



Standard Operating Guidelines

SOG#: A100 – Emergency Response Protocol

Created: February 2013, Updated: August 11, 2020, Version 2.0

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Introduction and Applicability

The purpose of this Emergency Response Protocol is to establish guidelines for responding to and mitigating hazardous materials releases and incidents throughout the EPA Region 4 States. This protocol meets the requirements for a Hazardous Materials Response Team Emergency Response Plan in compliance with OSHA 29 CFR 1910.120(q). Complete details related to emergency responder health and safety and compliance with OSHA 29 CFR 1910.120 is found in the Region 4 Emergency Responder Health and Safety Manual available at <http://epaosc.org/hsmanualregion4>.

The Emergency Response Team (ERT)

The Region 4 ERT consists of an eight-member, standby-duty, rotation of On-Scene Coordinators (OSCs). The ERT maintains a constant (i.e., 24/7) state of readiness to respond to releases or threatened releases of oil and/or hazardous substances throughout Region 4. **Emergency Response is the highest priority of the Emergency Response and Removal Branch.**

Emergency response on-call duty is set up on a three-week rotational basis. The three on-call positions are:

1. Telephone Duty (TEL or Duty Officer)
2. First Responder (R-1)
3. Second Responder (R-2)

Region 4 has five Outposted On-Scene Coordinators that respond within their area of responsibilities (AOR).

Each duty and its associated responsibilities are described below.

ERT OSC Basic Eligibility Requirements and Competency Criteria

Standby duty OSCs are expected to meet or exceed a number of critical standards. Failure of a standby duty OSC to perform up to these standards may, at the discretion of the ERP Section Chief, result in removal from the rotation for a time period sufficient to enable that OSC to meet these criteria listed as follows:

1. Maintain all required training certifications and credentials
2. Independent decision-making ability.
3. Coordination and communication skills.
4. Knowledge and use of available resources, including the Regional Response Team (RRT).



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5. Willingness and ability to work with state and local responders.
6. Adherence to all applicable safety protocols.
7. Ability to communicate with the press, public, and/or Congressional representatives.
8. Knowledge and understanding of emergency contracting and documentation procedures, including those of the Coast Guard.
9. Knowledge, understanding, and implementation of all response documentation requirements, including enforcement procedures.
10. Ability to conduct SPCC and FRP inspections according to Branch procedures.
11. Ability to safely and cost-effectively manage an emergency cleanup.
12. Ability to gather necessary information and properly determine when to send an EPA responder.
13. Be able to function within an assigned role in the Incident Command System.
14. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
15. Understand hazard and risk assessment techniques.
16. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
17. Understand and implement decontamination procedures.
18. Understand termination procedures.
19. Understand chemical and toxicological terminology and behavior.
20. Can develop a site safety and control plan.
21. Know and be able to implement EPA's incident command system.
22. Know and understand the hazards and risks associated with employees working in chemical protective clothing.

Telephone Duty

The Telephone Duty Officer receives notifications of discharges and releases from various sources, including the National Response Center, US Coast Guard, States, Local Governments, concerned citizens, and potentially responsible parties. The TEL is responsible for gathering additional information and determining the appropriate federal response to the incident. The TEL is also responsible for providing notification, as appropriate, to other interested parties, including downstream impacts, States and the Natural Resources Trustees. See [Appendix A](#) for a detailed Telephone Duty Officer decision process flow diagram.

If a reported discharge or release meets the criteria for a Federal response, TEL will deploy response OSCs as soon as feasibly possible. Per the [EPA Resource Management Directive System 2550B Official Travel](#), verbal travel authorization is acceptable:

Oral authorization of travel should only occur in emergencies or other legitimate circumstances when employees receive short notices, which do not allow for proper authorization in the EPA E-Gov Travel Service system to accomplish the EPA's mission. When oral authorization is given, travel authorizing officials or designees should follow up with a travel authorization, include a statement that travel is "post approved" and explain why approval prior to travel was not possible.

The online version of this SOG supersedes all other versions. Paper copies of this document are uncontrolled. The controlled version of this document can be found at <http://epaossc.org/hmanualregion4>.



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When TEL determines a Federal response is required, the responding OSC is approved for official travel and will respond. When verbal authorization is given, responding OSC must follow up with a travel authorization (TA) as soon as practical. Branch Management will notify the Section if funding is not available for emergency response travel.

Chronic and long-standing discharges and releases that may require a Federal response but do not require an immediate OSC presence should not be considered emergencies and should be referred to the Removal Operations Section for further removal consideration.

TEL will update the WebEOC Hotline Log, and as needed, submit WebEOC Action Reports or Spot Reports. A WebEOC Spot Report is always submitted when an OSC is dispatched. TEL shall maintain a personal logbook, as appropriate, to document issues not covered by the WebEOC log.

For any incident to which an OSC is dispatched, TEL will create an incident website at the response.epa.gov website.

TEL is responsible for providing all necessary support to responding OSCs who are dispatched to an incident.

TEL support functions include, but are not limited to:

1. Responding to OSC requests for personnel, equipment, or other support;
2. Contacting Branch Management to assure that funding is available for emergency response travel and emergency response contractors.
3. Contacting and mobilizing Emergency and Rapid Removal Services (ERRS), Superfund Technical Assessment Response Team (START) and Regional Readiness Center (RRC) Contractors and resources
4. Writing the statement of work documents (SOWs);
5. Obtaining Federal Project Numbers (FPNs) and funding from the U.S. Coast Guard;
6. Setting up websites on response.epa.gov;
7. Preparing and distributing Initial Pollution Reports (POLREPs);
8. Assisting with Action Memos and Ceiling Increase Action Memos
9. Ensuring and coordinating contract and procurement support (including preparation of associated paperwork);
10. Coordinating the convening of the Regional Response Team (RRT); and
11. Other duties as assigned.

In the event that both the R-1 and R-2 are deployed, TEL will first recruit a rotation OSC to be available for response, if no rotation OSCs are available, TEL will then recruit a trained non-rotation OSC. Under no circumstances should the TEL be without an available responder.

TEL will, whenever possible and appropriate, dispatch an Outpost OSC or an OSC from a nearby site to an incident to facilitate a more rapid response. Based on reports from either the OSC or other resources (START, local responders, etc.), R-1 (or R-2 in the event that R-1 is deployed) should be dispatched as



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necessary. For incidents lasting more than 24 hours, a rotation OSC shall be dispatched to replace the removal OSC.

Incidents of regional or national significance (i.e., those that are likely to receive a high degree of media or political attention) should be immediately reported to the Emergency Response and Preparedness Section (ERPS) Chief. The ERPS Chief will determine the appropriateness of elevating the information to Regional Management and will be responsible for informing Senior Regional Management. TEL should also inform other EPA organizations, including the Region 4 Office of Public Affairs and Headquarters Emergency Operations Center (EOC), as appropriate. For more routine responses, TEL shall notify the ERPS Chief via email upon dispatch of an OSC. When an OSC is dispatched, TEL will also notify the appropriate State emergency response program.

Each morning upon arrival in the Regional Emergency Operations Center (REOC), TEL will prepare and distribute via email a brief summary of the number and type of Region 4 reports received during the previous 24 hours (or longer for weekend reports) through the Emergency Response Notification System (ERNS). This ERNS report shall also provide the status of R-1, R-2, and Outpost responders and a brief description of noteworthy events and be issued by 0830. TEL will prepare and distribute a Sunday ERNS report for Superfund Division management, by 2100 detailing activities since the issuance of the Friday 0830 ERNS report.

TEL will maintain a listing of ERRS emergency response Task Order and issue them to responding OSCs as needed. TEL may issue a Task Order or has the option of awaiting the responding OSC's response prior to issuance. TEL will provide an SOW along with the delivery order.

If a responding OSC requests an ERRS Contractor, TEL will:

1. Contact the ERRS Point of Contract and request the needed resources
2. Complete a Task Order Form and forward it to the appropriate Support Staff person for processing.
3. Complete an SOW and Independent Government Cost Estimate (IGCE) (if necessary) as part of the Task Order paperwork.
4. Contact a Project Officer (PO) for the replenishment of the Task Order forms within the RRC.

If a responding OSC requests START or RRC Contractor Support

1. Contact the designated POC and request the needed resources
2. Contact the appropriate PO and notify them of the request and project ceiling

In the event that R-1, R-2, or an Outposted OSC is dispatched to an incident that, in TELs opinion, may require the responding OSC to work for over 24 consecutive hours, or is of such magnitude or complexity that the responding OSC may require assistance to manage the incident, TEL may make the decision to send additional OSCs to assist on the response. TEL should also dispatch a back-up OSC if requested by the primary responding OSC. TEL should not send a back-up OSC without the knowledge of the responding OSC (i.e., the responding OSC should not be blindsided).



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Unless special technical skills are required, TEL will follow this call down process to send additional resources to support a responding OSC:

1. OSC's in proximity to the incident.
2. R-1
3. R-2
4. Rotation OSCs not on call
5. Outposted OSC
6. Removal OSC's in Regional Office.

Once an OSC has been deployed to an incident, TEL will not deploy that OSC to a second incident without considering whether he/she has had a sufficient rest period.

TEL may issue a Pollution Removal Funding Authorization (PRFA) to a State or other Federal responder for oil spills upon a determination that adequate response will be undertaken by the State or Federal responder. Completed PRFA's forms shall be forwarded to the National Pollution Fund Center.

TEL shall update the WebEOC Hotline Log for all incoming NRC reports, which will include finalizing each entry, ensuring that the Hotline Log entry goes from yellow to grey.

TEL shall coordinate the weekly Emergency Response Section Meeting/Huddle. The meeting is typically scheduled for every Monday. TEL should solicit agenda items by Friday of their on-call week and send out the final agenda on Sunday. In general, the agenda should consist of the following topics:

1. Management topics
2. TEL updates and noteworthy items
3. Contracts, finance and funding status
4. Hot-wash of previous emergency responses
5. Update on RRC equipment resources
6. Safety update
7. Upcoming outreach event, training and exercises

The incoming TEL will take meeting notes and submit them to the Section in a timely manner.

First Responder (R-1) and Outposted OSC

The First Response OSC (R-1) and the Outposted OSC maintains a constant state of readiness to respond to an incident and is dispatched when the TEL determines that a Federal response is required. When TEL determines a Federal response is required, R1/Outpost are approved for official travel and will respond. The responding OSC must follow up with a travel authorization (TA) as soon as practical. Include a statement in the TA explaining why the TA was not submitted and approved prior to travel. For example: "Mission-critical post-approved travel. Phone Duty Officer deployment per Regional Standard Operative Guidelines to conduct emergency response actions. Branch GOV was used for the



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travel". Branch Management will notify the Section if funding is not available for emergency response travel.

R-1/Outpost shall always have his/her personal travel bag(s) and response gear packed and ready to go. Outpost OSC will inform TEL by Monday 0800 of their availability to respond for the upcoming week.

R-1/Outpost must respond when dispatched by the TEL. It is inappropriate for the R-1/Outpost to continue to gather additional information about the need for a response after being dispatched by the TEL. TEL will provide any additional information while R-1/Outpost is en route, as necessary.

The Emergency Response Vehicle will be stored at an approved location RRC, Federal Center, approved Outpost office). R-1/Outpost shall mobilize within 60 minutes from the time of receipt of a TEL dispatch call to pick up the vehicle. If dispatched to an emergency response, the responding OSC is approved for storing GOV at residence when demobilizing from an emergency response. Responding OSC can store the GOV at the residence until the next business day due to the direct financial cost savings, responding OSC safety, and efficiency benefits the Federal Government will receive prior to returning the GOV and equipment to the designated location.

R-1/Outpost shall keep TEL informed of the status of his/her response. R-1/Outpost will make every effort to assess and facilitate mitigation of a release or threatened release. Upon completion of site stabilization activities and/or site cleanup, R-1/Outpost shall notify TEL of his/her availability for return to the rotation.

R-1/Outpost is responsible for performing any necessary inspections, documenting all response costs, preparing follow-up POLREPs, and preparing applicable enforcement cases. Within one week of the completion of a response, the responding OSC shall prepare a Final draft POLREP and submit it to the Emergency Response and Preparedness Section Chief for review. If a Final POLREP cannot be drafted within this specified time frame, the responding OSC should obtain approval from the Emergency Response and Preparedness Section Chief to submit the document at a later date. This POLREP will summarize the incident, its source and cause and actions taken.

For emergency response actions that are anticipated to become long-term removal actions, the R-1/Outpost shall promptly notify the Emergency Response and Preparedness Section Chief so that he/she can coordinate the assignment of removal OSC through the Removal Operations (ROS) or Oil and Chemical Pollution Prevention (OCPPS) Section Chief.

In the event that a Responding OSC accesses the Regional Removal Allowance using his/her \$250,000 Emergency Procurement Authority, the Responding OSC is responsible for preparing an emergency Action Memorandum as soon as possible but no later than five (5) days from the date of the verbal commitment of resources. In the event that costs are expected to exceed the OSC's emergency authority, the responding OSC should promptly inform Branch Management to gain verbal approval from the Division Director for additional project ceiling. When the OSC obtains this new ceiling, it shall be immediately documented in a POLREP and the site logbook, and later documented in the Ceiling Increase Action Memorandum. TEL should assist R-1/Outpost with completion of the Action Memos, POLREP and



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other site documentation as required. Under no circumstances should the OSC exceed his/her budgeted ceiling for a Federally funded action.

R-1/Outpost is responsible for calibrating all air monitoring equipment on the R-1/Outpost vehicle or obtaining freshly calibrated equipment from the RRC and shall ensure that all air monitoring equipment on the R-1/Outpost vehicle is in good working order.

R-1/Outpost is responsible for ensuring that the R-1/Outpost vehicle is in good working order.

Second Responder (R-2)

The Second Response OSC (R-2) is the primary responder in cases when the R-1 has already been deployed or when it is the judgment of TEL that activation of R-2 will expedite the response. When on a response, R-2 duties are identical to those of the R-1 described above.

R-2 is responsible for calibrating all air monitoring equipment on the R-2 vehicle or obtaining freshly calibrated equipment from the RRC at the start of his/her duty week and shall ensure that all air monitoring equipment on the R-2 vehicle is in good working order.

R-2 shall provide back-up support to TEL during normal business hours. R-2 will, as necessary, assist TEL in carrying out all TEL functions and responsibilities. R-2 will provide TEL with coverage so that TEL can attend meetings of reasonable duration and take necessary breaks. As requested by TEL, R-2 will also assist with the development of reports, site location maps and overall maintenance of the RRC.

R-2 shall also maintain a state of readiness. His/her bags shall always be packed and ready to go.

The Emergency Response Vehicle will be stored at an approved location (RRC, Federal Center, approved Outpost office). R-2 shall mobilize within 60 minutes from the time of receipt of a TEL dispatch call to pick up the vehicle. If dispatched to an emergency response, the responding OSC is approved for storing GOV at residence when demobilizing from an emergency response. Responding OSC can store the GOV at the residence until the next business day due to the direct financial cost savings, responding OSC safety, and efficiency benefits the Federal Government will receive prior to returning the GOV and equipment to the designated location.

R-2 is responsible for ensuring that the R-2 vehicle is in good working order.

General Response Procedures for Handling the Emergency Response.

The initial responding OSC to an emergency shall become the individual in charge of a site-specific Incident Command System (ICS) or integrate into a Unified Command System. All emergency responders and their communications shall be coordinated and controlled through the individual in charge of the incident.



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Identify, to the extent possible, all hazardous substances and hazardous conditions present. Request the appropriate equipment, resources, and personnel needed to address the release or threat of release.

Based on the hazardous substances and/or conditions present, implement appropriate emergency operations, and assure that the personal protective equipment worn is appropriate for the hazards to be encountered.

Limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations. However, operations in hazardous areas shall be performed using the buddy system in groups of two or more.

Consider back-up personnel and qualified basic life support personnel with equipment ready to provide assistance or rescue based on the hazardous substances and/or the conditions present.

Designate a Safety Officer, who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.

Follow the [Branch Health and Safety Manual, Standard Operating Guidelines and Safety Best Management Practices](#). Assure that a site-specific health and safety plan, if required, is created and used to manage site health and safety operations.

After emergency operations have terminated, schedule an incident critique (Hot Wash).



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Appendix A

Telephone Duty Officer Decision Process Flow Diagram



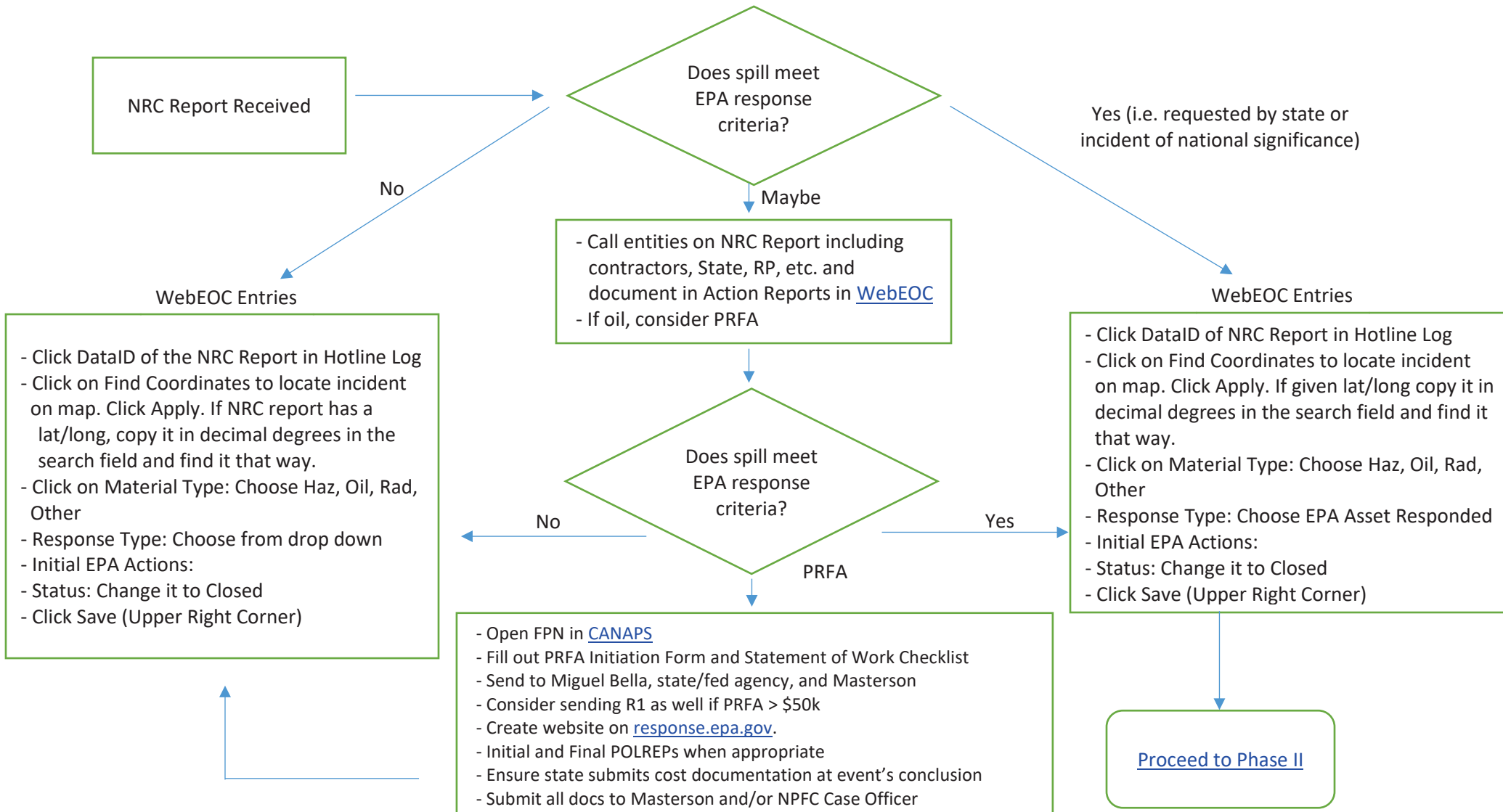
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Phase I: Determination of Involvement



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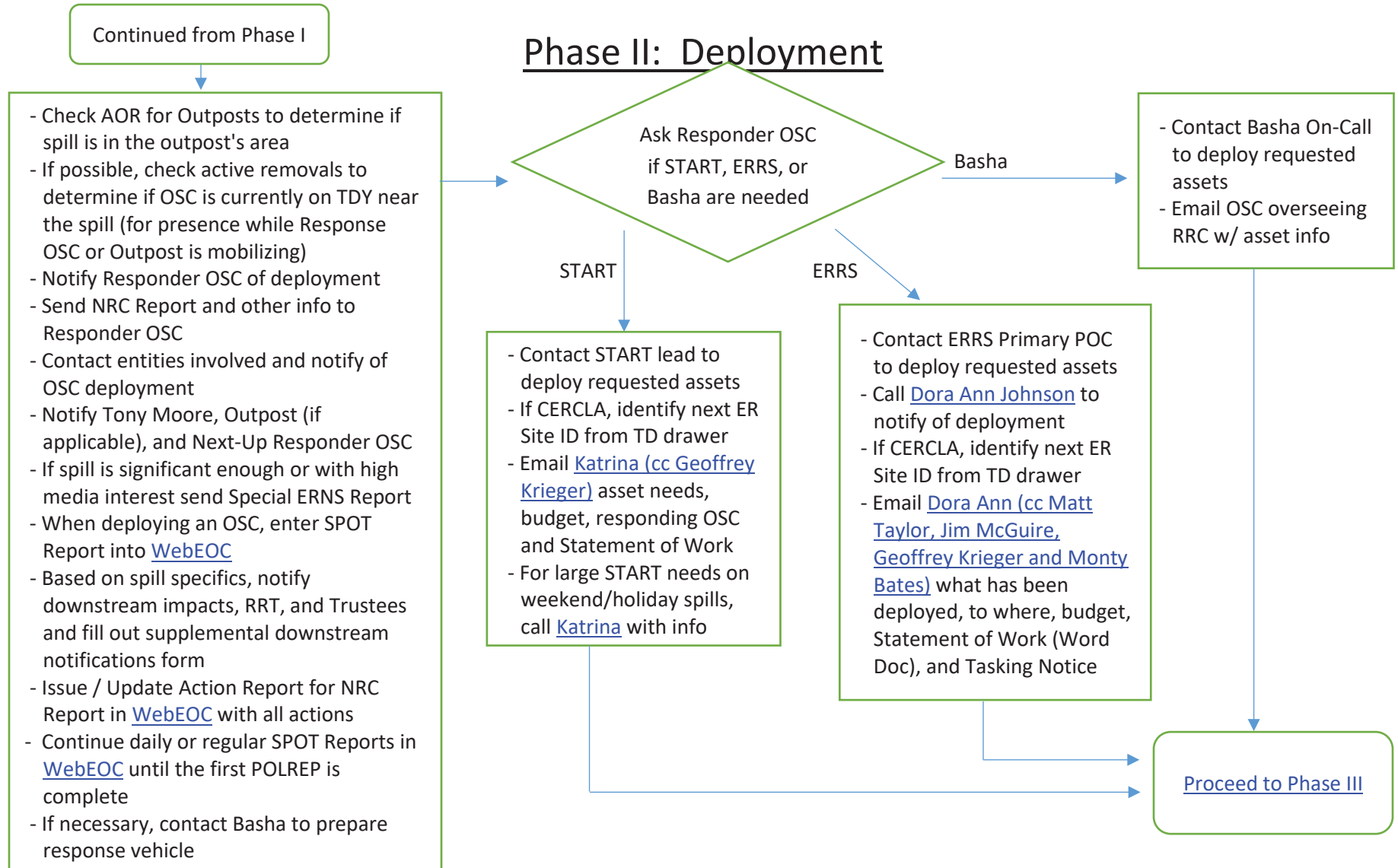


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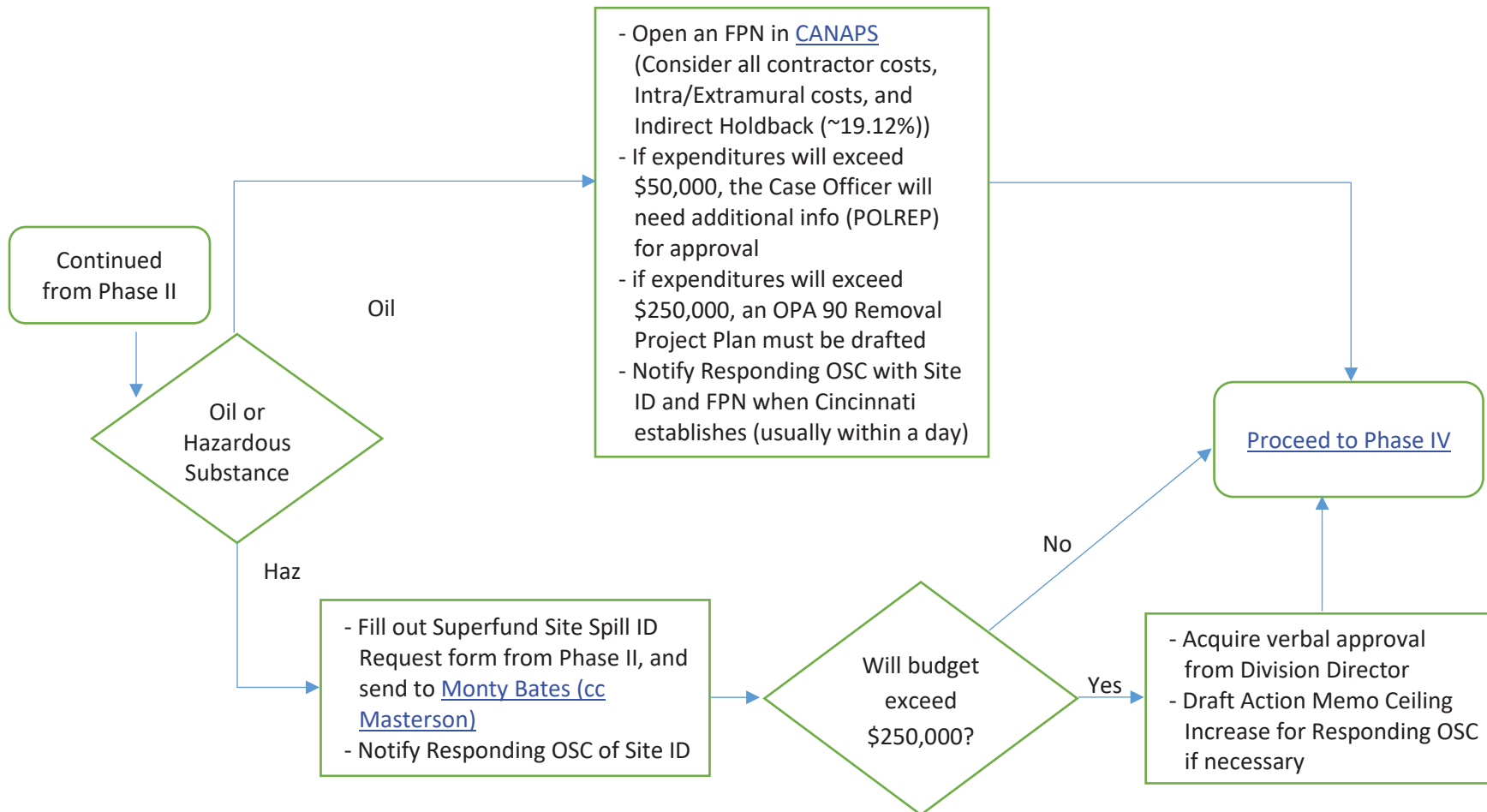
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Phase III: Funding





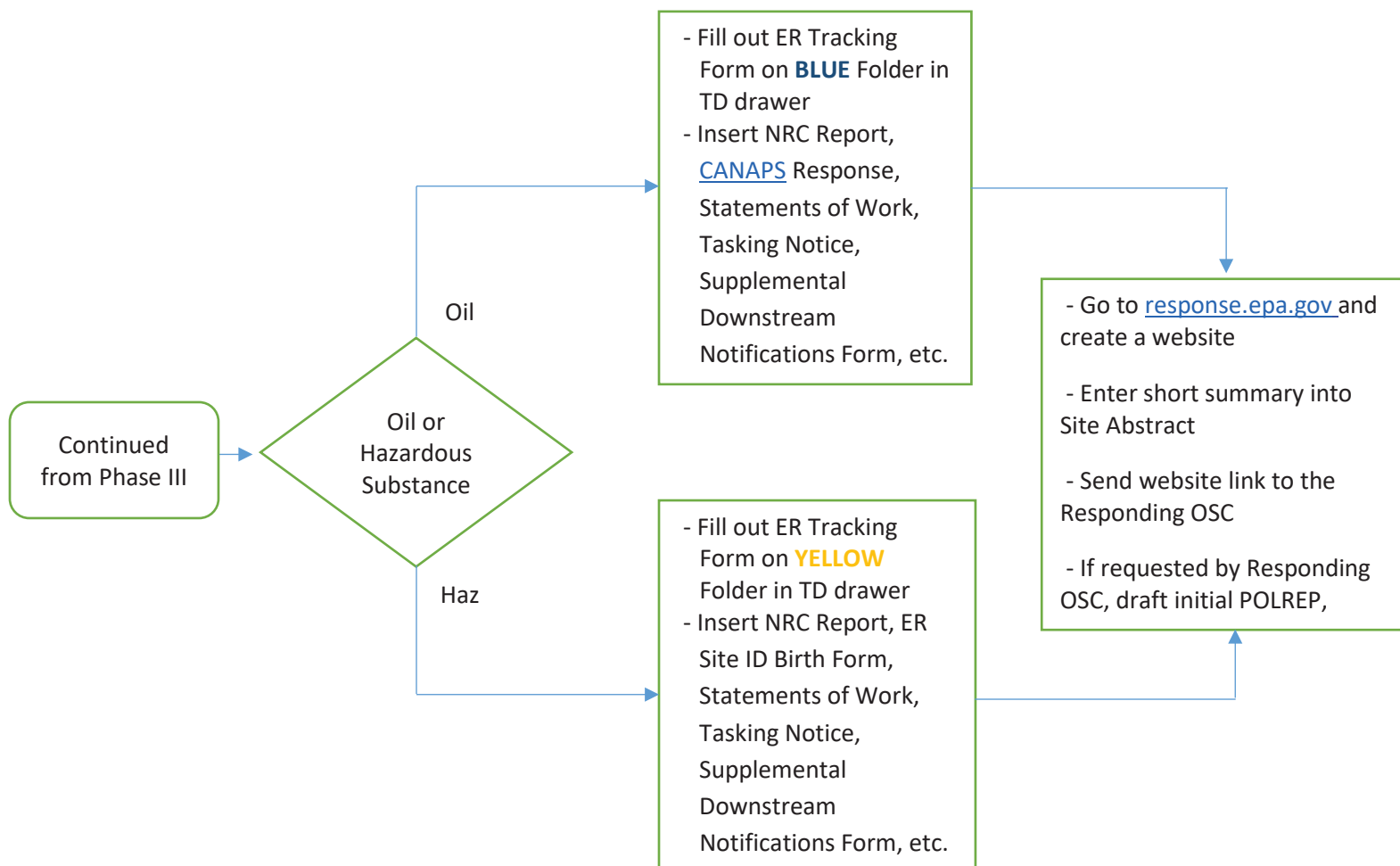
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Phase IV: Folder and Website





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Appendix B

WebEOC Operations User Guide



ERT
DAILY OPERATIONS
USER GUIDE
for
WEBEOC 8.5



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DAILY OPERATIONS IN WEBEOC

Access and Logging In

Login credentials for WebEOC 8.5 are now managed through ERT's Single Sign On authentication service. The single sign on feature requires users of WebEOC 8.5 to have an account on Response.EPA.Gov in order to authenticate and login to WebEOC 8.5. As such, users will be presented with a login screen similar to the one here when logging in to WebEOC 8.5.

Existing Users with Response.EPA.Gov login credentials:

If you already have an account on Response.EPA.Gov, enter those credentials on the login screen and click the Login button to Login to WebEOC 8.5.

After providing your login credentials, click the accept button at the bottom of the WebEOC 8.5 Login Screen.



Select the Position and Incident from the dropdown and click '**Continue**'.

The image shows the 'WebEOC 8.5 Login' form. It has a blue header with the title. Below the title are two dropdown menus: 'Position' with 'R2 Duty Officer' selected, and 'Incident' with 'Daily Operations @ EPA' selected. Both dropdowns are highlighted with red boxes. Below the dropdowns are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box. At the bottom, there is a link that says 'Register for a Position'.

The image shows the WebEOC 8.5 dashboard. At the top, there is a blue header bar with the text 'Welcome, bunch9117@comcast.net (Logout). You are logged in as R2 Duty Officer in Daily Operations @ EPA Reg'. Below the header, there is a 'Notifications' section. It contains a 'System-wide Message' in red text: 'Duty Officers: Spot report submission now available when processing NRC reports.' Below this, it says 'The preferred internet browser for WebEOC is Google Chrome'. At the bottom, it says 'For assistance, please contact ERT Support: ERTSupport@epa.gov.' The user's email address 'bunch9117@comcast.net' is visible on the left side of the notifications area.

New Users (Response.EPA.Gov)

If you do not have an account on Response.EPA.Gov, simply click the '**Register Here**' link and follow the prompts to create an account.

Once registered, enter those credentials at the login screen.

The image shows the 'WebEOC 8.5 Login' form. It has a blue header with the EPA logo and the text 'United States Environmental Protection Agency'. Below the header, there is a blue bar with the text 'LOGIN: WEBEOC-QA.ERCLOUD.ORG'. Below this, there is a form with two input fields: 'Login ID:' and 'Password:'. The 'Login ID:' field is highlighted with a red box. Below the input fields are two buttons: 'Login' and 'Account Info'. To the right of the 'Account Info' button, there is a link that says '(First Time? Register here)'. Below the buttons, there is a link that says '(Use Account Info to change your Password)'.

NOTE: If you have not been setup with a User Login or access to your Region's Daily Operations Position in WebEOC 8.5, please request a position by email to ertsupport@epa.gov or call ERT Support at 1-800-999-6990.



OVERVIEW OF UPDATING NRC NOTIFICATIONS IN WEBEOC

NRC Reports are automatically delivered to the HOTLINE LOG in WebEOC from the National Response Center (NRC). New entries are posted at the top of the list, and will appear highlighted in yellow **until a material type is defined and the coordinates are added.**

The EPA Duty Officer reviews the **NRC Report** by clicking on the corresponding NRC number in the Hotline Log. An Action Report with follow-up information may be submitted from the NRC Report to document response activities.

Hotline Log entries are updated by clicking on the **DataID** number of a record in the Hotline Log. When the material type is specified, that record will no longer be hi-lighted in yellow. An Action Report and Spot Report(s) can be submitted from the Hotline Log data-entry window.

The EPA Duty Officer submits an **Action Report** and/or **Spot Report(s)** with follow-up information about the NRC Notification/Hotline Log Entry.

Navigating through the Menu

The **Menu** display contains the typical set of status boards, links, and reports available to each Region for Daily Operations. **Note:** when opening a board, a new 'internal WebEOC Tab' will be opened (no longer browser windows).

- Navigate to the WebEOC '**Menu**' icon and click the dropdown arrow to see the various Boards, Links and Reports.
- To open a Board, click anywhere on the Board name.



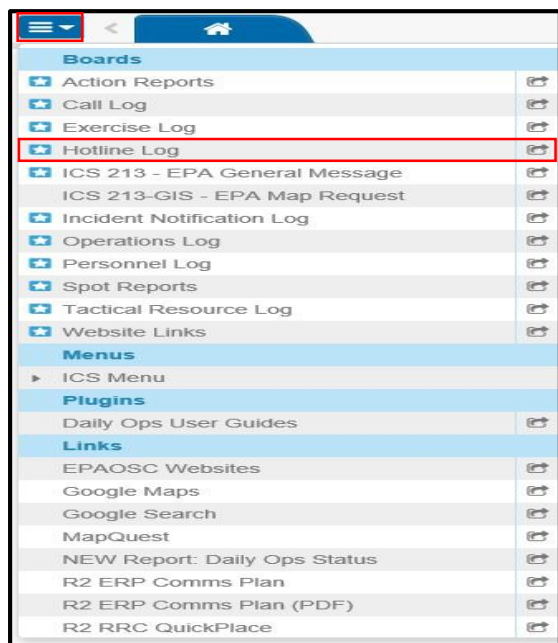
Note: Each Region's view of the Menu may be slightly different based on the types of Boards, Links and Reports requested.



Hotline Log

NRC Reports are automatically delivered to the HOTLINE LOG in WebEOC.

To View the Hotline Log, click anywhere in the Hotline Log field.



Hotline Log													
Daily Operations @ EPA Region 2													
Data ID:		NRC NO.:		Date Of Report:									
DateID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL
2358341	05/21/2018	1212865	Closed		SOLECKI		OSWEGO, NY County: OSWEGO	OSWEGO RIVER	UNKNOWN OIL (0 UNKNOWN AMOUNT);	Other	USCG jurisdiction	No action necessary, courtesy call	n/a
2358630	10/17/2018		Pending		Gabriel Rodriguez								n/a
2358789	06/01/2018	1213866	Active							Oil			n/a
2358519	05/22/2018	1212880	Active		Rosoff		FREEPORT, County: NASSAU	UNNAMED CANAL	GASOLINE: AUTOMOTIVE (UNLEADED) (0 UNKNOWN AMOUNT);	Oil	USCG AOR	No EPA response necessary.	n/a

- Yellow records with a status of 'Pending' indicate a new Hotline Log entry has been received and a Material Type has not yet been defined.
- When Material Type and Coordinates is specified, the status will become 'Active' and the record will go white.
- Gray records indicate the status is Closed.

NOTE: WebEOC automatically refreshes the View window every 15 seconds to ensure that updates are displayed in real-time.



NRC Report Review

To review the related NRC Report, click on the corresponding **NRC Number**.

Hotline Log													
Daily Operations @ EPA Region 2													
Data ID:	NRC NO.:			Date Of Report:									
Date#1	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL
2356341	05/21/2016	1212880	Closed		SOLECKI		OSWEGO, NY County: OSWEGO	OSWEGO RIVER	UNKNOWN OIL (UNKNOWN AMOUNT)	Other	USCG prediction	No action necessary, courtesy call	n/a
2356630	10/17/2018		Pending		Gabriel Rodriguez		County:						n/a
2356785	06/01/2016	1213055	Active				County:			Oil			n/a
2356919	05/22/2019	1212880	Active		Rosoff		FREEPORT, County: NASSAU	UNNAMED CANAL	GASOLINE- AUTOMOTIVE (UNLEADED) (UNKNOWN AMOUNT)	Oil	USCG AOR	No EPA response necessary.	n/a

Cancel

PDF

Submit Action Report Spill Summary Report

NATIONAL RESPONSE CENTER 1-800-424-8802
GOVERNMENT USE ONLYGOVERNMENT USE ONLY***
Information released to a third party shall comply with any applicable federal and/or state Freedom of Information and Privacy Laws

Incident Report # 1212880

INCIDENT DESCRIPTION

*Report taken by NRC at 08:26 on 22-MAY-18
Incident Type: UNKNOWN SHEEN
Incident Cause: UNKNOWN
Affected Area: UNNAMED CANAL
Incident was discovered on 22-MAY-18 at 06:00 local incident time.
Affected Medium: WATER UNNAMED CANAL

REPORTING PARTY

Name: ANONYMOUS

PRIMARY Phone: (111)1111111
Type of Organization: OTHER

SUSPECTED RESPONSIBLE PARTY

Name: UNKNOWN

Type of Organization: UNKNOWN

INCIDENT LOCATION

NRC Reports can also be printed to a .pdf



Edit/Update Hotline Log

Hotline Log entries are updated by clicking on the **DataID** number of a record in the Hotline Log.

Hotline Log													
Daily Operations @ EPA Region 2													
Data ID:	NRC NO.:		Date Of Report:										
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL
2358341	06/21/2018	1212865	Closed		SOLECKI		Map OSWEGO, NY County: OSWEGO	OSWEGO RIVER	UNKNOWN OIL (0 UNKNOWN AMOUNT);	Other	USCG jurisdiction	No action necessary, courtesy call	n/a
2358530	10/17/2018		Pending		Gabriel Rodriguez		Map County:						n/a
2358789	06/01/2018	1213866	Active				Map County:			Oil			n/a
2358519	05/22/2018	1212880	Active		Rosoff		Map FREEPORT, County: NASSAU	UNNAMED CANAL	GASOLINE: AUTOMOTIVE (UNLEADED) (0 UNKNOWN AMOUNT);	Oil	USCG AOR	No EPA response necessary.	n/a

View NRC Report:

- When in edit mode on a Hotline Log entry, the NRC Report can be viewed by clicking the [Get NRC Report](#) link to the right of the NRC number.

Edited Action Report Edited NRC Report **NRC Summary Report** Cancel Save

(Update: 2358519)

Date Of Report: 05/22/2018 [View History](#)

PNRS Number: NRC NO.: 1212880 [Get NRC Report](#)

State Log NO.: Reporter Receiver: Carlos

Source Of Pollution: Street: [Find Coordinates](#)

Location Of Incident: City: FREEPORT State: FL County: NASSAU [Find Coordinates](#)

Latitude: 25.827145561456 Longitude: -79.534634200000

Water Body: UNNAMED CANAL

Material Amount: GASOLINE: AUTOMOTIVE (UNLEADED)

Material Type: Oil ☒

State Or EPA Responded: USCG AOR ☒

Initial EPA Action: NO EPA RESPONSE NECESSARY

URL: [Info](#)

STATUS: PENDING ☒

Exclude From Reporting: ☐

Coordinates:

Latitude and Longitude are now **Required** fields. If the street/city/state/county fields are populated in the NRC report, that information will carry to the Hotline Log. The Duty Officer will be required to click the 'Find Coordinates' button. When you click the 'Find Coordinates', a map will be displayed, coordinates will be populated and a blue 'Pin' will be displayed using as much information that was entered in the NRC Report/Hotline Log fields.

Note: This is a required field and the Hotline Log will not be saved until the coordinates are entered.



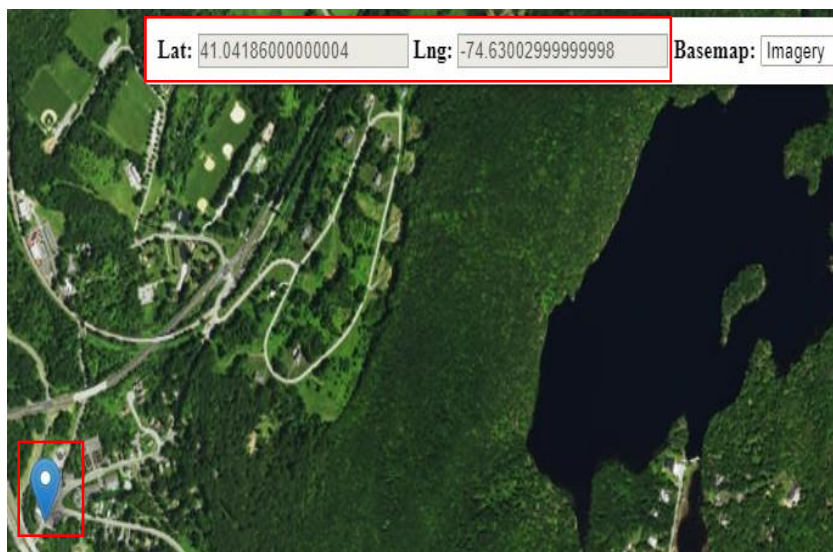
You can further refine the location coordinates by using the **'Zoom In/Out'** field or by using the **'Search'** feature. Below are the steps for using the Zoom In/Our and Search feature.

- In the Hotline Log entry, click on the **'Find Coordinates'** button.

Date Of Report:	05/18/2018		(MM/DD/YYYY)
ERNS Number:	<input type="text"/>		
NRC NO.:	1212538	Get NRC Report	
State Log NO.:	<input type="text"/>		
Reporter Receiver:	Budroe		
Source Of Pollution:	JERSEY CENTRAL POWER & LIGHT COMP/		
Street:	<input type="text"/>		
Location Of Incident:	City: SPARTA	State: NJ	County: SUSSEX
			Find Coordinates
Latitude:	<input type="text"/>		Longitude: <input type="text"/>



- A map will be displayed, coordinates will be populated and a blue Pin will be displayed using the information that was entered in the NRC Report/Hotline log fields.



- Click on the Zoom +/- . Once you are zoomed to the location, click to add the Pin in the desired location (clicking anywhere on the map will move the Pin).



- Click on the 'Search' icon



- Start entering the street address. Note: the 'Search' feature is limited (e.g., no Points of Interest, etc.) and is restricted to only the extent shown. You may need to 'Zoom in/Out' to find the address and place the Pin in the desired area.





- To return to the Hotline Log edit screen click '**Close**' after placing the pin.



NOTE: The coordinates are an approximation of the release and what was supplied at the time of the report. The coordinates the Duty Officer identifies do not have to be the exact location of the release.

Material Type:

'**Material Type**' is a required field. By selecting the Material Type, the 'Status' on the Hotline Log will change from 'Pending' to 'Active'.

- Click on the Material Type dropdown and select the **Material Type** (Haz, Oil, Other, Rad).

Hotline Log (Update: 233092)	
Date Of Report:	06/12/2006 <small>(MM/DD/YYYY)</small>
ERNS Number:	<input type="text"/>
NRC NO.:	800447 Get NRC Report
State Log NO.:	NONE
Reporter Receiver:	<input type="text"/>
Source Of Pollution:	<input type="text"/>
Street:	<input type="text"/>
Location Of Incident:	City: LONG ISLAND State: NY County: QUEENS Find Coordinates
Latitude:	43.22812000000005
Longitude:	-76.00074999999998
Water Body:	<input type="text"/>
Material Amount:	<input type="text"/>
Material Type:	<div><div></div><div></div></div>
State Or EPA Responded:	<div><div></div><div></div></div>
Initial EPA Action:	Haz
URL:	Oil
Status:	Rad
Exclude From Reporting:	Other



State or EPA Responded:

- State or EPA Responded is now a dropdown field with the following options:

State OSC Responded
EPA OSC Responded
EPA and State OSC Responded
Other Fed/State/Local Agency Responded
RP/PRP Responded
USCG AOR
Drill
Non-Release Report
No Response

Hotline Log
(Update: 233092)

Date Of Report: 06/12/2006 MM/DD/YYYY

ERNS Number:

NRC NO.: [Get NRC Report](#)

State Log NO.:

Reporter Receiver:

Source Of Pollution:

Location Of Incident:

Water Body:

Material Amount:

Material Type:

State Or EPA Responded:

Initial EPA Action:

URL:

Status:

Exclude From Reporting: ☐

Note: If there is an option that is missing or questions about these options, please contact your Regional EMIT workgroup member and Joe Schaefer of ERT at Schaefer.Joe@epa.gov

- Make any other necessary changes to the Hotline Log.

Hotline Log
(Update: 233092)

Date Of Report: 06/12/2006 MM/DD/YYYY

ERNS Number:

NRC NO.: 800447 [Get NRC Report](#)

State Log NO.: NONE

Reporter Receiver:

Source Of Pollution:

Street:

Location Of Incident: City: LONG ISLAND State: NY County: QUEENS [Find Coordinates](#)

Latitude: 43.22812000000005 Longitude: -76.00074999999998

Water Body:

Material Amount:

Material Type:

State Or EPA Responded:

Initial EPA Action:

URL:

Status:

Exclude From Reporting: ☐



- If the record is complete and no additional response is needed, click in the 'Status' dropdown and select 'Closed'.

Hotline Log
(Update: 2357386)

Date Of Report: 05/20/2018 MM/DD/YYYY

ERNS Number:

NRC NO.: 1212716 [Get NRC Report](#)

State Log NO.: 1801749

Reporter Receiver: Lucarino

Source Of Pollution: ORANGE AND ROCKLAND UTILITIES

Street:

Location Of Incident: City: FORESTBURGH State: NY County: SULLIVAN [Find Coordinates](#)

Latitude: 41.585903941903574 Longitude: -74.72657382488252

Water Body: DRAINAGE DITCH

Material Amount: OIL, MISC. TRANSFORMER (20 GALLON(S))

Material Type: Oil

State Or EPA Responded: RP clean up

Initial EPA Action: No response required

URL: http://

Status: Closed

Exclude From Reporting: ☐

- Check the '**Exclude from Reports**' if you do not want this record to be included in the Daily Ops Status Report totals (e.g., Drills, Exercises, etc.).

Hotline Log
(Update: 2357386)

Date Of Report: 05/20/2018 MM/DD/YYYY

ERNS Number:

NRC NO.: 1212716 [Get NRC Report](#)

State Log NO.: 1801749

Reporter Receiver: Lucarino

Source Of Pollution: ORANGE AND ROCKLAND UTILITIES

Street:

Location Of Incident: City: FORESTBURGH State: NY County: SULLIVAN [Find Coordinates](#)

Latitude: 41.585903941903574 Longitude: -74.72657382488252

Water Body: DRAINAGE DITCH

Material Amount: OIL, MISC. TRANSFORMER (20 GALLON(S))

Material Type: Oil

State Or EPA Responded: RP clean up

Initial EPA Action: No response required

URL: http://

Status: Closed

Exclude From Reporting: ☒



- Click 'Save' when all of the changes have been made.

Hotline Log
(Update: 2357386)

Date Of Report: 05/20/2018

ERNS Number:

NRC NO.: 1212716

State Log NO.: 1801749

Reporter Receiver: Lucarino

Source Of Pollution: ORANGE AND ROCKLAND UTILITIES

Street:

Location Of Incident: City: FORESTBURGH State: NY County: SULLIVAN

Latitude: 41.585903941903574 Longitude: -74.72657382488252

Water Body: DRAINAGE DITCH

Material Amount: OIL, MISC. TRANSFORMER (20 GALLON(S))

Material Type: Oil

State Or EPA Responded: RP clean up

Initial EPA Action: No response required

URL: http://

Status: Closed

Exclude From Reporting: ☐



Action Reports

An Action Report documents EPA follow up activities related to a notification. An Action Report can be submitted directly from the NRC Report, or by clicking on the DataID in the Hotline Log.

Note: More than one Action Report may be filed with each NRC Report.

Secure | https://weboc.epa.gov/eoc7/plugins/epa_daily_ops/aspnet/GetNRCReport.aspx?args=HLDat [PDF](#)

Submit Action Report **Spill Summary Report**

NATIONAL RESPONSE CENTER 1-800-424-8802
GOVERNMENT USE ONLYGOVERNMENT USE ONLY***
Information released to a third party shall comply with any applicable federal and/or state Freedom of Information and Privacy Laws

Incident Report # 1172199

INCIDENT DESCRIPTION

*Report taken by: NST3 STEPHEN COOKE at 13:31 on 01-MAR-17
Incident Type: RAILROAD
Incident Cause: EQUIPMENT FAILURE
Affected Area:
Incident occurred on 01-MAR-17 at 11:59 local incident time.
Affected Medium: AIR RELEASE OF 1,3-BUTADINE TO ATMOSPHERE.

REPORTING PARTY

Name: MARK GARZA
Organization: TPC LLC
Address: 8600 PARK PLACE BLVD
HOUSTON, TX

PRIMARY Phone: (713)4757409 ALTERNATE Phone: (832)8576169
Type of Organization: PRIVATE ENTERPRISE

SUSPECTED RESPONSIBLE PARTY

Submit Action Report **Submit Spot Report** **Spill Summary Report**

Hotline Log

(Update: 2358608)

Date Of Report: 05/22/2018 (MM/DD/YYYY)

ERNS Number:

NRC NO.: 1212902 [Get NRC Report](#)

State Log NO.:

Action Reports

Date: 02/13/2019 (MM/DD/YYYY) Time: 12:24:10

Duty Officer/Responder Name: ERT Support NRC Report #: 1212902 Hotline Log #: 2358608

Action Information

Description:

Follow-Up: ☐

Person Contacted

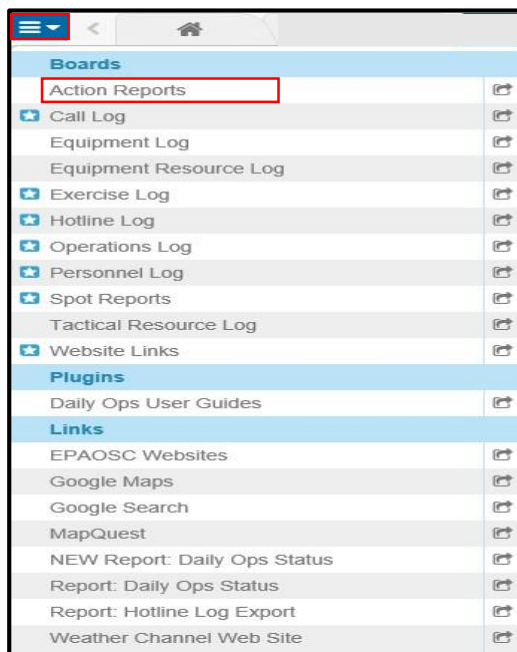
Name:

Organization:

Phone #:



Individual Action Reports un-related to specific NRC Reports can also be submitted directly by creating new entries from the Action Reports Status Board. To submit new Action Reports, click anywhere in the Action Reports field on the dashboard. Then click **'Create'**.



The image below shows the Data entry/edit screen for submitting an Action Report. Most fields are self-explanatory; however, a few fields warrant further explanation.



NRC Report

If an Action Report is submitted using the **'Submit Action Report'** button on the Hotline Log, this field is automatically populated with the corresponding NRC number and Hotline Log DataID. If the Action Report is not related to an NRC report, the field can be left blank. If the NRC number is completed, a report can be printed that contains the NRC report along with all the action reports associated with it.

Cancel Save

Action Reports

Date: 02/15/2019 Time: 13:03:08
Duty Officer/Responder Name: Susan Grasso NRC Report #: 1212902 Hotline Log #: 2358608

Action Information

Description: Spoke to reporting party. He wasn't sure if it came directly from well or from a truck or other well equipment. The well is in operation but he believes the discharge occurred yesterday. "It's just all over the road now".

Follow-Up: Other

Person Contacted

Name: M. Bryant
Organization:
Phone #:

To view an Action Report associated with a Hotline Log entry, under Action Report(s), click on 'View'.

Hotline Log													
Daily Operations @ EPA Region 6													
+ Create Actions													
Data ID: NRC NO.: Date Of Report: Find Clear Search													
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL Action Report(s) Spot Report(s)
2358608	05/22/2018	1212902	Active			ADVANTAGE TANK TRUCKS	Map LINDSAY, OK County: GARVIN		UNKNOWN MATERIAL (0 UNKNOWN AMOUNT).	Other			n/a View



Sorting

The ability to sort a Board (Hotline Log, Action Reports, etc.) varies from Board to Board.

To sort a field, click on the **up/down** arrows in the field. The field will be sorted either Ascending or Descending. **Note:** Only one (1) field can be sorted at a time. If arrows do not appear, click anywhere in the field name.

Hotline Log															
Daily Operations @ EPA Region 1															
Data ID:		NRC NO.:		Date Of Report:											
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL	Action Report(s)	Spot Report(s)
2358508	05/22/2018	1212879	Pending				FAIRHAVEN, MA County: BRISTOL	NEW BEDFORD HARBOR	UNKNOWN OIL (0 UNKNOWN AMOUNT)				n/a		View

Once a field has been sorted, use the 'Default Sort' button to return the Hotline Log list back to the most recent edited record at the top of the Hotline Log.

Hotline Log															
Daily Operations @ EPA Region 2															
Data ID:		NRC NO.:		Date Of Report:											
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL	Action Report(s)	Spot Report(s)
68	12/31/2003	709421	Closed			Residential	SECHAUCUS, NJ County:				Haz		n/a		

Hotline Log															
Daily Operations @ EPA Region 2															
Data ID:		NRC NO.:		Date Of Report:											
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL	Action Report(s)	Spot Report(s)
2357972	05/21/2019	1212732	Closed		Tabayoyong		Map: MOONACHEE, NJ County: BERGEN		OIL, FUEL: NO. 2 (1 GALLON(S));	Oil	Cleanup is underway. NJDEP notified.	No EPA response necessary.	n/a		



Filtering

Filtering allows you to limit the view to just the desired records. Filtering varies from Board to Board. To filter, enter a DataID, NRC NO. and/or a Date Range and Click the **'Find'** button.

Hotline Log

Daily Operations @ EPA Region 1

+ Create

Actions ▾

Data ID:

NRC NO.:

Date Of Report: to

Find

Clear Search

Click **'Clear Search'** to return to the default view.

Data ID: <input type="text"/>		NRC NO.: <input type="text"/>		Date Of Report: 05/20/2018 <input type="text"/> to 05/22/2018 <input type="text"/>		<input type="button" value="Find"/>	<input type="button" value="Clear Search"/>								
DataID ▾	Date Of Report ▾	NRC NO. ▾	Status ▾	State Log NO. ▾	Reporter / Receiver ▾	Source Of Pollution ▾	Location Of Incident	Water Body ▾	Material Amount	Material Type ▾	State Or EPA Responded ▾	Initial EPA Action	URL	Action Report(s)	Spot Report(s)
2358508	05/22/2018	1212879	Pending				FAIRHAVEN, MA County BRISTOL	NEW BEDFORD HARBOR	UNKNOWN OIL (0 UNKNOWN AMOUNT)				n/a		View



Spot Reports

When an EPA OSC or other response asset is deployed or notification of a significant incident has been received, the Phone Duty Officer should complete a Spot Report in WebEOC summarizing all known information about the incident, including an overview of the incident, local/state/other federal response activities and completed and planned EPA actions. If the response continues or there are significant updates, the Phone Duty Officer should submit supplemental Spot Reports until a response.epa.gov site is created. At that point, incident reporting should transition to the POLREPs and follow normal Regional distribution procedures.

A Spot Report can **only** be submitted by clicking on the DataID in the Hotline Log and selecting the '**Submit Spot Report**' button. By submitting a Spot Report from the Hotline Log, the NRC Number and Duty Officer name will automatically populate. **Note: More than one Spot Report may be filed with each NRC Report.**

Create a Regional Spot Report

- On the Hotline Log, select the 'DataID'.

Hotline Log													
Daily Operations @ EPA Region 2													
Data ID:	NRC NO.:			Date Of Report:		to:		Find Clear Search					
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL Action Report(s) Spot Report(s)
2357386	05/20/2018	1212716	Closed	1801749	Lucarino	ORANGE AND ROCKLAND UTILITIES	FORESTBURGH, NY County: SULLIVAN	DRAINAGE DITCH	OIL MISC: TRANSFORMER (20 GALLON(S))	Oil	RP clean up	No response required	n/a
233092	05/12/2006	800447	Active	NONE			LONG ISLAND, NY County: QUEENS			Haz			n/a

- Click on 'Submit Spot Report' button.

Submit Action Report	Submit Spot Report	Spill Summary Report
----------------------	--------------------	----------------------

Hotline Log
(Update: 233092)



- Enter the Spot Report information.
- Click '**Save**'.

The screenshot shows the 'Spot Report' form in the WebEOC 8.5 interface. The form is titled 'Spot Report' in a blue header. It contains several input fields and text areas:

- Report Date:** 03/01/2019 (with a calendar icon and a date format hint MM/DD/YYYY)
- Event Title:** Region 02 Spot Report #1
- Duty Officer:** Phone Duty Officer
- NRC Report #:** 800447
- Overview:** On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health department provided technical assistance to the school, but did not have access to sensitive mercury vapor detection equipment and EPA assistance was requested.
- State, Local and other Federal Agency Actions:** The local health department provided technical assistance.
- EPA Actions:** EPA mobilized an QSC and START contractors. After conducting some additional cleanup activities, they were able to clear the classroom of any residual toxic vapors.
- Media Interest:** Low (with a dropdown arrow)

In the top right corner of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.



View/Exporting to Word/Download

Spot Reports can be 'Viewed' and 'Exported to Word' for additional formatting from the Hotline Log, as well as from the Spot Report Board.

From the Hotline Log:

- Click on 'View'.
- Click on 'Export As Word'.
- Click on 'Save'*.

DatalD	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL	Action Report (s)	Spot Report (s)
2358508	05/22/2018	1212879	Pending				FAIRHAVEN, MA County: BRISTOL	NEW BEDFORD HARBOR	UNKNOWN OIL (0 UNKNOWN AMOUNT)				n/a		View

Spot Reports

DatalD: 5765 [Export As Word](#)

Event Title: Babylon Spill	
Date: 02/12/2019	Watch Officer: Joe Schaefer
EOC Status:	Media Interest: Low
Overview: There was a spill in Babylon	
State, Local and other Federal Agency Actions: Yes we did	
EPA Actions: Many appropriate actions were taken	
Notes: www.google.com	

Do you want to open or save Spot Report 5782 Mystery Sheen.docx (115 KB) from webeoc-qa.ercloud.org?

Open

Save

Cancel

x

From the Spot Report Board:

- Click on 'Download'.
- Click on 'Save*'.

DatalD	Date	Type	NRC NO.	Event Title	Description	Watch Officer	Spot Report
5798	03/01/2019	Regional Spot Report	800447	Region 02 Spot Report #1	On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health dep... More	Phone Duty Officer	Download

Do you want to open or save Spot Report 5782 Mystery Sheen.docx (115 KB) from webeoc-qa.ercloud.org?

Open

Save


Cancel

x

***NOTE: The Open/Save is available in Internet Explorer. If using Chrome, Spot Reports will automatically launch in Word.**



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Spot Report: Babylon Spill Update #2

US Environmental Protection Agency
Report as of 2/12/2019 7:21:02 PM

Overview: There was a spill in Babylon, NY. It was significant! Much oil was spilled!!!

State, Local and other Federal Agency Actions: Region 2 responded with the state

EPA Actions: Many appropriate actions were taken. Oil was recovered.

Media Interest: Low

Note: www.google.com

The EPA will continue to monitor and provide updates as needed

UNCLASSIFIED//FOR OFFICIAL USE ONLY

HQ Watch Officer
U.S. Environmental Protection Agency
Headquarters Emergency Operations Center
1200 Pennsylvania Ave., NW
Washington, DC 20460
202-564-3850 (24hrs)
Eoc.epahq@epa.gov

Example Spot Report



Editing Spot Reports

Editing/Changes to the Spot Report are made from the Spot Report DataID. To edit/change a Spot Report, follow the option details below.

From the Hot Line Log:

- In the Spot Report field, click on 'View'.

Hotline Log													
Daily Operations @ EPA Region 2													
Data ID:		NRC NO.:		Date Of Report:									
DataID	Date Of Report	NRC NO.	Status	State Log NO.	Reporter / Receiver	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL
233092	06/12/2006	800447	Active	NONE			Map LONG ISLAND, NY County: QUEENS			Haz			n/a
													View

- In the Spot Report, click on the 'DataID' in the upper left-hand corner.

Spot Reports					
DataID: 5798		Export As Word			
Event Title: Region 02 Spot Report #1					
Date: 03/01/2019	Watch Officer: Phone Duty Officer				
EOC Status:		Media Interest: Low			
Overview: On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health department provided technical assistance to the school, but did not have access to sensitive mercury vapor detection equipment and EPA assistance was requested.					
State, Local and other Federal Agency Actions: The local health department provided technical assistance.					
EPA Actions: EPA mobilized an OSC and START contractors. After conducting some additional cleanup activities, they were able to clear the classroom of any residual toxic vapors					
Notes:					

- The Spot Report will open. Edit/change as necessary. Click the 'Save' button when completed.

Cancel		Save
Spot Report		(Update: 5798)
Report Date:	03/01/2019 View/Comment	
Event Title:	Region 02 Spot Report #1	
Duty Officer:	Phone Duty Officer	
NRC Report #:	800447	
Overview:	On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health department provided technical assistance to the school, but did not have access to sensitive mercury vapor detection equipment and EPA assistance was requested.	
State, Local and other Federal Agency Actions:	The local health department provided technical assistance.	
EPA Actions:	EPA mobilized an OSC and START contractors. After conducting some additional cleanup activities, they were able to clear the classroom of any residual toxic vapors	



From the Spot Report Board:

- Click on the Spot Report 'DataID'.

Spot Reports							
Daily Operations @ EPA Region 2							
Last Updated: Mar 1 2019 12:10 PM							
Data ID: <input type="text"/>		NRC NO.: <input type="text"/>		Find		Clear Search	
DataID	Date	Type	NRC NO.	Event Title	Description	Watch Officer	Spot Report
5798	03/01/2019	Regional Spot Report	800447	Region 02 Spot Report #1	On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health dep ... More	Phone Duty Officer	Download

- Edit/change as necessary. Click the 'Save' button when completed.

Cancel Save

Spot Report
(Update: 5798)

Report Date: 03/01/2019

Event Title:

Duty Officer:

NRC Report #:

Overview:

On February 27, 2019, Region 02 Phone Duty Officer was notified of a likely release of a small amount of mercury in a classroom. The local health department provided technical assistance to the school, but did not have access to sensitive mercury vapor detection equipment and EPA assistance was requested.

State, Local and other Federal Agency Actions:

The local health department provided technical assistance.

EPA Actions:

EPA mobilized an OSC and START contractors. After conducting some additional cleanup activities, they were able to clear the classroom of any residual toxic vapors.



Reports

Spill Summary Report

The Spill Summary report provides the user with a summary of the Hotline Log entry information, any of associated Action Report(s), and the associated NRC Report will be displayed.

To run the Spill Summary Report:

Click on the DataID on the Hotline Log Board.

DataID	Date Of Report	NRC NO.	Status	State Log NO.	Report/Received	Source Of Pollution	Location Of Incident	Water Body	Material Amount	Material Type	State Or EPA Responded	Initial EPA Action	URL	Action Report	Spot Report
2358049	05/18/18	1212807	Closed	102006	Tobaccoing-McGuire	UNLIMITED TRUCKING CORPORATION	Map: BABYLON VILLAGE, NY County: SUFFOLK	STORM DRAIN	DIESEL AND GAS MIXTURE (UNKNOWN AMOUNT)	Oil	WISDEP & SUBM Or OSM notified	No EPA response necessary at this time	na	View	View
2358057	06/22/2018	1212807	Active		Tobaccoing	CONCORSON	Map: JAMAICA, NY County: QUEENS		LEAD (665 POUNDS)	Has			na	View	View

Click on Spill Summary Report.

Submit Action Report Submit Spot Report **Spill Summary Report**

Hotline Log
(Update: 2358049)

Date Of Report: 05/21/2018

ERNS Number:

NRC NO.: 1212807 [Get NRC Report](#)

The following information is displayed in this order: See graphic below. This information can be printed and saved.

- **Hotline Log** Information
- Any **Action Reports** associated with the Notification
- Any **Regional Spot Reports** associated with the Notification
- Any **HQ Spot Reports** associated with the Notification
- Display of the **NRC Report**



US EPA Environmental Response Team
Daily Ops for WebEOC 8.5

Extended Spill Summary Report for DataID #2358519				PDF	Print	Save
Report Date: 3/1/2019						
Report Time: 12:38 PM EST						
Hotline Log Entry Information						
Data ID: 2358519			NRC #: 1212880	State #:	ERNS #: 7890	
Date Of Report: 5/22/2018 4:00:00 AM				Receiver: Roscoff		
Material Type: Oil						
Material / Amount:	GASOLINE, AUTOMOTIVE (UNLEADED) (0 UNKNOWN AMOUNT);					
Location:	Street: City: FREEPORT County: NASSAU State: Latitude: 40.68371485984486 Longitude: -73.52483242928628					
Source of Pollution:						
Water Body:	UNNAMED CANAL					
State Or EPA Responded:	USCG AOR					
Initial EPA Action:	No EPA response necessary.					
Status:	Pending					
URL:						
Associated Action Reports						
DataID: 1160064						
Date: 2/1/2019			Time: 11:55:04			
Duty Officer/Responder Name: Gabriel Rodriguez			NRC Report #: 1212880	Hotline Log DataID: 2358519		
Action Information						
Description: New Action report from pop-up window with unload function.						
Follow-Up:						
Person Contacted						
Name:						
Organization:						
Phone #:						
Associated Regional Spot Reports						
DataID: 0005726						
Date: 1/7/2019			Watch Officer: Gabriel Rodriguez			
Event Title: Testing Regional Spot			Media Interest: Low			
Report Information						
Overview: Testing						
State, Local and other Federal Agency Actions:						
EPA Actions:						
Notes:						
Associated HQ Spot Reports						
DataID: 0005693						
Date: 11/2/2018			Watch Officer: Gabriel Rodriguez			
Event Title: Testing			Media Interest:			
Report Information						
Overview: Creating a Spot Report as Region 2 Duty Officer to test multiple views.						
State, Local and other Federal Agency Actions:						
EPA Actions: HQ Duty Officer created in R2 daily ops						
Notes:						
Associated NRC Report						
NATIONAL RESPONSE CENTER 1-800-424-8802						
GOVERNMENT USE ONLYGOVERNMENT USE ONLY***						
Information released to a third party shall comply with any applicable federal and/or state freedom of Information and Privacy Laws						
Incident Report # 1212880						
INCIDENT DESCRIPTION						
*Report taken by NRC at 08:26 on 22-MAY-18						
Incident Type: UNKNOWN SHEEN						
Incident Cause: UNKNOWN						
Affected Area: UNNAMED CANAL						
Incident was discovered on 22-MAY-18 at 06:00 local incident time.						
Affected Medium: WATER UNNAMED CANAL						
REPORTING PARTY						
Name: ANONYMOUS						
SUSPECTED RESPONSIBLE PARTY						
PRIMARY Phone: (111)1111111						
Type of Organization: OTHER						
Name: UNKNOWN						

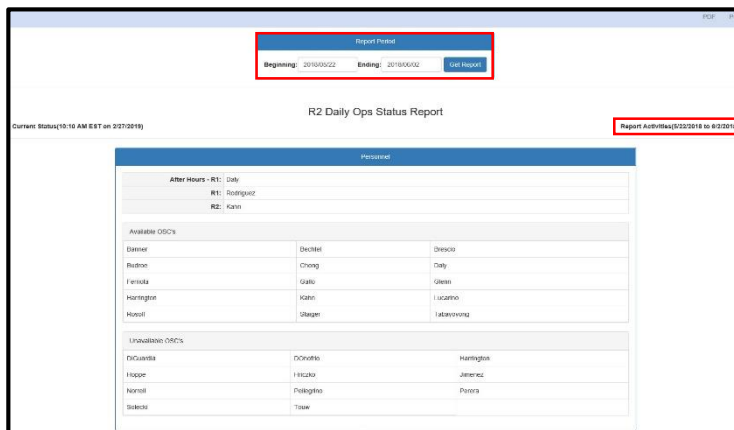


Daily Ops Status

A detailed summary report of Daily Operations activity is available by selecting **Report: Daily Ops Status** under the Links Section of the Menu. The report aggregates information from the Hotline Log, Personnel Log, Spot Reports and Exercise Log for a defined period of time.

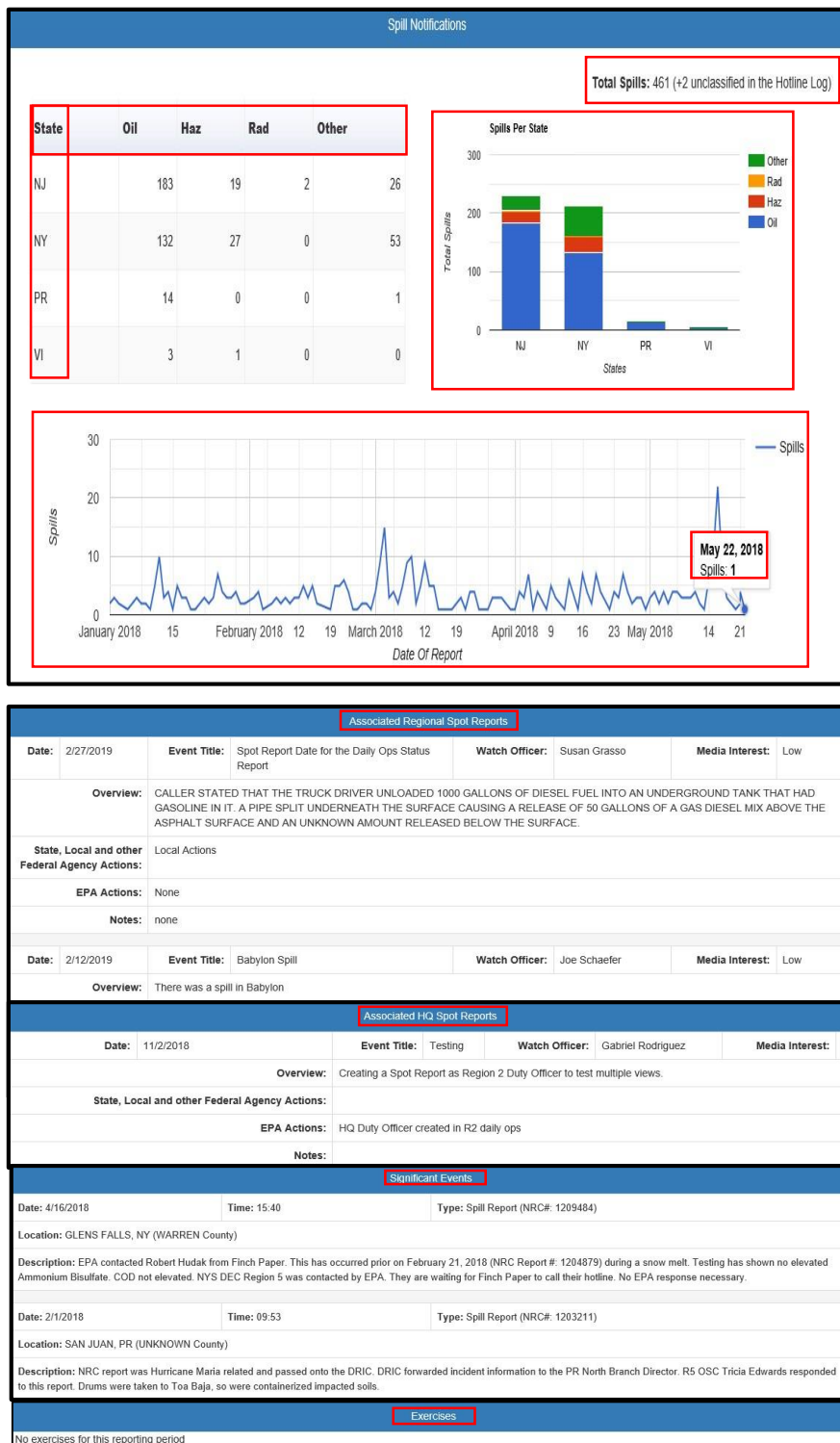


- Users must define a Report time period for the status summary. The default period is one day based on today's date.
- The Personnel section comes from the Personnel Log in WebEOC. This section indicates who is on Telephone Duty, and which OSC's are Available/Unavailable.





- The Spill Notifications section is organized by State and what Material Type was reported.
- If a material type is NOT entered into the Hotline Log record, these entries are NOT included in the Total. However, they are reported in the parentheses next to Total Spills. Items in the Hotline Log where 'Exclude from Reports' was checked are also NOT included in these totals.
- A line graph and a bar chart of the spills reported for the specified Report Period. Note: You can hover in the graphs to see how many spills were reported by State and Material.
- Any Associated Regional Spot Reports, associated HQ Spot Reports, Significant Events (for historical reporting purposes only), and any Exercises for the specified period of time will be reported.





Notes:

- *18 months after the incident and the Hotline Log record is **closed**, the record will automatically be removed from WebEOC and will not appear in the Daily Ops Status report. However, the Hotline Log record is still available in the WebEOC Spill Reports | Spill Summary Reports Position.*
- *The “Exclude from Reporting” checkbox on the Hotline Log, though it makes it into WebEOC, it is excluded from the Daily Ops Status Report. The information, however, is still available in the WebEOC Spill Reports and has been recaptured ‘NO_EPA_ACTION_REQUIRED’.*

If you have any questions concerning WebEOC, please contact ERT Support via email at ertsupport@epa.gov or by phone at 1-800-999-6990.

See below for additional information on Spill Reports|Spill Summary Reports



SPILL REPORT BACKGROUND

EPA's Emergency Response Notification System (ERNS) was decommissioned in January 2015 and the operational role of ERNS has been transitioned to WebEOC (tERNS). ***The tERNS database contains all NRC Spill reports and related Hotline Log data since the year 2000.*** WebEOC user accounts have been created for each region to access EPA Emergency Response Spill Report data from WebEOC.

Existing spill reports, queries for FOIAs are being replaced by the reporting features of t-ERNS. t-ERNS can produce a .csv of spill reports and/or materials spilled, within a date range. That .csv can then be filtered in Microsoft Excel, or any other data management software that supports .csv's. The original NRC Report document will also be retained in t-ERNS. t-ERNS also produces a Spill Summary Report, including all related Hotline Log entries, Action Reports, Significant Events, and the original NRC Report document.

Login Page Overview

Login credentials for WebEOC 8.5 Spill Reports are managed through ERT's Single Sign On authentication service. The single sign on feature requires users of WebEOC 8.5 to have an account on Response.EPA.Gov in order to authenticate and login to WebEOC 8.5. As such, users will be presented with a login screen similar to the one here when logging in to WebEOC 8.5.

Existing Users with Response.EPA.Gov login credentials:

If you already have an account on Response.EPA.Gov, enter those credentials on the login screen and click the Login button to Login to WebEOC 8.5.

After providing your login credentials, click the accept button at the bottom of the WebEOC 8.5 Login Screen.



WebEOC 8.5 Login

WARNING NOTICE

In processing and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1) you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2) unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative or other lawful action; 3) the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4) you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5) at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6) at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized devices that stores U.S. Government information; 7) any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8) you may not process or store classified national security information on this computer system.

Accept

- **Select the Spill Reports Position from the dropdown box. The Incident will automatically default to EPA Emergency Response System.**
- **Click 'Continue'.**

The image shows the WebEOC 8.5 Login interface. It has a blue background. At the top, it says "WebEOC 8.5 Login". Below that, there are two dropdown menus. The first is labeled "Position" and has "Spill Reports" selected. The second is labeled "Incident" and has "EPA Emergency Respons" selected. Below these are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red box. At the bottom, there is a link that says "Register for a Position".

New Users (Response.EPA.Gov)

If you do not have an account on Response.EPA.Gov, simply click the '**Register Here**' link and follow the prompts to create an account.

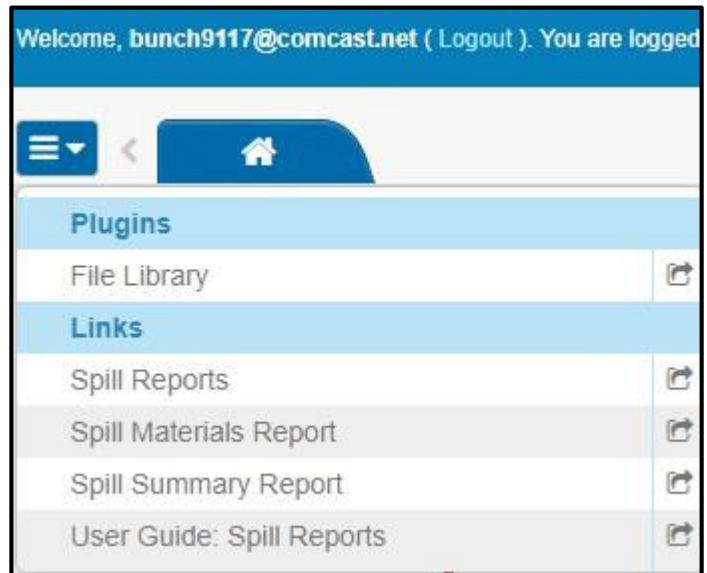
Once registered, enter those credentials at the login screen.

The image shows the WebEOC 8.5 Login interface. It has a blue header with the EPA logo and the text "United States Environmental Protection Agency". Below the header, it says "LOGIN: WEBEOC-QA.ERCLOUD.ORG". There is a text input field for "Login ID" and a password input field for "Password". Below these fields are two buttons: "Login" and "Account Info". To the right of the "Account Info" button, it says "(Use Account Info to change your Password)".

NOTE: If you have not been setup with a User Login or access to Spill Reports Position in WebEOC 8.5, please request a position by email to ertsupport@epa.gov or call ERT Support at 1-800-999-6990.



Upon successful login, the following
Spill Reports Menu will be displayed.

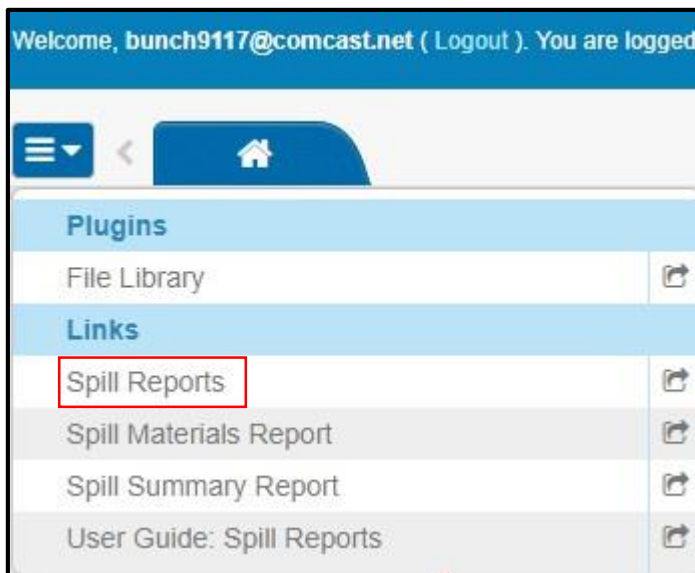




Spill Reports

The **Spill Reports** generates a report that incorporates all of the NRC Reports (for a specific date range).

- Click on Spill Reports



- Select your Date Range and Region.

NOTE: The report is generated by the Date the notification was Received ("Date of Report" in the NRC Report), not by the Incident Date of the NRC Report.

The Report will display.

EPA Emergency Response Notifications

Spill Reports

Search

1. Select Notification Date Range

Beginning: 1/1/2015

Ending: 1/22/2015

2. Select Region

Region: All Regions

- Region I
- Region II
- Region III
- Region IV
- Region V
- Region VI
- Region VII
- Region VIII
- Region IX
- Region X
- CMAT
- RERT
- HQ



On this screen, you can:

- Export all of the records to an Excel spreadsheet
- Revise your Search
- Increase the page size to view more records
- View the corresponding NRC Report
- Filter for Specific Information (i.e., NRC #, Responsible Company, etc.)
- Print or Save the NRC Report

EPA Emergency Response Notifications

Export data to Excel Spill Reports Page 1 of 20

☐ Display Search Criteria

Records: 195

Page size: 10

NRC NO.	RESPONSIBLE COMPANY	RESPONSIBLE_ORG_TYPE	INCIDENT_DATE	TYPE_OF_I
View 1139908	UNION PACIFIC RAILROAD	PRIVATE ENTERPRISE	2/6/2016	RAILROAD
View 1139910	CARGILL DODGE CITY	PRIVATE ENTERPRISE	2/6/2016	FIXED
View 1139914	CARGILL DODGE CITY	PRIVATE ENTERPRISE	2/6/2016	FIXED

Spill Summary Report for NRC Report #1104666 [Print](#) [Save](#)

Report Date: 1/22/2015 **Report Time:** 3:24 PM EST

Region III Hotline Log Entry Information

Data ID: 1701143

Date Of Report: 01-JAN-15 01:58 **NRC #:** 1104666 **State #:** **ERNS #:**

Material Type: Other **Receiver:** rupert

Material / Amount: HYDROGEN SULFIDE (0 UNKNOWN AMOUNT); LANDFILL GASES (0 UNKNOWN AMOUNT);

Location: City: DOVER
County: KENT
State: DE

Source of Pollution: STATE OF DELAWARE

Water Body: NA

State Or EPA Responded: Passing to DNREC and EPA air program

Initial EPA Action: No ability to contact reporter, forwarding subarea OSCs



Spill Reports Export Fields

NRC NO.
RESPONSIBLE_LAST
RESPONSIBLE_FIRST
RESPONSIBLE_PHONE1
RESPONSIBLE_PHONE1_TYPE
RESPONSIBLE_PHONE2
RESPONSIBLE_PHONE2_TYPE
RESPONSIBLE_PHONE3
RESPONSIBLE_PHONE3_TYPE
RESPONSIBLE_COMPANY
RESPONSIBLE_ORG_TYPE
RESPONSIBLE_COMPANY_ADDR
RESPONSIBLE_STREET1
RESPONSIBLE_STREET2
RESPONSIBLE_CITY
RESPONSIBLE_STATE
RESPONSIBLE_ZIP
DESCRIPTION_OF_INCIDENT
INCIDENT_DATE
TYPE_OF_INCIDENT
INCIDENT_CAUSE
INCIDENT_LOCATION
LOCATION_ADDRESS
LOCATION_STREET1
LOCATION_STREET2
LOCATION_STATE
LOCATION_COUNTY
LOCATION_ZIP
LOCATION_NEAREST_CITY
LOCATION_RANGE
LOCATION_SECTION
LOCATION_TOWNSHIP
LAT_DEG
LAT_MIN
LAT_SEC



LAT_QUAD
LONG_DEG
LONG_MIN
LONG_SEC
LONG_QUAD
DATE_RECEIVED
MEDIUM_DESC
ADDITIONAL_MEDIUM_INFO
ANY_INJURIES
NUMBER_INJURED
ANY_FATALITIES
NUMBER_FATALITIES
ANY_EVACUATIONS
NUMBER_EVACUATED
WEBEOC_DATAID
ERNSNumber
STATE_LOG_NO
REPORTER_RECEIVER
SOURCE_OF_POLLUTION
CITY
STATE
COUNTY
WATER_BODY
MATERIAL_AMOUNT
MATERIAL_TYPE
STATE_OR_EPA_RESPONDED
INITIAL_EPA_ACTION
NO_EPA_ACTION_REQUIRED
STATUS
URL

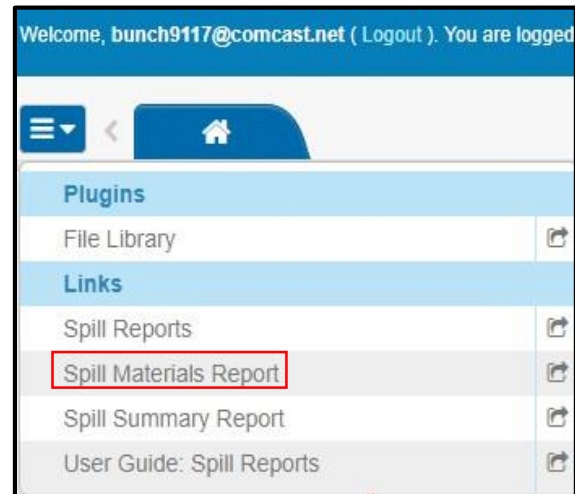
NOTE: Exporting the data to an Excel spreadsheet will include many more fields not visible in your web browser.



Spill Materials Report

The **Spill Materials Report** generates a report by the name of the Material reported in the NRC Report for a specific date range.

- Click on Spill Materials Report



- Select your Data Range and Region.

EPA Emergency Response Notifications

Spill Materials Report

Search

1. Select Notification Date Range

Beginning:	1/1/2015	
Ending:	1/22/2015	

2. Select Region

Region:	All Regions
---------	-------------

Search

NOTE: The report is generated by the Date the notification was **Received**, not by the Incident Date.



The Report will display.

On this screen, you can:

- Export data to Excel
- Revise your Search
- Increase the page size to view more records
- View the corresponding NRC Report
- Filter for specific information (i.e., Name of Material, CAS #, etc.)
- Print or Save the NRC Report

EPA Emergency Response Notifications

Export data to Excel

Spill Materials Report

Records: 190

Revise Search

Display Search Criteria

Page size: 10

NRC NO.	NAME OF MATERIAL	AMOUNT OF MATERIAL	UNIT OF MEASURE	CHRIS CODE	CAS NUMBER	IF REACHED WATER	AMOUNT IN WATER
View 1139908	PROPANE	0	UNKNOWN AMOUNT	PRP	000000-00-0	NO	
View 1139910	AMMONIA, ANHYDROUS	0	UNKNOWN AMOUNT	AMA	007664-41-7	NO	
View 1139914	AMMONIA, ANHYDROUS	0	UNKNOWN AMOUNT	AMA	007664-41-7	NO	
View 1139963	AMMONIA, ANHYDROUS	0	UNKNOWN AMOUNT	AMA	007664-41-7	NO	
View 1139968	ETHYLENE GLYCOL	1	GALLON(S)	EGL	000107-21-1	NO	

Print Save

Spill Summary Report for NRC Report #1104666

Report Date: 1/22/2015 Report Time: 3:40 PM EST

Region III Hotline Log Entry Information

Data ID: 1701143

Date Of Report: 01-JAN-15 01:58 NRC #: 1104666 State #: ERNS #:

Material Type: Other Receiver: rupert

Material / Amount: HYDROGEN SULFIDE (0 UNKNOWN AMOUNT); LANDFILL GASES (0 UNKNOWN AMOUNT);

Location: City: DOVER
County: KENT
State: DE

Source of Pollution: STATE OF DELAWARE

Water Body: NA



Spill Material Export Fields:

NRC NO.
NAME_OF_MATERIAL
AMOUNT_OF_MATERIAL
UNIT_OF_MEASURE
CHRIS_CODE
CAS_NUMBER
IF_REACHED_WATER
AMOUNT_IN_WATER
UNIT_OF_MEASURE_REACH_WATER
RESPONSIBLE_LAST
RESPONSIBLE_FIRST
RESPONSIBLE_PHONE1
RESPONSIBLE_PHONE1_TYPE
RESPONSIBLE_PHONE2
RESPONSIBLE_PHONE2_TYPE
RESPONSIBLE_PHONE3
RESPONSIBLE_PHONE3_TYPE
RESPONSIBLE_COMPANY
RESPONSIBLE_ORG_TYPE
RESPONSIBLE_COMPANY_ADDR
RESPONSIBLE_STREET1
RESPONSIBLE_STREET2
RESPONSIBLE_CITY
RESPONSIBLE_STATE
RESPONSIBLE_ZIP
DESCRIPTION_OF_INCIDENT
INCIDENT_DATE
TYPE_OF_INCIDENT
INCIDENT_CAUSE
INCIDENT_LOCATION
LOCATION_ADDRESS
LOCATION_STREET1
LOCATION_STREET2
LOCATION_STATE
LOCATION_COUNTY
LOCATION_ZIP
LOCATION_NEAREST_CITY
LOCATION_RANGE



LOCATION_SECTION
LOCATION_TOWNSHIP
LAT_DEG
LAT_MIN
LAT_SEC
LAT_QUAD
LONG_DEG
LONG_MIN
LONG_SEC
LONG_QUAD
DATE_RECEIVED
MEDIUM_DESC
ADDITIONAL_MEDIUM_INFO
ANY_INJURIES
NUMBER_INJURED
ANY_FATALITIES
NUMBER_FATALITIES
ANY_EVACUATIONS
NUMBER_EVACUATED
WEBEOC_DATAID
ERNSNumber
STATE_LOG_NO
REPORTER_RECEIVER
SOURCE_OF_POLLUTION
CITY
STATE
COUNTY
WATER_BODY
MATERIAL_TYPE
STATE_OR_EPA_RESPONDED
INITIAL_EPA_ACTION
NO_EPA_ACTION_REQUIRED
STATUS
URL

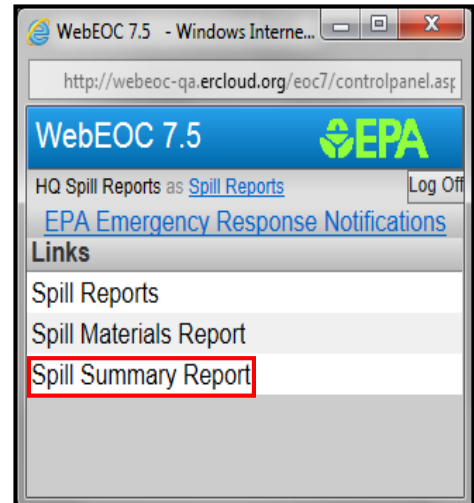
NOTE: Exporting the data to an Excel spreadsheet will include many more fields not visible in your web browser.



Spill Report Summary

The **Spill Summary Report** generates the NRC report and any Action Reports associated with that NRC number.

- Click on Spill Summary Report



- Enter the NRC Number

EPA Emergency Response Notifications

Spill Reports

Search

1. Specify NRC Number

NRC #:

Search

The report will display. You can Print/Save or Revise your search.

Spill Summary Report for NRC Report #1104666 [Revise Search](#) [Print](#) [Save](#)

Report Date: 1/22/2015 Report Time: 3:51 PM EST

Region III Hotline Log Entry Information

Data ID:	1701143						
Date Of Report:	01-JAN-15 01:58	NRC #:	1104666	State #:		ERNS #:	
Material Type:	Other	Receiver:	rupert				
Material / Amount:	HYDROGEN SULFIDE (0 UNKNOWN AMOUNT); LANDFILL GASES (0 UNKNOWN AMOUNT);						
Location:	City: DOVER County: KENT State: DE						