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TO: Addressee

FROM: Loretta J. Fuddy, A.C.S.W., M.P.H. 
Director of Health

Subject: **State of Hawaii Oil and Hazardous Substances
Emergency Response Plan**

1. Enclosed is an updated State of Hawaii Oil and Hazardous Substances Emergency Response Plan which is a supplement to the State of Hawaii Plan for Emergency Preparedness, Volume III, Disaster Response and Assistance. This plan also serves as Annex 1530-1 to the Hawaiian Area Contingency Plan Library.
2. Please review the plan. It identifies the roles and responsibilities of government agencies and private organizations responding to oil and hazardous substances emergencies.
3. This replaces the plan, dated March 2001.

Enclosure

Distribution: All State Departments and Agencies

PREFACE

Oil and hazardous substances emergencies are pressing disasters facing the State of Hawaii. It is an important responsibility of government to provide leadership and timely assistance in the event of such emergencies.

Accordingly, Hawaii's Oil and Hazardous Substances Emergency Response Plan has been developed through a statewide effort as a supplement to the State of Hawaii Plan for Emergency Preparedness, Volume III, Disaster Response and Assistance to address such emergencies. The plan also serves as Annex 1530-1 to the Hawaiian Area Contingency Plan Library.

The state plan identifies the roles and responsibilities of government agencies and private organizations responding to oil and hazardous substances emergencies. It establishes the coordination and communication mechanism which is of utmost importance in the face of a disaster when time is of the essence.

This plan will be reviewed annually. As a cooperative and collaborative effort of state and county agencies and groups, this document represents Hawaii's planning preparedness. As such, the State Department of Health and State Civil Defense will provide information to assist departments and agencies upon request. Hawaii has adopted the "ONE PLAN" concept for oil and chemical response planning. The Hawaiian Area Contingency Plan is the primary plan used by all response organizations and stakeholders for oil and chemical responses.



LORETTA J. FUDDY, A.C.S.W., M.P.H.

Director of Health

Date: 7/6/12



DARRYLL D. M. WONG

Major General, Hawaii National Guard

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Date: **MAR 14 2012**

THE STATE OF HAWAII

**OIL AND HAZARDOUS SUBSTANCES
EMERGENCY RESPONSE PLAN**

Supplement to State of Hawaii
Plan for Emergency Preparedness
and
The Hawaii Area Contingency Plan

January 2012

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STATE OF HAWAII
OIL AND HAZARDOUS SUBSTANCES
EMERGENCY RESPONSE PLAN

1. Basic Plan

1.1 Background

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) is a federal statute requiring state and local emergency planning. Known as the Emergency Planning and Community Right-To-Know Act (EPCRA), this federal statute prompted Governor Waihee, to establish the Hawaii State Emergency Response Commission (HSERC). On April 23, 1987 Governor Waihee designated the Department of Health (DOH) as the lead agency to implement Title III.

In 1993, the State of Hawaii enacted the Hawaii Emergency Planning and Community Right-To-Know Act (HEPCRA, HRS 128E) which is modeled after federal EPCRA. Hawaii Administrative Rules (HAR 11-453) for implementing HEPCRA regulations became effective in November 2010.

Following federal guidelines, the HSERC was required to establish emergency planning committees (LEPCs) throughout the state and appoint local community members to serve. The LEPCs facilitate the preparation and implementation of local emergency response plans. The State of Hawaii has four LEPCs, representing the four counties of Honolulu, Hawaii, Maui, and Kauai.

The HSERC established a technical subcommittee to draft a state plan to provide statewide guidance on oil and hazardous substances emergency response. The result is Hawaii's Oil and Hazardous Substances Emergency Response Plan. This plan is distributed to emergency planners statewide and helps to define Hawaii's portion of a national response system for oil and hazardous materials incidents.

Hawaii's geographical isolation has made it imperative for the State to develop in-state capabilities to plan for/and respond to oil and hazardous substance, pollutant or contaminant emergencies. Such capabilities have been developed by the State of Hawaii, in cooperation with the counties.

Instead of developing a unique response plan for the State of Hawaii, the State has embraced the "One Plan" concept. All first responders utilize the Hawaii Area Contingency Plan responding to oil and hazardous chemical releases.

Each year, the Hazard Evaluation and Emergency Response (HEER) Office of the Hawaii DOH receives approximately 500 hazardous substance emergency spill notifications.

1.2 Authority

The legal basis for this plan is:

1. Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended.
2. Title III of the Superfund Amendments and Reauthorization Act of 1986 entitled the Emergency Planning and Community Right-to-Know Act of 1986.
3. Oil Pollution Act (OPA) of 1990 Public Law 101-380, August 18, 1990.
4. Clean Air Act of 1990 (PL 101-549, Nov. 15, 1990, 104 Stat 2399).
5. 29 CFR Part 1910, Hazardous Waste Operations and Emergency Response; Final Rule.
6. 40 CFR Part 300, National Oil and Hazardous Substances Pollution Contingency Plan, November 1985, revised as of July 1, 1991.
7. Chapter 128D, HRS; Hawaii Environmental Response Act of 1990.
8. Chapter 286 HRS, Part XII, Section 286:221-227; Transportation of Hazardous Materials, Hazardous Wastes, and Etiological Agents.
9. Chapter 342D, HRS; Water Quality, Title 11-54.
10. Hawaii Administrative Rules Chapter 19-33; Control of Hazardous Materials and Wastes at Public Airports.
11. The Coast Guard Captain of the Port, Honolulu, Pollution Contingency Plan, 1983. (Hawaii Area Contingency Plan)
12. State of Hawaii Plan for Emergency Preparedness, Volume III Disaster Response and Assistance.
13. Title 12, Department of Labor and Industrial Relations Subtitle 8, Division of Occupational Safety and Health Chapter 99, Hazardous Waste Operations and Emergency Response.

1.3 Purpose

The purpose of this plan is to:

1. Establish a statewide guide for response to oil and hazardous substance emergencies, as an enclosure to the Hawaii Area Contingency Plan (HACP).
2. Facilitate implementation of Title III requirements.
3. Comply with the Disaster Response and Assistance Plan, the State of Hawaii's Plan for Emergency Preparedness, Volume III.

1.4 Scope

The scope of this plan includes:

All reportable incidents involving the spill or release of oil or hazardous substances, to include transport incidents, fixed location mishaps, and abandoned materials incidents. It describes the unique roles and responsibilities of responders, and provides additional

guidelines for coordinating local, state, federal, medical, private industry, and volunteer emergency response resources.

1.5 Planning Factors

The following planning factors provide guidelines under which the plan is written.

1. The passage of SARA Title III requires that the state provide a leadership role in regards to hazardous substances and emergency response. The state provides coordination and facilitates cooperation between state, county and federal agencies in response to oil and hazardous substance emergencies. The plan establishes the coordination and defines the roles and responsibilities of departments, agencies and private parties.
2. First response capability is focused at the county government level with fire, police, emergency medical and Civil Defense agencies providing initial support at the scene for hazardous material incidents.
3. Under an agreement with the Environmental Protection Agency (EPA), the U.S. Coast Guard is the lead federal response agency for oil and hazardous substance spills in Hawaii that impact the coast. The U.S. Coast Guard will respond to inland oil and hazardous substance emergencies until relieved by EPA. When an oil or hazardous substance spill results in a federal response, the state and county agencies will provide support, as available, and as requested by the lead federal agency.
4. Support from federal agencies will be requested when it appears that county and state response capabilities may be overtaxed or inadequate for the emergency.
5. All persons on-scene in a hazardous substances incident will use the Incident Command System (ICS) and will be adequately trained and equipped to ensure efficient, timely and safe response capability.
6. The state and federal on-scene coordinators and the Public Information Officers (PIOs) will coordinate activities through the incident commander (IC) until such time as the emergency response phase has terminated and recovery begins.

1.6 Definition Of Key Terms

For a complete list of acronyms and their definitions, refer to the Hawaii Area Contingency Plan, Section 1200.

1. Department of Health (DOH)
The Department of Health represents the lead state agency for oil and hazardous substance response. The state should provide support to the county government first responders through monitoring and assistance in health and environmental matters, technical problems, resources and serve as a liaison to the federal government, as required. When there is no identifiable responsible party, the DOH is the lead state agency for the cleanup, removal, and remediation of hazardous substance releases. In addition, the state has established the planning and coordination network required under SARA Title III, and the existing Civil Defense Emergency Response system. The Department of Health's Office of

Hazard Evaluation and Emergency Response (HEER) provides staff support to the Hawaii State Emergency Response Commission. DOH is also a designated natural resource trustee for the purposes of implementing the Comprehensive Environmental Response Compensation, and Liability Act (CERCLA).

2. Emergency Operations Center (EOC)

The site where local, state and federal agencies coordinate off-scene support with on-scene responders.

3. Extremely Hazardous Substances

Those substances on the list of 364 extremely hazardous substances identified by the Environmental Protection Agency (EPA) on the basis of hazard or toxicity and published in the Federal Register (40 CFR 355).

4. Hawaii State Emergency Response Commission (HSERC)

Under SARA Title III Section 301(a): Establishment of State Emergency Response Commissions, the Governor appointed Hawaii's State Emergency Response Commission. HSERC is responsible for establishing local emergency planning districts, as well as appointing, supervising and coordinating the activities of local emergency planning committees.

5. Hazardous Substance

Includes any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of CERCLA; any hazardous waste having the characteristics identified under or listed pursuant to §3001 of the Solid Waste Disposal Act (but not including any waste which has been suspended by Act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; as amended (42 U.S.C. §§7401-7626); any eminently hazardous chemical substance or mixture regulated under section 7 of the Toxic Substances Control Act, as amended (15 U.S.C. §§2601-2671), oil, trichloropropane, and any other substance or pollutant or contaminant designated by rules adopted pursuant to this chapter.

In adopting rules, the Director shall consider any substance or mixture of substances, including but not limited to feedstock materials, products, or wastes, which, because of their quantity, concentration, or physical, chemical, or infectious characteristics, may:

- a. Cause or significantly contribute to an increase in serious irreversible or incapacitating reversible illness; or
- b. Pose a substantial present or potential hazard to human health, to property, or to the environment when improperly stored, transported, released, or otherwise managed. (HRS: 128D, Environmental Emergency Response)

6. Hazardous Substance Response Teams

A team of emergency responders specially trained, equipped and organized to respond to hazardous substance incidents. The county fire department provides the base for such teams, but is supported by other county, state, and federal agencies.

7. Hazardous Substances Specialists
Individuals specially trained and equipped to respond to a hazardous substance emergency. These include individuals from county, state or federal departments as well as those contracted by government to respond to a hazardous substance incident.
8. Incident
Any event that results in a spill or release of oil or hazardous substance that may pose a threat to public health or the environment.
9. Incident Commander (IC)
The one individual in charge at any given time of an incident. Under Unified Command, the Incident Command is composed of the Federal On-Scene Coordinator, State On-Scene Coordinator, and the Responsible Party (if known). During the emergency phases the Incident Commander will normally be the highest-ranking officer of the local fire department. During cleanup and restoration, the incident commander will normally be the lead state agency official (DOH). The Incident Commander will be responsible for establishing a unified command with all on-scene coordinators.
10. Incident Command Post (ICP)
The on-scene location where field commands are given. The Incident Commander and the On-Scene Coordinator directs on-scene response from this location. The Honolulu Oil Spill Response Center on Sand Island in Honolulu is the designated Incident Command Post. Alternative Incident Command Posts will be designated in accordance with the HACP.
11. Incident Command System (ICS)
The combination of facilities, equipment, personnel, procedures and communications operating with a common command structure. In Hawaii, all emergency response operations relating to oil and hazardous substances follow ICS procedures and practices as developed and taught by FEMA's National Fire Academy and required under State and Federal occupational safety and health law. (29 CFR Part 1910 Hazardous Waste Operations and Emergency Response, Final Rule, Part III Department of Labor Occupational Safety and Health; Section 12-99-14 Hawaii Administrative Rules, Hazardous Waste Operations and Emergency Response).
12. Local Emergency Planning Committee (LEPC)
The committees established under SARA Title III and appointed by the HSERC to develop local hazardous substances emergency response plans (SARA Title III Section 301(c)). County-based committees have been established for each of the four counties: Maui, Kauai, Hawaii and Honolulu.
13. National Incident Management System (NIMS)
The National Incident Management System proves a systematic, proactive approach to guide departments and agencies at all levels of government and non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with

the Nation Response Framework (NRF). NIMS provide the template for the management of incidents utilizing Incident Command System (ICS), while the NRF provide structure and mechanisms for the national-level policy for incident management.

14. National Response Framework (NRF)
National Response Framework is an all-discipline, all-hazard document that establishes a single, comprehensive framework for the management of National level domestic incidents. The vast majority of responses will not involve activation of the NRF, however large scale (Regional and Spills of National Significance) type incidents) may require the use of the NRF. The National Response Framework (2008) has replaced the National Response Plan (2006), successor to the Federal Response Plan.
15. Navigable Waters
Section 300.5 from the National Contingency Plan (NCP) 40 CFR part 300, among other things, defines the coastal zone as..."all United States waters subject to the tide...waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters."
16. On-Scene Coordinator (OSC)
The individual on-scene responsible for coordinating the resources at each respective level of government. OSC's may include:
 - a. County On-Scene Coordinator (COSC)
 - b. State On-Scene Coordinator (SOSC)
 - c. Federal On-Scene Coordinator (FOSC)
17. Public Information Officer (PIO)
A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information on the incident.
18. Responsible Party (RP)
The person, organization, or firm who by law is liable for the cleanup of any spill or release of hazard substances, contaminants, or pollutants into the environment.
19. Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III
Also known as, the Emergency Planning and Community Right-to-Know Act of 1986, established to help communities meet their needs in regard to potential chemical emergencies. The Hawaii State Department of Health is the designated lead state agency for the implementation of SARA Title III in Hawaii.
20. Unified Incident Command System
The method by which local, state and federal agencies and OSCs will work together with the Incident Commander to:
 - a. Determine the overall objectives for management of an incident.
 - b. Determine the roles and responsibilities for a given incident.
 - c. Select a strategy to achieve agreed upon objectives.
 - d. Deploy resources to achieve agreed upon objectives.

2. Responsibilities and Functions

2.1 Overview of Responsibilities

2.1.1 National Response System

The National Response System (NRS) was developed to coordinate all government agencies with responsibility for environmental protection, in a focused response strategy for the immediate and effective clean-up of oil or hazardous substance discharge. The system provides a framework for coordination among federal, state and local responders and responsible parties.

The National Response System is described in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) found in Title 40 of the Code of Federal Regulations, Part 300. The NCP establishes three organizational levels: The National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Coordinators (OSCs).

2.1.2 National Response Framework (NRF)

The National Response Framework (NRF) is an all-hazard, all-discipline framework and is a specific application of NIMS for events that are designated as Incidents of National Significance, which includes threats or acts of terrorism, major disasters, and emergencies. The NRF is the core operations plan for national incident management. It details the federal coordination structures and processes that will be used during an Incident of National Significance.

In the event of a declaration of a major disaster by the President, FEMA may activate the National Response Framework. A Federal Coordinating Officer (FCO), designated by the President, may implement the National Response Framework and coordinate and direct emergency assistance and disaster relief of impacted individuals, businesses, and public services under the Stafford Disaster Relief Act. Planning for disasters is coordinated by FEMA under the National Response Framework. The Regional Contingency Plan (RCP) is Emergency Support Function #10 under the National Response Framework.

The delivery of Federal assistance is facilitated through fifteen annexes, or Emergency Support Functions (ESFs), which describe a single functional area of response activity: Transportation, Communications, Public Works and Engineering, Fire Fighting, Emergency Management, Mass Care, Resource Support, Health and Medical Services, Search and Rescue, Oil and Hazardous Materials, Agriculture, Energy, and Public Safety and Security. A list of these annexes is provided in Figure 2.1. The Oil and Hazardous Materials annex, ESF #10, addresses releases of oil and hazardous substances that occur as a result of a natural disaster or catastrophic event and incorporates preparedness and response actions carried out under the NCP. US EPA serves as the Coordinator of ESF #10 and is responsible for oversight of all

preparedness and response actions associated with ESF #10 activities, if assigned it by FEMA. All NRT/RRT departments and agencies serve as support agencies to ESF #10.

Figure 2.1 NRF Emergency Support Functions (ESFs)

- ESF #1 – Transportation
- ESF #2 – Communications
- ESF #3 – Public Works and Engineering
- ESF #4 – Firefighting
- ESF #5 – Emergency Management
- ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
- ESF #7 – Logistics Management and Resource Support
- ESF #8 – Public Health and Medical Services
- ESF #9 – Search and Rescue
- ESF #10 – Oil and Hazardous Materials Response
- ESF #11 – Agriculture and Natural Resources
- ESF #12 – Energy
- ESF #13 – Public Safety and Security
- ESF #14 – Long-Term Community Recovery
- ESF #15 – External Affairs

2.1.3 The National Response Team (NRT)

The National Response Team’s membership consists of 15 federal agencies with responsibilities, interests, and expertise in various aspects of emergency response to pollution incidents. A list of the NRT member agencies is provided in Figure 2.2. The Environmental Protection Agency (EPA) serves as chair and the Coast Guard serves as vice-chair of the NRT, except when activated for a specific incident. The NRT is primarily a national planning, policy, and coordinating body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by an On-Scene Coordinator via a Regional Response Team during an incident. NRT assistance usually takes the form of technical advice, access to additional resources/equipment or coordination with other RRTs.

Figure 2.2 NRT Member Agencies

- Environmental Protection Agency
- U.S. Coast Guard
- U.S. Department of Agriculture
- U.S. Department of Commerce / National Oceanographic and Atmospheric Administration

U.S. Department of Defense
U.S. Department of Energy
U.S. Department of Health and Human Services
U.S. Department of the Interior
U.S. Department of Justice
U.S. Department of Labor
U.S. Department of Transportation
Federal Emergency Management Agency of the U.S.
Department of Homeland Security
U.S. General Services Administration
U.S. Nuclear Regulatory Commission
U.S. Department of State

2.1.4 National Incident Management System (NIMS)

The National Incident Management System (NIMS) provides a consistent, national approach for Federal, State, local, and tribal governments; the private sector; and governmental organizations (NGOs) to work together effectively to prepare for, prevent, respond to, and recover from domestic incidents regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology to provide for interoperability among Federal, State, local, tribal, and private sector capabilities. These include the Incident Command System (ICS); multi-agency coordination systems; training; identification and management of resource (including systems for classifying types or resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

2.1.5 Regional Response Teams (RRTs)

There are 13 Regional Response Teams, one for each of ten federal regions, plus one for Alaska, one for the Caribbean, and one for the Pacific Basin (Oceania). The Oceania Regional Response Team (RRT) maintains a Regional Contingency Plan (RCP) for the region including Hawaii and has state, as well as federal government, representation. EPA and the Coast Guard co-chair the RRTs. Like the NRT, the standing RRTs are planning, policy, and coordinating bodies and do not respond directly to the scene. The RRT provides assistance as requested by the On-Scene Coordinator during an incident. If the assistance requested by an OSC exceeds an RRT's capability, the RRT may request assistance from the NRT. During an incident, the RRT may either be alerted by telephone or convened as RRTs can convene on scene, at the request of the OSC, in the form of an incident-specific RRT. RRTs may also provide assistance to state and local governments in preparedness, planning, and training for emergency response. RRTs may review local plans at the request of the LEPC established under EPCRA as a local planning body for response to chemical accidents. One of the primary purposes of the RRT review is to offer follow-up technical assistance to SERCs and LEPCs that might enhance local planning.

2.1.6 Federal On-Scene Coordinator (FOSC)

The Federal On-Scene Coordinator (FOSC) is a federal official predesignated by the Coast Guard or EPA. (Inland/coastal boundaries are specified in individual Regional Contingency Plans.) The FOSC coordinates all containment, removal and disposal efforts and resources during an incident. These include federal, state, local and responsible party efforts.

2.1.7 National Response Center (NRC)

Created by the NCP, the National Response Center is charged with receiving notifications of all chemical, radiological, oil and biological releases regulated by the CWA, as amended by OPA 90. Located in the Coast Guard Headquarters Command Center, the NRC immediately relays reports to the cognizant, predesignated On-Scene Coordinator.

The National Response System (NRS) was developed to coordinate all government agencies with responsibility for environmental protection, in a focused response strategy for the immediate and effective clean-up of oil or hazardous substance discharge.

2.1.8 Area and Local Planning

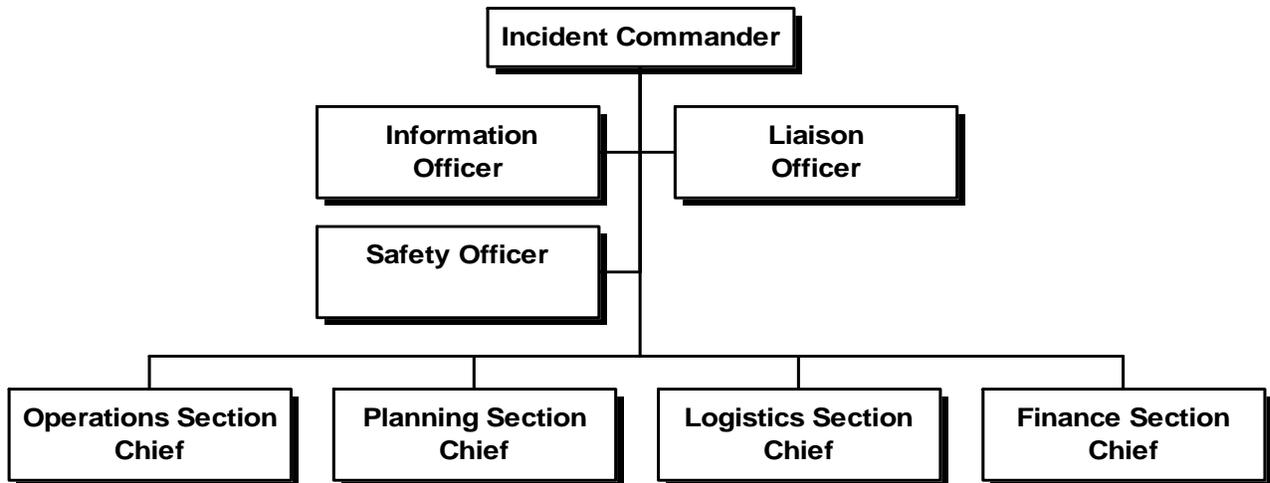
Subpart C of the NCP describes the roles and responsibilities for planning at the federal, state, and local levels to achieve a coordinated planning and response system. The NCP is based on legislative authorities including the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Emergency Planning and Community Right-to-Know Act (EPCRA) of the Superfund Amendments and Reauthorization Act, and the Clean Water Act (CWA) as amended by the Oil Pollution Act of 1990 (OPA 90). OPA 90 required the establishment of Area Committees comprised of qualified personnel from Industry, Federal, State, and local agencies. Under the direction of a federal OSC, Area Committees develop Area Contingency Plans (ACPs) and coordinate them with state plans and Local Emergency Planning Committee (LEPC) community plans. In Hawaii, the Hawaii Area Contingency Plan (HACP) is published and maintained by the U.S. Coast Guard Sector in Honolulu.

Under EPCRA, LEPCs are appointed and supervised by their State Emergency Response Commissions (HSERC, in Hawaii) to prepare a local emergency response plan and review it once a year or more, as required. LEPCs consist of elected state and local officials, law enforcement, firefighting, health, other relevant response personnel, community groups and other interested parties, and owners and operators of subject facilities. LEPC plans are to be coordinated with applicable ACPs and state emergency response plans.

2.1.9 Incident Command System

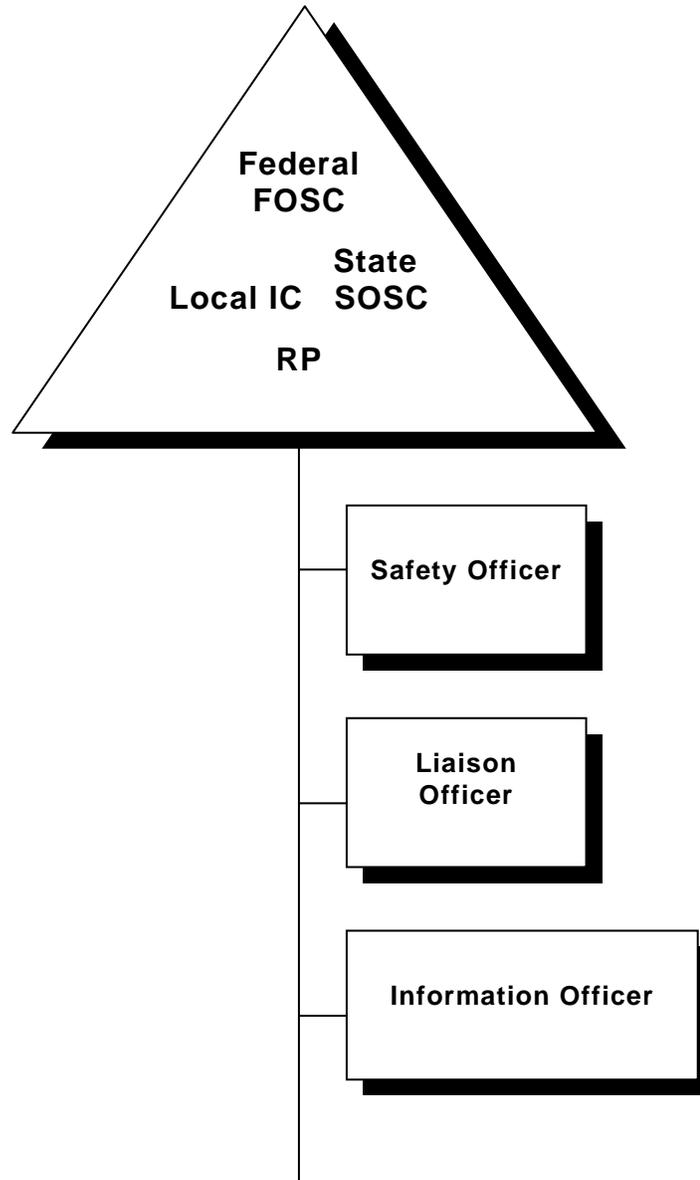
The Incident Command System (ICS) is a standardized organization format used by federal agencies under the National Response System; and by state and local organizations. Each incident has an incident commander who has the overall responsibility for managing the incident response. Five basic divisions of ICS include the Incident Commander and staff, Operations, Planning, Logistics, and Finance. The Incident Command System is described in the FEMA Incident Management Handbook (FEMA B-761 January 2011), and the National Incident Management System, (NIMS) December 2008, and has been incorporated into the Hawaii Area Contingency Plan. Figure 2.3 shows the basic structure. ICS can grow to meet the demands of the incident to include many branches, divisions and units.

Figure 2.3 Incident Command System



Oil and hazardous materials spills in the State of Hawaii are managed by use of an Incident Command System as detailed in the Section 2010 of the Hawaii Area Contingency Plan. A pollution incident involves coordinating the actions and issues of multiple agencies, responsible parties, trustees and stakeholders. To deal with the multiple goals and objectives that each group brings to the response; a unified command is formed as shown in Figure 2.4.

Figure 2.4 Unified Command Structure



The parties responsible for the response – the Federal On-Scene Coordinator, State On-Scene Coordinator, the Local Incident Commander and the Responsible Party join in a single body that directs the response. All organizations weave their resources in a single incident command system, all using the others' strengths to improve the effectiveness of the response. A unified command establishes an open, frank, forum for the discussion of problems that must be addressed by the parties with primary responsibility for oil and hazardous substance discharge removal. A unified command helps to ensure a coordinated, effective response is carried out and that the particular needs of all parties involved are taken into consideration. During limited hazardous

substance release responses in which local agencies usually assume a leading role, the local agency may assume the role of the On-Scene Coordinator. During responses to oil spills to navigable water, local agencies are not usually involved as part of a unified command, but provide agency representatives who interface with the command structure through the Liaison Officer or the State representative. On occasion, they may function as a member of an incident command section. When a unified command is used, a Joint Operations Center and Joint Information Center is established. The Joint Operations Center should be located near and convenient to the site of the discharge. All responders (Federal, State, local and private) are incorporated into the response organization at the appropriate level.

Figure 2.5 is a matrix that indicates the primary responsibilities of the public and private agencies and organizations that might be involved in an oil or hazardous substance emergency response. Once integrated into ICS, these functions will be performed by the assigned ICS section or unit. Because county resources vary, exceptions may occur depending on the county in which an incident occurs. Agency participation depends on the type of incident, its severity and the threat to health, welfare and the environment. County government should assume the lead unless circumstances dictate the passing of command to another level of government.

Figure 2.5 Matrix of Agency Responsibilities For Chemical and Oil Emergency Response

STATE COUNTY AND PRIVATE AGENCY	EMERGENCY RESPONSE RESPONSIBILITIES						
	First Responder	Emergency Notification	Emergency Mitigation	Technical Assistance	Clean-Up Activities	Damage Assessment	Enforcement
<u>STATE</u>							
SCD		X				X	
DOH	X		X	X	X	X	X
DOT				X			X
DLNR				X		X	X
DOA				X			
DLNR				X			
DBEDT				X	X	X	
OSP				X	X	X	
<u>COUNTIES</u>							
Fire Department	X	X	X	X		X	X
Police	X	X	X	X		X	X
Civil Defense / DEM	X	X				X	
Facility Maintenance and Environmental Services	X			X		X	
Parks				X			
<u>PRIVATE</u>							
Industry		X	X	X	X		
Red Cross				X			
Salvation Army				X			
RACES				X			

2.2 Specific Responsibilities Of County Agencies For Oil And Hazardous Substances Emergencies

County government's role varies greatly depending upon the nature of the environmental emergency.

1. For oil and hazardous substance spills that threaten or occur in navigable waters, the USCG is the lead agency, incident commander, and first responder; while the counties play a supportive role based upon requests from the lead agency.
2. For hazardous substances emergencies, counties should: provide personnel who have been trained in hazardous substances emergency response; establish a unified command, depending on the incident; establish a command post and provide an incident commander and Hazardous Substance Emergency Response Team; and remain in charge of an incident response until the emergency is under control, or upon request of another level of government to change command of the incident.
3. The counties will undertake emergency response actions including:
 - a. Notification to LEPC.
 - b. Initiate hazard determination.
 - c. Activate EOC as necessary.
 - c. Initiate measurements to detect concentrations of hazardous substances, if possible.
 - d. Spill containment, if possible.
 - e. Communications.
 - f. Contamination Control.
 - g. Life-saving/rescue
 - h. Control of exposure for emergency workers and the public.
 - i. Emergency medical care.
 - j. Fire fighting.
 - k. Security (site perimeter, traffic and crowd control).
 - l. On-scene liaison with other agencies.
 - m. Provide public information, as necessary and in accordance with Section 5.
 - n. Evacuation.
 - o. Shelter.
 - p. Initiate decontamination if necessary.
4. These activities are generally shared among County Civil Defense agencies, fire departments, law enforcement, emergency medical and public works agencies, along with support from the State Civil Defense Agency and the Department of Health.

2.3 Specific Responsibilities of State Agencies

2.3.1 State Civil Defense (SCD)

- a. Maintains 24-hour notification capability through the State Warning Point.
- b. Coordinate warning procedures and warning dissemination.

- c. Notifies DOH, other notifications made as needed or upon request.
- d. Activates, operates, and maintains the State Civil Defense Emergency Operating Center (EOC).
- e. Provides and/or coordinates statewide communications systems.
- f. In the event a State Disaster Proclamation is made by the Governor, SCD will coordinate all disaster and emergency actions. SCD will coordinate disaster response and relief with and through FEMA in those disasters involving or potentially involving a Presidential Disaster Declaration.
- g. Coordinates RACES.

2.3.2 Department of Health (DOH)

- a. Receives notification via authorized sources and notifies the LEPCs and/or Civil Defense Agencies, as necessary.
- b. Supports county first responders during oil and hazardous substances emergencies.
- c. Manages cleanup activities after the initial response if there is no responsible party or if the responsible party is incapable.
- c. If the incident is large enough to require a response by state or federal resources, the DOH provides State On-Scene Coordinator (SOSC): neighbor islands OSC will be the County OSC representative. DOH personnel can also be integrated into the ICS structure for finance, operations, planning and other tasks.
- d. For national emergencies, DOH serves under the ESF-10 function as provided in the Federal Response Framework under the Federal Emergency Management Agency.
- e. Provides technical assistance and guidance regarding necessary protective actions.
- f. Provides assistance in hazard determination; including air monitoring, dispersant monitoring, soil sampling.
- g. Develops procedures for safe handling of radioactive, chemical and biological materials.
- h. Evaluates the environmental implications of a spill, and possible public health effects. Issues appropriate warning statements.
- i. Provides support to hospital emergency room for contamination control and toxicological information.
- j. Coordinates state support to on-scene personnel in cooperation with the SCD.
- k. Acting as the liaison with federal agencies, and the private sector as needed.
- l. Collects and analyzes air, water, soil, vegetation and/or tissue samples (possibly through contract).
- m. Identifies clean-up requirements and works with governmental and private industry to ensure that clean-up/restoration is done to specified standards.

- n. If necessary, coordinates with the Governor to exercise the Governor's authority to protect health, safety and the environment.
- o. Ensures that oil and hazardous substances are disposed of in an appropriate manner.
- p. Investigates cause of the incident and pursues enforcement actions.
- q. Collects and maintains data on statewide oil and hazardous materials response incidents for evaluation and planning purposes.
- r. Implementing agency for compliance with SARA Title III requirements.
- s. DOH and Department of Land and Natural Resources (DLNR) serve as co-Trustees for Natural Resources Damage Assessment (NRDA) as authorized by the Oil Pollution Act of 1990 (OPA 90).

2.3.3 Hawaii Department of Transportation (DOT)

- a. Notifies the HSERC and local emergency response agencies, if DOT personnel are first on the scene.
- b. Issues warnings related to oil pollution, marine contingencies and hazards related to roads, bridges and airports.
- c. Closes state highways, harbors, or airports and re-routes traffic, as requested and necessary.
- d. Provides barricades and personnel to implement closures and detours.
- e. Provides technical assistance regarding oil and hazardous substances transportation spill incidents.
- f. In cooperation with DOH, coordinates the clean-up operations for spills that occur on state highways, harbors and property.

2.3.4 Department of Land and Natural Resources (DLNR)

- a. Notifies the HSERC and local emergency response agencies, if DLNR personnel are first on scene.
- b. Responds to an incident that could degrade state parks land or waters to the point that fish or wildlife or their habitat would be adversely affected.
- c. Evaluates and documents impact on fish and wildlife and determines natural resource damages for loss of fish, wildlife or habitat, to include preparation of Natural Resource Damage Assessments and recovery of damages.
- d. Provides advice and guidance, as required.
- e. For an incident affecting a state park, Parks and Recreation personnel will assist other agencies in crowd and/or traffic control and will provide equipment and facilities, when possible.
- f. If requested by SOSC, DLNR will provide support (when possible) to emergency responders (radio systems, dispatch and command center public information personnel, kitchens and other support services).
- g. In cooperation with DOH, coordinates the clean-up operations for spills that occur on DLNR lands and waters.

- h. DLNR and DOH serve as co-Trustees for Natural Resources Damage Assessment (NRDA) as authorized by the Oil Pollution Act of 1990 (OPA 90).

2.3.5 Department of Agriculture

- a. Provides on-site technical support to agricultural chemical spills.
- b. Evaluates adverse impact of an accident on agricultural resources.
- c. Provides support for the sampling and analysis of pesticides and other agricultural chemicals, if possible.

2.3.6 Department of Labor and Industrial Relations

- a. Provides support for air monitoring to emergency responders, and works to ensure that occupational safety and health is not compromised.
- b. Provides technical support for chemical analysis of air contaminants.

2.3.7 Department of Business and Economic Development

- a. Provides support for information on economic impacts of an incident and remedial actions.

2.3.8 Office of State Planning

- a. Provides support for information and expertise on coastal resources and access through the Coastal Zone Management Program.
- b. Provides statewide land use planning support in the event of a remedial response investigation.

2.4 Specific Responsibilities of Federal Agencies

Oil and hazardous materials spills are managed under the Incident Command System as the following section briefly summarizes federal agency technical assistance outlined in the National Contingency Plan.

2.4.1 The U.S. Coast Guard (USCG) provides:

- a. Expertise and management of Federal Programs in domestic/international fields or port safety and security, maritime law enforcement, ship navigation, safety or vessels and marine facilities.
- b. Predesignated federal on-scene coordinator (FOSC) for oil and hazardous substance emergencies. Will provide FOSC support for inland hazardous substance emergencies until relieved by EPA.
- c. Provides continuously manned facilities that can be used for command, control, and surveillance of oil discharges and hazardous substance releases occurring in the coastal zone.

2.4.2 Environmental Protection Agency (EPA) provides:

- a. Expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
- b. On-scene coordinator (FOOSC) for the inland zone if a federal response is required. EPA requires up to 24 hours to respond to a hazardous substance release in Hawaii due to travel time from Region IX San Francisco.
- c. An EPA OSC to arrive on scene within 24 hours to relieve USCG OSC.
- d. Guidance and direction to the USCG OSC during the interim while the EPA OSC is in transit.
- e. Scientific support coordinator for responses in inland areas.

2.4.3 Department of Defense (USDOD)

- a. Assumes incident command if an incident involves defense related materials. DOD acts as the lead response agency within the designated National Security Area.

2.4.4 Department of Transportation (USDOT)

- a. Offers expertise in the requirements for packaging, handling and transporting regulated hazardous substances.

2.4.5 Department of Commerce (DOC), through National Oceanic and Atmospheric Administration (NOAA)

- a. Scientific expertise on living marine resources and their habitats.
- b. Scientific Support Coordinator (SSC) who will coordinate scientific support for responses and contingency planning in coastal and marine areas.
- c. NOAA can provide hazard analysis, predict movement and dispersion of oil and chemicals through trajectory modeling and provide information on sensitive coastal environments.
- d. Information on actual and predicted hydrologic, and oceanographic conditions for marine, coastal and inland waters. NOAA can provide charts and maps including take and circulation information for coastal and territorial waters.
- e. Information on actual and predicted meteorological conditions through the National Weather Service.

2.4.6 US Navy

- a. The U.S. Navy is knowledgeable in ship salvage, shipboard damage control, and diving. It has an extensive array of specialized equipment and personnel that can be used for collection, containment and removal of pollution materials.

2.4.7 Department of Health and Human Services (DHHS)

- a. DHHS is responsible for providing assistance on all matters related to the assessment of health hazards and protection of both response workers' and the public's health. This includes the Agency for Toxic Substances and Disease Registry (ATSDR) that provides advice to health care providers in cases of public health emergencies and coordinates assistance from the Center for Disease Control (CDC), NIOSH and the FDA.

2.4.8 The Federal Emergency Management Agency (FEMA)

- a. FEMA provides advice and assistance to the OSC on coordinating civil emergency planning and mitigation efforts with other federal agencies, state and local governments, and the private sector. In the event of a major disaster declaration or emergency determination by the President, SCD will coordinate with FEMA as outlined in Section 3.

2.4.9 Department of the Interior (DOI)

- a. DOI has jurisdiction over the National Park System, National Wildlife Refuges and Fish Hatcheries, and forest and grazing lands. The following offices may provide assistance:
 - (1). Fish and Wildlife Service: Fish and wildlife, including endangered and threatened species, migratory birds, certain marine mammals; habitats, resource contaminants; laboratory research facilities.
 - (2). Geological Survey: Geology, hydrology (groundwater and surface) and natural hazards.

2.4.10 Responsibilities of Private Industry

- a. Private industry is responsible for familiarizing themselves with Hawaii's emergency response plan and working with state and local government to ensure that their emergency operations plans are consistent with and support this plan, local plans and SARA Title III requirements, as stated in SARA Title III.
- b. Private industry is responsible for compliance with all SARA Title III requirements.
- c. Private industry is responsible for responding to emergencies, as required by law, unless otherwise directed by the government agency with jurisdiction to enforce the applicable law.
- d. Private industry is responsible for cleanup and site restoration when required by law or when industry at its discretion decides to do so.
- e. When requested, private industry will provide expertise and resources to local and/or state government to help mitigate the effects of a hazardous substances incident.
- f. Private cleanup contractors can provide resources, equipment and knowledge on the removal, recycling and disposal of contamination.

2.4.11 Responsibilities of Volunteer Organizations

- a. Volunteer organizations such as Red Cross, the Salvation Army and the Radio Amateur Civil Emergency Service (RACES) can provide public assistance in the form of food, clothing, shelter and communications during incidents where the public welfare is affected.

3. Concept of Operations

An oil or hazardous substances incident can be divided into five operational response phases beginning with the discovery and notification phase and ending with the cost recovery phase. These steps are outlined below.

3.1 Phase 1 - Notification

3.1.1 Responsible Party Notification

Any oil or hazardous substance release by an owner/operator of a facility, of a reportable quantity as defined under SARA Title III Section 304(a) must be reported to the HSERC and LEPC. In the case of a release that occurs with respect to the transportation of a substance, dialing 911 or contacting the operator and reporting such a release will satisfy the initial notification requirements of SARA Title III Section 304. Emergency notification information requirements and follow-up emergency information notification requirements under SARA Title III are listed in Appendix A.

3.1.2 Public Notification

If a release of a hazardous substance poses an imminent threat to public health or the environment, to prompt "first responder" fire, police, and/or emergency medical service personnel, the general public may report by dialing one of the three numbers listed in Appendix I, or by dialing 911.

3.2 Phase II – Evaluation and Initiation of Action

3.2.1 Incident Management

There may be a scenario where more than one oil or hazardous substance emergency happens at the same time, a multiple events occurrence. In this case the OSC of each incident should assess the initial threat of all events and assign available resources accordingly. If there are not adequate resources to be deployed to all locations, a determination of priority based on the greatest potential threat should be made. If need be, the secondary emergency locations can be evacuated until resources can be deployed.

3.2.2 Incident Commander

The first emergency responder on the scene will assume the incident commander role. The IC will:

- a. Assess the situation;
- b. Activate the local emergency response system; and
- c. Initiate actions necessary to protect the public.

3.2.3 County Incident Command System

The lead county emergency response agency predesignated in county EOPs should:

- a. Assume incident command upon arriving on scene;

- b. Designate a county on-scene coordinator (COSC) for local resources;
- c. Establish an appropriate incident command post;
- d. Be in charge of and responsible for all emergency response operations; and
- e. The highest-ranking fire official on scene will normally be designated the incident commander.

3.2.4 Unified Command System

The UC system will be used if more than one level of government is involved. All designated on-scene coordinators (OSCs) will report to the incident command post to assist the incident commander. Generally DOH will provide the SOSC and USCG or the EPA will provide the FOSC. For fires, the highest-ranking fire official will remain the IC until the emergency is over.

3.2.5 Change of Command

Incident command will remain at the county level until emergency operations, which include stabilization and control activities, are completed unless:

- a. The local resources are overtaxed and the incident commander requests that the state on-scene coordinator assumes control. IC would then remain with the SOSC unless state resources are overtaxed and the incident commander requests assistance from EPA and a FOSC arrives from Region IX. If the incident occurs in areas of federal jurisdiction, such as defense installations or United States waters, in which case, the appropriate federal agency will be the incident commander. (Section 105, CERCLA).

3.3 Phase III – Stabilization and Control

Under most circumstances, incident command will remain at the county level during the stabilization and control phase of a response. If requested, an OSC from a state or federal agency may assume control. Several levels of government could become involved in this phase. The incident commander and OSCs are expected to work within a unified command structure.

3.4 Phase IV - Cleanup and Restoration

Upon completion of stabilization and control measures, local emergency responders will return to normal duties. At this time, the county incident commander will turn command over to the state on-scene coordinator (normally DOH) who will assume incident command authority and direct cleanup and restoration. County agencies may need or choose to remain involved.

3.4.1 Cleanup and restoration activities include:

- a. Compliance with cleanup standards;
- b. Restoration of environment and site;
- c. Investigation of cause;
- d. Assessment of health and environmental impact;
- e. Enforcement actions;

- f. Cost recovery and documentation; and
- g. Mitigation actions to be taken.

3.5 Phase V - Documentation and Cost Recovery

1. The On-Scene Coordinators (OSCs) are responsible for proper documentation to support all actions taken when responding to incidents involving oil discharges or hazardous substance releases. Documentation should be sufficient to establish circumstances involved in an incident including source of discharge or release, identity of responsible parties, and actual or potential impact on the public health and welfare and the environment. The Environmental Emergency Response Law (Chapter 128D, HRS), defines recovery of costs and liability associated with a discharge in Hawaii.
2. All federal, state and county agencies rendering assistance to the USCG and/or OSC during any phase of operation must maintain accurate and detailed documentation of expenditures of resources; manpower, material and equipment, in order to obtain reimbursement. Cost documentation in particular must be adequate to withstand the scrutiny of the courts during litigation.

4. Hawaii's Oil and Hazardous Substances Emergency Preparedness Program

4.1 Coordinated Plans and Procedures

1. The plan outlines the basic responsibilities of those who may be involved in an oil or hazardous substance emergency. Supplemental procedures to implement the plan will be developed by each affected agency and incorporated into their existing EOPs, SOPs and office instructions. DOH and SCD will coordinate with other response agencies to ensure that procedures are compatible.
2. Based on critiques of training drills, exercises and/or actual emergencies, local plans and Hawaii's preparedness plan will be reviewed and revised annually by the LEPCs and HSERC. The Hawaii Area Plan is updated on a real time basis. The One Plan is used by all responders when under Unified Command.

4.2 Trained Personnel

Personnel will be trained in accordance with Hawaii's Chemical Emergency Response Training Guidelines. The state training program will include a basic hazardous substance awareness course recommended for all persons that are likely to be first responders in the course of their work. A series of more advanced courses are recommended for personnel requiring greater expertise and specialization.

4.3 Equipment

All response activities must comply with the applicable HIOSH standards for personal protective equipment and personnel protection. An individual trained for a certain level of response capability will need a minimum level of equipment handling skills to safely perform the task for which they are trained.

4.4 Information Automation for Oil and Hazardous Substances Emergencies

1. Data automation is being used by state and county governments. Under SARA Title III, a facility, where a hazardous substances is present in an amount in excess of the threshold planning quantity (TPQ), must send a standardized report called a Tier II form to the HSERC, LEPCs and the County Fire Departments. The information from these reports is entered into one of the available computer systems to provide data on the location and type of hazards these substances may pose at fixed sites around the state.
2. Other chemical or oil information can be obtained from state and federal agencies and industry. They include the Agency for Toxic Substances and Disease Registry (ATSDR) Hotline, Chemical Transportation Emergency Center (CHEMTREC), Oil and Hazardous Materials Technical Assistance Data System (OHMTADS) and Chemical Hazard Response Information System (CHRIS). See Appendix A for contact telephone numbers.

4.5 Emergency Operations Centers (EOCs)

1. During major incidents, the heads of county and state agencies or their designated representatives will meet at Civil Defense EOCs to coordinate off-scene support to on-scene operations. The federal government may activate the Regional Response Team (RRT) to coordinate federal off-scene support.
2. The following describes the county, state and federal On-Scene Coordinators in relation to the EOC:
 - a. The county EOC will be activated by the County Deputy Director of Civil Defense.
 - b. The State EOC will be activated by the Director of the State Civil Defense.
 - c. The Oceania Regional Response Team (RRT) may be activated by the chairpersons of the RRT when there is a major incident or upon request from the FOOSC or a member of the RRT.

4.6 Emergency Medical Assistance

1. Department of Health has Emergency Ambulance Units based Statewide to provide emergency medical services. These services can be accessed by dialing 911. The ambulance personnel have been trained in radiological and chemical emergency response, and ninety-five percent of the time can respond on the average of twenty minutes to any location in the State.
2. If the state and county resources cannot handle the emergency, the National Disaster Medical System (NDMS) can be activated by authorized State officials such as the Governor, the State Health Officer, and the State Emergency Medical Services Director. Requests for NDMS activation should be made to the National Emergency Coordination Center (NECC) operated by the Federal Emergency Management Agency. See Appendix III for telephone listing.
3. Each hospital facility is responsible for their decontamination procedures as put forth in their emergency operation plans (EOP). All hospitals have critical care capability. However, certain facilities specialize in handling hazardous substances injuries, therefore, patients will either be stabilized and transferred to the appropriate facility, or given comprehensive treatment. Treatment decisions such as these will be made by the physician in charge.

4.7 Technical Assistance- Government

4.7.1 State

The Hawaii Poison Control Center provides 24-hour immediate toxicological information and medical treatment advice to on-scene responders. See Appendix III for listing.

4.7.2 Federal

In addition to information and resources available through the National Response Plan and the Regional Response Team, public health information relating to the toxicity,

chemistry and decontamination of hazardous materials, the Agency for Toxic Substances and Disease Registry provides 24-hour service. See Appendix III for listing.

4.8 Technical Assistance - Private Industry

Technical assistance may be obtained during an emergency from private industry at the discretion of the Incident Commander or other authorized response group. Appendix III contains a list of potential private industry sources of information. This listing is provided for reference only and does not constitute an endorsement or recommendation by the State, nor is it to be considered a comprehensive list for technical assistance that may be available from private industry.

4.9 Volunteer Services

1. American Lung Association, Hawaii Chapter, can provide health information on inhalation exposure to chemicals. (808) 537-5966 meeting the mass care needs of disaster victims in cooperation with relief organizations. These emergency needs are shelter, food, clothing, medical and health assistance and counseling. (808) 449-1488
2. Radio Amateur Civil Emergency Service (RACES) can provide radio communications in case of a power failure, through a network of amateur radio operators. Contact is through local emergency coordinator.
3. Salvation Army can provide emergency food, shelter and clothing. (808) 988-2136.
4. American Red Cross, Hawaii State Chapter provides emergency care and shelter during emergencies and other disaster assistance. The mission of American Red Cross Disaster Services include disaster planning, preparedness, community disaster education, mitigation, and response.

5. Public Information

The State of Hawaii has adopted the Oil and Hazardous Substance Release Categories established by the National Contingency Plan (NCP). These release categories are defined below. The demand, and need for the dissemination of public information will vary depending on public interest and the extent or category of the release or threat of a release.

The following section briefly summarizes public information guidance essential to effectively informing the public during minor, medium and major releases of oil and hazardous substances. During a release, the State must establish an accessible source of official information for the rapid dissemination of information to the public. It is essential that we act in a pro-active manner rather than reacting to questions in a form of rumor control.

5.1 Oil or Hazardous Substance Release

Most oil and hazardous substance spills and other chemical emergencies are classified as minor or medium releases according to the NCP classifications. These oil or hazardous substance incidents are usually limited to localized, discreet areas that do not require the activation of a County or State Civil Defense Emergency Operations Center (EOC) for the dissemination of information to the media and to the public.

5.1.1 Minor or Medium Releases

Minor or medium releases are normally addressed by the Fire Departments, County Civil Defense agencies and the State Department of Health as part of their daily or standard duties. These releases rarely require the dissemination of public information.

For those incidents that do require the dissemination of public information due to public or media interest, the information provided must be timely and accurate. Each agency will establish a Public Information Officer (PIO) to provide information about its activities to the news media and to the public. Essential elements of public information must include: (1) the situation, (2) official response and intention, and (3) official guidance and instructions to the public.

5.1.2 Major Releases

- (1) For major inland emergencies the County or State EOCs assume responsibility for coordinating operations. For emergencies that threaten or occur in navigable waters the U.S. Coast Guard assumes responsibility for coordinating operations. Major releases of oil or hazardous substances may require activation of the County or State EOC, the EPA, the U.S. Coast Guard, and/or the Oceania Regional Response Team.
- (2) As the scope, duration, complexity and severity of the oil or hazardous substance emergency increases, the need for greater coordination and centralization of public information increases.

(3) **Operating Systems**

A Joint Information Center (JIC) may be established at the request of the Governor or Director of Civil Defense when major releases occur. The JIC, when activated, would then act as the primary point of contact

(4) **Responsibilities and Functions**

Each department and agency should have an official spokesperson to act in the capacity of a Public Information Officer (PIO). Each PIO will coordinate via the Joint Information System and provide information to the JIC in a timely manner as to the activities and responsibilities of their agency. The PIOs main functions are:

- (1) Establish and maintain liaison with the JIC.
- (2) Establish and maintain liaison with departmental personnel on-scene; and
- (3) Establish and maintain liaison with the Governor's Press secretary during a disaster situation.

Public information will be coordinated at the JIC between on-scene and off-scene operations via each agency's OSC and PIO. The JIC will then be the centralized point for:

- (1) Coordinating public information operations
- (2) Providing media representatives with an accessible source of official information for rapid dissemination to the public
- (3) Providing public and private agencies with a means for coordinating and rapidly disseminating information and guidance to the public through the media; and
- (4) Coordinating public information to include police, fire, weather, hospitals, public schools and utilities, as well as coordinating essential public information with private agencies such as the Red Cross, Salvation Army and other volunteer agencies.

5.1.3 State Disaster

In the event of an official State disaster, the State Civil Defense (SCD) will coordinate all state disaster and emergency actions in accordance with Volume III, the State Plan for Emergency Preparedness Disaster Response and Assistance.

5.2 Oil Spill Emergency Categories

The National Contingency Plan (NCP) establishes the following categories of oil discharges based strictly on size. The size classes below are not meant to imply associated degrees of hazard to public health or welfare, nor are they a measure of environmental damage. Any oil discharge that poses a substantial threat to public health or welfare of the United States or the environment or results in significant public concern shall be classified as a major discharge regardless of the following quantitative measures;

5.2.1 Minor Discharge

A discharge to the inland waters of less than 1,000 gallons of oil, or a discharge to the coastal waters of less than 10,000 gallons of oil.

5.2.2 Medium discharge

A discharge of 1,000 to 10,000 gallons of oil to the inland waters, or a discharge of 10,000 to 100,000 gallons of oil to the coastal waters.

5.2.3 Major discharge

A discharge of more than 10,000 gallons of oil to the inland waters, or more than 100,000 gallons of oil to the coastal waters.

5.3 Hazardous Substances Release Category Levels

Size classes of hazardous substance releases refers to the following size classifications which are provided as guidance to the OSC for meeting pollution reporting requirements in Subpart B of the NCP. The final determination of the appropriate classification of a release will be made by the OSC based on consideration of the particular release (e.g., size, location, impact, etc.).

5.3.1 Minor release

A release of a quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses minimal threat to public health or welfare of the United States or the environment.

5.3.2 Medium release

All releases not meeting the criteria for classification as a minor or major release.

5.3.3 Major release

A release of any quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses a substantial threat to public health or welfare of the United States or the environment or results in significant public concern.

6. Plan Evaluation and Exercises

Plan evaluation is necessary to assess the effectiveness of any proposed plan of action. Refer to the State of Hawaii Plan for Emergency Preparedness, Volume III Disaster and Response Assistance, and Hazardous Materials Emergency Planning Guide, NRT-1 and NRT 1a for methods of evaluation, summarized below.

6.1 Exercises

The plan should be evaluated through exercises to see if the required activities will be effective in practice and/or if there are more efficient ways of responding to a real emergency. Simulations can be full-scale, functional, or tabletop exercises.

6.2 Incident Review

When a hazardous substance incident does occur, a review or critique of the incident is a means of evaluating the plan's effectiveness. Recommendations for conducting an incident review are presented in NRT-1.

6.3 Training

Training courses can help with planning and evaluation by sharpening response personnel skills, presenting up-to-date ideas/techniques, and promoting contact with other people involved in emergency response. Everyone who occupies a position that is identified in the plan must have appropriate training. This applies to persons at all levels who serve to coordinate or have responsibilities under the plan, both those directly and indirectly involved at the scene of an incident.

6.4 Oil and Hazardous Substances Data Analysis

1. By summarizing the character, frequency and distribution of hazardous materials and its storage, transport and release, this plan can be evaluated. This will identify patterns and trends that can provide the insight into how the plan and hence, the human response to emergencies, can be improved.
2. This method of assessment will become possible as the state accumulates accurate storage, release and clean-up data acquired through the reporting requirements of Title III, Sections 304, 311, and 312.

6.5 Cost Recovery

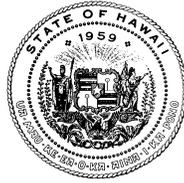
The cost of cleanup of oil or hazardous materials spills is ultimately the responsibility of the responsible party. Costs can include the direct expenses of recovering and disposing of spilled material and damages to natural resources. Funding from cleanup can be sought from a number of federal and state sources through procedures established by the Finance Section under Incident Command.

State of Hawaii

**OIL AND HAZARDOUS SUBSTANCES EMERGENCY RESPONSE
PLAN**

Appendix A

Chemical Inventory and Release Reporting



STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
File:

OIL AND HAZARDOUS SUBSTANCES EMERGENCY RESPONSE PLAN Appendix A

Chemical Inventory and Reporting

The 1993 Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) requires an **annual submission** of chemical inventories by covered facilities.

The Environmental Protection Agency (EPA) and the National Oceanographic and Atmospheric Administration (NOAA) have developed a software package, **Tier2Submit**, which facilities may use to submit their HEPCRA inventories. This program is free and available at: <http://www.epa.gov/emergencies/content/epcra/tier2.htm>. The Department of Health (DOH), Hazard Evaluation and Emergency Response (HEER), Office encourages facilities operators to use the Tier2Submit and provide the HEER Office with an electronic version of their data. Information for the HEER Office is available at our website: <http://hawaii.gov/health/environmental/hazard/index.html>.

Please include an e-mail address with your contact information. In the future, HEER would like to send these reminders by e-mail. If your facility does not have access to an e-mail account, we will continue to provide a hardcopy.

The provision of information on the **Longitude and Latitude**, in decimal degrees, of your facility is very important for **emergency response personnel**, in the event of any incident.

We request that you notify us by fax, mail, or e-mail if your facility is no longer operating or is no longer a reportable facility.

If you have questions regarding HEPCRA, please contact Curtis Martin or Sharon Leonida with the DOH Hazard Evaluation and Emergency Response (HEER) Office at (808) 586-4249, fax (808) 586-7537.

Attachments:

- 1) Tier2Submit 2011 (preprinted form) EXAMPLE EPA PROGRAM FORM
- 2) HEER Hazardous Substance Inventory Guideline
- 3) Options for Tier2Submit
- 4) Additional Notes and Amendments for Filing Hawaii Chemical Inventory Form
- 5) Hawaii Chemical Inventory Form, HCIF (blank) and Instructions
- 6) **Addresses of HEER Office and Local Emergency Planning Committee (LEPCs)**

Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification Name _____ Street _____ City _____ County _____ State _____ Zip _____ NAICS Code _____ Dun & Brad Number _____	Owner/Operator Name Name _____ Phone () _____ Mail Address _____
	FOR OFFICIAL USE ONLY	Emergency Contact Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____
ID # _____ Date Received _____		

Important: Read all instructions before completing form Reporting Period From January 1 to December 31, 20 _____ Check if information below is identical to the information submitted last year.

Chemical Description	Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Container Type	Pressure	Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>	Optional																												
CAS _____ Trade Secret _____ Chem. Name _____ Check all that apply <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>													<table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									_____ _____ _____ _____	<input type="checkbox"/>
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Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. _____ Name and official title of owner/operator OR owner/operator's authorized representative	Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguards measures
_____ Signature	_____ Date signed

Hawaii State Department of Health Hazard Evaluation and Emergency Response Office (HEER) Hazardous Substance Inventory Guideline

WHO MUST SUBMIT AN INVENTORY FORM

You need to report hazardous substances that were present at your facility at any time during the previous calendar year at levels that equal or exceed reporting thresholds established for Hawaii Chemical Inventory Form/Tier II (HCIF) reporting under the Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA). These thresholds are as follows:

For Extremely Hazardous Substances (EHS) designated under section 302 of The Emergency Planning and Community Right-to-Know Act (EPCRA), the reporting threshold is 500 pounds (or 227 kg) or the Threshold Planning Quantity (TPQ) whichever is lower.

For all other hazardous chemicals for which facilities are required to have or prepare a Material Safety Data Sheet (MSDS), the reporting threshold is 10,000 pounds or (4,540 kg).

WHAT CHEMICALS ARE EXCLUDED

- 1) Any food additive, color additive, drug or cosmetic regulated by the Food and Drug Administration:
- 2) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use:
- 3) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public:
- 4) Any substance to the extent it is used in research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual:
- 5) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

In 1999, Federal EPCRA Section 311-312 threshold planning quantities increased to 75,000 gallons for gasoline and 100,000 gallons for diesel for Retail Gasoline Stations that are in full compliance with underground storage tank regulations for the year.

WHEN TO SUBMIT THE HCIF

The HCIF must be submitted by March 1 for the previous reporting year. HCIFs for the reporting year January 1, 2011 through December 31, 2011 must be submitted by March 1, 2012.

WHERE TO SUBMIT THE HCIF

Send completed Hawaii Chemical Inventory/Tier II Forms to each of the following organizations:

- 1) The Hawaii State Emergency Response Commission (HSERC)/HEER Office (586-4249)
- 2) Your Local Emergency Planning Committee (LEPC)
- 3) The fire department with jurisdiction over your facility

FILING FEE

Under Hawaii Revised Statutes Section 128E-9, a **\$100.00 filing fee must be submitted for each facility** covered under HEPCRA. Please make checks or money orders payable to the State of Hawaii, Hazard Evaluation and Emergency Response Office, or State of Hawaii, HEER Office. **No Purchase Orders will be accepted.** Enclose payment with the HCIF(s) that you mail to the HEER Office.

PENALTIES

Any owner or operator who violates any HCIF reporting requirements shall be liable to the State of Hawaii for a civil penalty of up to \$25,000 for each such violation. Each day of a violation constitutes a separate violation.

HEER Hazardous Substance Release Notification and Inventory Guideline - Summary Implementation Table

Statute or Regulation Section Number	List of Lists(7/1/93) Column Heading	Who must Provide Information	Information to Provide	To Whom Information Goes	When to Submit Information
§302 §128E-6	Sec. 302 (EHS) TPQ	All who store in excess of the TPQ.	Letter stating that you are regulated.	HSERC, LEPC	Information due within 60 days of receipt of Extremely Hazardous Substance at a facility.
§304 §128E-7 §11-451-7 §103	EHS RQ CERCLA RQ and 10 pound RQ for TCP and Oil under the listed circumstances.*	Those who release above the RQ in a 24 hour period.	Release Notification and Written Follow-up.	HSERC, LEPC	Release Notification due immediately. Written follow-up due as soon as possible within 30 days.
§103	CERCLA RQ	Those who release above the RQ.	Release Notification	NRC	Immediately.
§311 §128E-6(2)(A)	Sec. 302 (EHS) TPQ and 10,000 pound TPQ for OSHA Hazardous Chemicals.	Those who store above the TPQ.	List of MSDS Chemicals and Hazard Categories for Each.	HSERC, LEPC, Fire Department	Due annually by March 1 for preceding calendar year inventory.
§312 §128E-6(2)(B)&(C)	Sec. 302 (EHS) TPQ and 10,000 pound TPQ for OSHA Hazardous Chemicals.	Those who store above the TPQ.	Hawaii Chemical Inventory Form (Tier II) and Site Map.	HSERC, LEPC, Fire Department	Due annually by March 1 for preceding calendar year inventory.
§128E-9		Those who submit an HCIF.	Filing Fee - \$100 per facility.	HSERC	Due annually with HCIF.
§313	Sec 313	Manufacturing facilities in specified SIC Codes, with more than 10 employees, that manufacture or process more than 25,000 pounds or otherwise use more than 10,000 pounds of the listed chemicals.	TRI Form R		Due annually by July 1 for preceding calendar year inventory.

*(A) Any amount of oil which when released into the environment causes a sheen to appear on surface water, or any navigable water of the State;

(B) Any free product that appears on ground water;

(C) Any amount of oil released to the environment greater than 25 gallons; and

(D) Any amount of oil released to the environment which is less than 25 gallons, but which is not contained and remediated within 72 hours.

Options For Tier2Submit

Option 1: Tier2Submit

Download the software from the CEPPPO website, <http://www.epa.gov/emergencies/content/epcra/tier2.htm> . Enter the inventory information into Tier2Submit. Generate a hardcopy and a diskette from the Tier2Submit software. Send a diskette or e-mail the electronic file, from the website, to sharon.leonida@doh.hawaii.gov. Please submit only the Word or PDF versions of the forms. Sign the hardcopy and submit it and the diskette with facility maps indicating chemical locations, and a \$100.00 filing fee per facility.

Option 2: Hardcopy Only

Hardcopy submissions will be accepted as in the past. If a hardcopy only is submitted, the HEER Office will enter the information from those forms into Tier2Submit. Also include facility maps indicating chemical storage locations and a \$100 filing fee per facility.

The HEER Office is using Tier2Submit for two reasons. One is to allow electronic submission in a form already in use by the EPA. The other is to gain compatibility with the CAMEO/ALOHA/MARPLOT software in use by emergency planners. Maintaining Tier II information in CAMEO will increase the usefulness of the HEPCRA inventories to response agencies.

The deadline for filing is **March 1, 2012**, for inventories compiled during the 2011 calendar year. Please submit completed forms as follows to the following agencies:

Agency	Form and Updated Map	Filing Fee
Hawaii State Emergency Response Commission (HSERC) (1- see below)	Form with Original Signature; optional diskette, or e-mail and map	Check/money order for total Filing Fee payable to: <u>State of Hawaii HEER Office.</u> (\$100.00 per facility)
Your County Local Emergency Planning Committee (LEPC) (1- see below)	Form with Original Signature and map	No check/money order
Your County Fire Dept. (1-see below)	Form with Original Signature and map	No check/money order

Filing Fees

As a result of Act 260/97, the filing fees are deposited to an account within the Environmental Response Revolving Fund for further disbursement to the Local Emergency Planning Committee (LEPC) accounts

(1) Current addresses for HSERC and LEPCs are located in Attachment 6 in this packet.

Additional Notes and Amendments for Filing Hawaii Chemical Inventory Form

Preprinted Hawaii Chemical Inventory Form (HCIF)

If you are not using Tier2Submit program, please use the preprinted form, **with the information printed from the previous year**, generated by Tier2submit 2011. Fill in any missing information and make small changes directly on the form. The date of the reporting period and the date signed will need updating. Initial all updates and changes. Then make three copies, sign and date each form. Send each one of the signed forms to the three appropriate agencies. Only include an updated map for each agency if there are changes. **Use the blank form for major corrections,(attachments 5), Chemical Inventory Form .**

Note that if you used Tier2Submit 2010, you may import to Tier2Submit 2011 and make changes.

Material Safety Data Sheet (MSDS) Handling

The HEER Office ask that facilities not submit MSDSs with their forms due to space constraints, the facility is required to maintain current MSDSs for its hazardous substances and to have them available upon request.

Retail Gasoline Stations

For Retail Gasoline Stations that are in full compliance with Underground Storage Tank requirements, the threshold planning quantities (TPQ) are increased to 75,000 gallons for gasoline and 100,000 gallons for diesel. This is due to the 1999 changes in Federal EPCRA Section 311-312. For those Retail Gasoline Stations that **have violations documented during a compliance inspection**, the TPQ reverts to 10,000 pounds for the reporting year following the year in which the violation occurred. Call the EPA hotline at 1 (800) 424-9346 or the HEER Office or check <http://www.epa.gov/ceppo/> for information.

Rules For Hawaii Revised Statutes (HRS) 128-E

The Office of Hazard Evaluation and Emergency Response and the Local Emergency Planning Committees have written rules for HRS 128-E, http://www.capitol.hawaii.gov/hrscurrent/vo103_ch0121-0200D/HRS0128E . Effective date for “Chapter 453 of Title 11, Hawaii Administrative Rules” is November 5, 2010, <http://gen.doh.hawaii.gov/sites/har /AdmRules1/11-453.pdf> . For more information contact sharon.leonida@doh.hawaii.gov, or call 586-4249.

Amendments to EPCRA

Tier I and Tier II forms and instructions have been removed from the Code of Federal Regulations (CFR). They are located on EPA’s Web site: www.epa.gov/emergencies.

Facilities are now required to report their North American Industry Classification System (NAICS) code on Tier I or Tier II form.

Chemical or common name of the chemical as provided on the Material Safety Data Sheet must be provided on Tier II form.

Hazardous Chemical Inventory Reporting Chemicals in Mixtures

When determining whether the threshold quantity of an **extremely hazardous substance (EHS)** has been met, facilities must include the total quantity of the EHS present in the pure form as well as in any mixture, even if any mixture including the EHS is also being reported as a hazardous chemical.

For Hazardous chemicals that are mixtures and **do not** contain any **EHS**, facilities have an option when determining whether the threshold quantity is present: (1) add together the quantity present in its pure form and as a component in all mixtures (even if the mixture is also being reported as a hazardous chemical), **or** (2) consider the total quantity of each mixture separately.

Chemical Description

Physical and Health Hazards

Storage Codes and Locations
(Non-Confidential)

<input type="checkbox"/> Check if all of the information for this chemical is identical to the information submitted last year Trade Secret: <input type="checkbox"/> CAS: <input type="checkbox"/> Chem. Name: <input type="checkbox"/>	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory
					<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory
<input type="checkbox"/> Check if all of the information for this chemical is identical to the information submitted last year Trade Secret: <input type="checkbox"/> CAS: <input type="checkbox"/> Chem. Name: <input type="checkbox"/>	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory
<input type="checkbox"/> Check if all of the information for this chemical is identical to the information submitted last year Trade Secret: <input type="checkbox"/> CAS: <input type="checkbox"/> Chem. Name: <input type="checkbox"/>	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) Avg. Daily Amount (code) No. of Days On-site (days)	Contain Type Pressur Temperati	Inventory

Certification (Read and sign after completing all sections)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 1, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Name and official title of owner/operator OR owner/operator's authorized representative

Signature

Date signed

Optional Attachments

- I have attached a site plan
- I have attached a list of site coordinate abbreviations
- I have attached a description of dikes and other safeguards measures

Hawaii Emergency Planning and Community Right-To-Know Act (HEPCRA) Hawaii Chemical Inventory Form/Tier II (HCIF) - INSTRUCTIONS

FACILITY INFORMATION

Enter the full name of your facility.

Enter the full street address or state road. If a street address is not available, **enter other appropriate identifiers** that describe the physical location of your facility. Include city, state, zip code, island and **latitude and longitude in decimal degrees**.

Enter the primary Standard Industrial Classification (SIC) code, the North American Industry Classification System (NAICS) and the Dun and Bradstreet number for your facility. The financial officer of your facility should be able to provide the Dun & Bradstreet number. If your firm does not have this information, visit <http://fedgov.dnb.com/webform/displayHomePage.do>, to obtain your facility number or have one assigned.

FACILITY REPRESENTATIVE

Under Section 303 a facility representative shall be reported to the HSERC/HEER OFFICE. Enter the facility representative's full name, mailing address, phone number and **e-mail address**.

OWNER/OPERATOR

Enter the owner or operator's full name, mailing address and phone number. Any changes or sale shall be reported to the HEER Office stating the new owner and the effective date of the transfer.

EMERGENCY CONTACT

Enter the name, title and work phone number of at least one local person or office who can act as a referral if emergency personnel need assistance in responding to a chemical accident at a facility

Provide an emergency phone number where emergency information will be **available 24 hours a day, every day**. **This requirement is mandatory. The facility must make some arrangement to ensure that a 24-hour contact is available.**

CHEMICAL INFORMATION

The main section of the Hawaii Chemical Inventory Form requires specific information on amounts and locations of hazardous chemicals, as defined in the OSHA Hazard Communication Standard.

CHEMICAL DESCRIPTION

Enter the chemical name or common name of each hazardous chemical

Enter the Chemical Abstract Service registry number (CAS). For mixtures, enter the CAS number of the mixture as a whole, it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, leave this item blank or report the CAS number of as many constituent chemicals as possible.

Check whether the chemical is or contains an Extremely Hazardous Substance (EHS). If the chemical is a mixture containing an EHS, enter the chemical name of each EHS in the mixture.

Check box for all applicable descriptors: pure or mixture and solid, liquid or gas.

PHYSICAL AND HEALTH HAZARDS

For each chemical you have listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 CFR 370.2. The two health hazard categories and three physical categories are a consolidation of the 23 hazard categories defined in the OSHA Hazard Communication Standard 29 CFR 1910.120.

MAXIMUM AMOUNTS

For each hazardous chemical, estimate the greatest amount in pounds present at your facility on any single day during the reporting period.

Find the appropriate range value code under Reporting Ranges.

Enter this range value code as the maximum amount.

AVERAGE DAILY AMOUNT

For each hazardous chemical, estimate the average weight in pounds that was present at your facility during the year.

To do this, total all daily weights and divide by the number of days the chemical was present on the site.

Find the appropriate range value under Reporting Ranges.

Enter this range value as the Average Daily Amount.

NUMBER OF DAYS ON-SITE

Enter the number of days that the hazardous chemical was found on-site.

STORAGE CODES AND LOCATIONS

List all non-confidential chemical locations in this column along with storage types/conditions associated with each location. You may list several locations for a particular chemical. Each column of boxes indicates a type of storage container (for example: an underground storage tank at ambient pressure and temperature (B14) or a compressed gas cylinder at ambient temperature (L24)) and the corresponding line represents a location for that container.

STORAGE CODES

Indicate the code for the container types and the pressure and temperature conditions for that storage container.

STORAGE LOCATIONS

Provide a brief description of the precise location of the chemical so that emergency responders can locate the area easily. These descriptions must correspond to the site plan that you provide.

CERTIFICATION

The owner, operator or the officially designated representative of the owner or operator must certify that all information included in the HCIF submission is true, accurate and complete. On the first page of the report enter your full name and official title. Sign your name and enter the current date. Also, enter the total number of pages included in the Confidential and Non-confidential information sheets as well as all attachments. An original signature is required on at least the first page of the submission. Submissions to the HSERC, LEPC and Fire department must each contain an original signature on at least the first page. Subsequent pages must contain either an original signature, a photocopy of the original signature or a signature stamp. Each page must contain the date on which the original signature was affixed to the first page of the submission and the total number of pages in the submission.

Reporting Ranges

<u>Range Value</u>	<u>From (Pounds)</u>	<u>To (Pounds)</u>
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	Greater than 1 billion

Storage Codes for Container Type

A	Above ground tank
B	Below ground tank
C	Tank Inside building
D	Steel drum
E	Plastic or non-metallic drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank Wagon
Q	Rail car
R	Other

Storage Codes for Pressure and Temperature

1	Ambient Pressure
2	Greater than ambient pressure
3	Less than ambient pressure
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature but not cryogenic
7	Cryogenic conditions

**Hawaii State Department of Health Hazard Evaluation and Emergency Response Office (HEER)
Addresses of HEER Office and Local Emergency Planning Committee (LEPCs)**

**Emergency Planning and Community Right to Know Act of 1986 §302, §304, §311, §312 and §313
Hawaii Emergency Planning and Community Right to Know Act §128E-6, §128E-7, §128E-9
The State Contingency Plan, Title 11 Chapter 451 Hawaii Administrative Rules §11-451-7
Comprehensive Environmental Response Compensation and Liability Act §103**

The Hawaii State Emergency Response Commission (HSERC), the Local Emergency Planning Committee (LEPC), local Fire Department and the National Response Center (NRC) must receive the appropriate notification upon a covered chemical release and/or for routine inventories at the addresses and phone numbers listed in the table below.

County	HSERC	LEPC	Fire Department	NRC
C & C of Honolulu	Hawaii State Department of Health 919 Ala Moana Blvd., Room 206 Honolulu, Hawaii 96814-4912 Attn: EPCRA Data Manager Phone (808) 586-4249 Fax (808) 586-7537 After Hours (808) 247-2191 sharon.leonida@doh.hawaii.gov	Honolulu LEPC Department Of Emergency Management 650 South King St. Honolulu, Hawaii 96813 Phone (808) 723-8960 After Hours 911 Fax 524-3439, LEPC 723-8960	Kenneth Silva, Chief Honolulu Fire Dept. 636 South Street Honolulu, Hawaii 96813-5007 Phone Fire Chief 723-7101 After Hours 911 Fax 723-7179 Fire Prevention 723-7162	1(800)424-8802
Hawaii	Hawaii State Department of Health Same address and phone numbers statewide.	Henry Silva Hawaii County LEPC Hawaii State District Health Office 1582 Kamehameha Avenue Hilo, Hawaii 96720 Phone (808) 895-7318	Darren Rosario, Fire Chief Hawaii Fire Department 25 Aupuni St., Suite 2501 Hilo, Hawaii 96720 Phone (808) 932-2903 After Hours 961-8336	Same number nationwide.
Kauai	Hawaii State Department of Health Same address and phone numbers statewide.	Albert Kauai Kauai Fire Department 3083 Akahi Street, Suite 101 Lihue, Hawaii 96766 Phone 241-6515 After Hours 241-1711 Fax 241-6508	Robert Westerman, Chief Kauai Fire Department 3083 Akahi Street, Suite 101 Lihue, Hawaii 96766 Phone 241-4975 After Hours 241-1711	Same number nationwide.
Maui	Hawaii State Department of Health Same address and phone numbers statewide.	Scott Kekuewa Maui Fire Department 200 Dairy Road Kahului, Hawaii 96732 Phone 270-7911 After Hours 911 Fax 270-7917	Jeff Murray, Chief Maui Fire Dept. 200 Dairy Rd. Kahului, Hawaii 96732 Phone 270-7561 After Hours 270-7911 Fax 270-7919	Same number nationwide.