman Chemical Corporation
Ann Goulet	BP Chemicals, Inc.
Bob Grahek	The BFGoodrich Company
Allen Hancock, II	Sun Refining and Marketing
Jack Harris	Uniroyal Chemical Co., Inc.
Philip Hourican	Crosfield Chemicals, Inc.

Alex Houston

Bob Hunt

John Isaacson

Clarence Jewett

Tom Johnston

Robert Keith, M.D.

Jim Kmiecik

Janice Landry

Diane Layne

Harry Lloyd

John Maher

Thomas Marriott *

John Master

Todd Miller

Mike Nevill

Al Nichols

Bob Ondocsin

Des Pearce

George Pearson

Win Person

Robert Porter

Patrick Ragan

Carl Rensink

Ernest Ruppe *

Anthony Sadowski

Leon Schaller

Jeffrey Schwedock

Olin Corporation

Chevron Chemical Company

Shell Oil Company

Soltex Polymer Corporation

Occidental Chemical Corporation

Tennessee Eastman Company

Texaco Chemical Company

Exxon Chemical Company

Chemical Manufacturers Assoc.

Georgia Gulf Corporation

Unocal Chemicals

Air Products & Chemicals, Inc.

ARCO Chemical Company

Chemical Manufacturers Assoc.

Soltex Polymer Corporation

National Starch & Chemical

Chemical Manufacturers Assoc.

American Cyanamid Company

Albright & Wilson Americas

Henkel Corporation

E.I. du Pont de Nemours & Co.

Rhone-Poulenc Inc.

First Chemical Corporation

Chemical Manufacturers Assoc.

Nalco Chemical Company

E.I. du Pont de Nemours & Co.

Sun Refining and Marketing

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Mike Scherm

Dean Sibert

John Slavick *

Rhonda Strauss

Brian Sylvester

Don Thompson

Chuck Walls

Deborah Wiener *

Art Worster

Soltex Polymer Corporation

Witco Corporation

Chemical Manufacturers Assoc.

Chemical Manufacturers Assoc.

M & T Chemicals, Inc.

Phillips Petroleum Company

Shell Oil Company

Chemical Manufacturers Assoc.

Hoechst Celanese Corporation

* Member of the September 21st
CAER Code Open Forum Panel

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COMPANIES WHO PROVIDED FINAL COMMENTS ON THE CAER CODE

Akzo Chemicals Inc.
Air Products and Chemicals, Inc.
Albright & Wilson Americas
ALCOLAC
Allied-Signal Inc.
American Cyanamid Company
Amoco Chemical Company
Angus Chemical Company
ARCO Chemical Company
Ashland Chemical Company
ATOCHEM INC.
BASF Corporation
The BFGoodrich Company
BP Chemicals, Inc.
Betz Laboratories, Inc.
Chemtech Industries, Inc.
CIBA-GEIGY Corporation
Dow Corning Corporation (by phone)
Eastman Kodak Company
E.I. du Pont de Nemours & Company
EM Industries, Inc. (responded twice)
Engelhard Corporation
First Chemical Corporation
Gantrade Corporation
GE Plastics
General Chemical Corporation
Georgia Gulf Corporation
Grace Specialty Chemicals Co.
Great Lakes Chemical Corporation
Hanlin Group, Inc.
Harwick Chemical Corporation
Huntsman Chemical Corporation
ICI Americas, Inc.
J.T. Baker, Inc.
Kerr-McGee Chemical Corporation
LaRoche Chemicals, Inc.
Mallinckrodt, Inc.
Mobay Corporation
Monsanto Company
Nalco Chemical Company (three responses)
National Starch and Chemical Corporation
Nepera, Inc.
Occidental Chemical Corporation
Olin Corporation
Owens Corning Fiberglas Corporation
Pennwalt Corporation
Phillips Petroleum Company
Polysar Limited
Rohm and Haas Company
Sandoz Corporation

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Responders Continued...

SCM Chemicals, Inc.
Shell Chemical Company
Sherex Chemical Company, Inc.
Solvay America, Inc.
Sterling Chemicals, Inc.
Sun Refining and Marketing Company
Syntex Chemicals, Inc.
Texaco Chemical Company
Union Carbide Corporation
Univar Corporation (responded twice)
Unocal Corporation
Velsicol Chemical Corporation (responded twice)
Viskase Corporation
Vista Chemical Company
Vulcan Chemicals
Westvaco Corporation
Witco Corporation

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