

The list of Emergency Coordinators changes; or

The list of emergency equipment changes.

Record and Report

The Operating Record must record the time, date, details of any incident that requires implementing this contingency plan.

Within 15 days after the incident, a written report on the incident must be submitted to the EPA regional administrator. The report will be written by the manager of Environmental Sciences with the assistance of the Emergency Coordinator and must include:

Name, address, and telephone number of the owner or operator;

Name, address, and telephone number of the facility;

Date, time, and type of incident (e.g. fire, explosion);

Name and quantity of material involved;

The extent of injuries, if any;

An assessment of actual or potential hazards to human health or the environment, where this is applicable; and

Estimated quantity and disposition of recovered material that resulted from the incident.