

APPENDIX I

HAZARDOUS SUBSTANCE RELEASE REPORT (MESSAGE FORMAT)

1. Precedence (for messages only). Hazardous Substance (HS) release messages will normally be by routine precedence, provided prior telephone report has been made; if not, use priority precedence.

2. Classification or Special Handling Marking. Spill reports are unclassified and do not warrant special handling markings unless classified or sensitive unclassified information must be incorporated into the report. Inclusion of such information should be avoided to the maximum extent possible to permit such reports to be handled on a solely unclassified basis.

3. Addressee and Info Blocks for HS releases in the United States territories, possessions, and its Contiguous Zone:

FM: Navy Activity/Ship (spiller)

TO: NOSC (see Chapter 10 or 19)

Operational Commander (ships)

INFO: CNO WASHINGTON DC//N45//

COMNAVSEASYSCOM
WASHINGTON DC//00C//

NFESC PORT HUENEME CA//112//

COGARD NATIONAL RESPONSE
CENTER WASHINGTON DC//JJJ//

MAJOR CLAIMANT//JJJ//

LEGSVSSUPGRU OGC//ELO//

4. Addressee and Info Blocks for HS Releases in Foreign Countries and International Waters:

FM: Navy Activity/Ship (spiller)

TO: NOSC (see Chapter 10 or 19)

Operational Commander (ships)

INFO: CNO WASHINGTON DC//N45//

NFESC PORT HUENEME CA//112//

COMNAVSEASYSCOM
WASHINGTON DC//00C//

MAJOR CLAIMANT//JJJ//

5. Body of report for all HS releases. The body of the message will be in the following format:

UNCLAS//N05090//

SUBJ: HS RELEASE REPORT (REPORT
SYMBOL OPNAV 5090-3) (MIN:
CONSIDERED)

MSGID/GENADMIN/ORIGINATOR//

RMKS/

1. GMT DTG RELEASE OCCURRED/DIS-
COVERED.

2. ACTIVITY/SHIP ORIGINATING
RELEASE: (for ships: list name, hull number; for
shore activities: list name, unit identification code
(UIC); for Navy releases that occurred during
transportation: list name of activity responsible for

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shipment; for non-Navy releases: list name of responsible party (if from commercial firm under contract to Navy: list names of firms and contracting activity); for unknown source releases: indicate whether release is thought to have originated from Navy operations).

3. RELEASE LOCATION: (for releases at sea: specify latitude, longitude, and distance to nearest land; for releases in port: list port name and exact location (pier, warehouse, etc.); for releases ashore: within activity specify exact location (building or area designation, etc.); during transportation: give exact location (highway and miles from nearest city; or street name, number, and city)).

4. TYPE OF OPERATION AT SOURCE: (plating shop, painting shop, hazardous waste (HW) facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc. Be specific.)

5. TYPE OF CONTAINER FROM WHICH SUBSTANCE(S) ESCAPED: (55-gal drums, 5-lb bags, tank truck, storage tank, can, etc. Estimate number of containers damaged or dangerously exposed.)

6. DESCRIPTION OF HS RELEASED: (consider container labels and user directions, hazardous material (HM) reference books, personal knowledge, expert's advice, etc. Be concise but complete.). Determine if material is an Extremely Hazardous Substance.

If substance(s) known: give chemical and/or product names, formula, synonym(s) (if known), physical and chemical characteristics, and inherent hazards. EXAMPLE: Label on container identifies substance released as acrylonitrile. Synonyms: cyanseethylene, vintleyanide. Characteristics and hazards: poisonous liquid and vapor, skin irritant, highly reactive and flammable.

If substance(s) unknown: describe appearance, physical and chemical characteristics, and the actual and potential hazards observed.

EXAMPLE: Substance released is a colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smells like kernels of peach pits. Is vaporizing quickly, posing ignition problem.

7. FIELD TESTINGS: (if none, so state; indicate findings and conclusions (i.e., concentrations of substance(s) present, Ph, etc.), of any analyses).

8. ESTIMATED AMOUNT RELEASED: (use convenient units of weight or volume (kg, lb, gallons, liters, etc.). For continuous release, estimate rate of release and amount left in container).

9. CAUSE OF RELEASE: (describe the specific cause of release; account for any personnel error, equipment failure, accident, or act of God directly contributing to the release. EXAMPLE: Railing supporting 55-gal drums on a flatbed truck gave way because it was not securely fastened, causing seven drums to fall and fracture.)

10. RELEASE SCENE DESCRIPTION: (describe scene of release; include information about the physical characteristics; size and complexity of release; and the actual and potential danger or damage to the immediate area and the surrounding environment, including weather conditions if relevant. EXAMPLE: Solvent released formed shallow pond covering area about 30 ft by 45 ft of bare soil. Solvent is slowly running off in to floor drain leading to storm drain and is also infiltrating soil. Pond is emitting highly toxic and flammable vapors. Dark clouds threatening to rain. Wind speed about 10 miles/hour, drifting vapors northbound to residential area. Vapors form layer about 30 ft above ground.)

11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED: (list all organizations informed of the release in and out of Navy jurisdiction; include Navy, Federal, State, and local authorities, National Response Center (NRC) response teams, fire departments, hospitals,

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etc; specify kind of assistance required from these organizations.)

12. DESCRIBE CONTROL AND CONTAINMENT ACTIONS

TAKEN/PLANNED: (if none, state why; specify method used to control and contain release; indicate parties carrying out response.

EXAMPLE: Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area. In-house personnel and members of city of Portstown fire department carried out containment actions.

13. DESCRIBE CLEAN-UP ACTIONS

TAKEN/PLANNED: (if none, state why; indicate whether cleanup is made by on-site or off-site treatment, the method used, the parties involved in cleanup/removal, and the eventual disposal area.

EXAMPLE: No clean-up action taken. Toxic vapors present, potential danger to clean-up crew. Contaminated soil will be excavated and shipped by on-base personnel to Class I HW disposal site in Portstown, CA, when conditions allow.)

14. CONTACT FOR ADDITIONAL INFORMATION: (name, code, Autovon, and/or commercial number).

15. STATE AND LOCAL CORRECTIVE ACTION TAKEN (IF APPLICABLE).

16. ADDITIONAL COMMENTS.//