**Railroad Name or Logo Here**

|  |
| --- |
| **INCIDENT RESPONSE CONTRACTOR REPORT** |
|  |  |  |  |
| City |  |  | State |
|  |  |
| PROJECT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| (REPORT DATE) |
|  |  |
| **For information only****Remove this box from your completed report*** Provide this template report to you contractor performing emergency response cleanup for hazardous materials and diesel spills. This report should be completed by the contractor to document the incident and cleanup completed. This report should be submitted with their final invoice.
 |
|  |  |
| *Contractor Office Location:*  | *Contractor Office Contact*: |
|  |  |  |  |
| Company Name |  | Name |  |
| Address |  | Phone Number |  |
|  |  | Fax Number |  |

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Table 2 - Chronology of Events

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Table 4 - Analytical Data (soil, surface water, groundwater, air, etc.)

FIGURES

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Figure 2 - Site Layout

Figure 3 - Sample Location Map

APPENDICES

(Keep list of Appendices in order and note any not used as “Not Applicable”)

Appendix A - Photographic Log

Appendix B - Waybill and Train Consist Documentation

Appendix C - Chemical Safety Data Sheets

Appendix D - Daily Activity Sheets

Appendix E - Site Health and Safety Plan

Appendix F - Standard Operating Procedures

Appendix G - Laboratory Analytical Data

Appendix H - Waste Disposal ManifestsAppendix I - Tank Car Inspection Form

# Executive Summary

*After preparing the detailed report sections, prepare an executive summary giving a brief overview of the incident, response actions taken, and tasks accomplished. The executive summary should be no longer than one page and should not include conclusions or recommendations, only facts.*

# Incident Summary

(Do not leave the site without this form completed)

|  |  |  |
| --- | --- | --- |
| Location of Incident: (City, State) |  |  |
| GPS Coordinates:(dd.dddd format) | North | West |
|  |  |  |
| Nearest Street or Crossing Name: |  |
| Railroad Milepost: |  | Crossing ID Number: |  |
| Detailed Description of Incident Location:  |
|  |
| Weather at time of Incident and Response? (rain, snow, dry, etc.): |
|  |
| Car/Locomotive Number(s): |  | Car/Locomotive Spec: |  |
| Commodities Involved: |  |
|  |
|  Estimated Amount Spilled to Ground of Each: | Nearest Waterway (be specific): |  |
|  | Direction and Distance from Site: |  |
|  | [ ]  RR ditch [ ]  stream [ ]  farmer’s ditch [ ]  pond [ ]  other (describe)  |
| Water Impact? (Y/N):  | [ ]  | Yes | [ ]  | No |  |
| List what is impacted: | Is water standing or flowing in the drainage feature (Y/N)?  |
|  | [ ]  | Yes | [ ]  | No |
| Amount of free product recovered: | Size of impact area (length, width, depth) |
|  |  |
| Confirm a site sketch is prepared for the incident  | [ ]  | Yes | [ ]  | No | Prepared by: |  |
| Amount of Soil/Ballast/Water Removed (lbs/ tons/ gal/ CY (be specific)): (Mandatory: Verify compliance with waste management procedures) |
|  |
| Approved Disposal Facility Used: |  |
| **GPS Coordinates Documentation** |
| GPS Coordinates (dd.dddd format) | GPS Notes (Spill Site, Sample Location, etc.) |
|  |  |
|  |  |
| Public Agency Representatives On-Site |
| Name | Agency | Phone Number/ Email |
|  |  |  |
|  |  |  |
|  |  |  |
| Name of person completing form |  |

# Introduction

*Prepare a narrative for each of sections 1.1, 1.2, and 1.3 below covering all pertinent information in accordance with the template. (Verify details and quantities with the railroad manager prior to finalizing the report)*

## Purpose

Provide a short description of the purpose of the document you are preparing (one to two paragraphs) and its contents, including:

* The purpose of the report. (Example: This report was prepared to document the actions taken in response to a release of \_\_\_ material at\_\_\_\_\_ location on \_\_\_\_\_ date).
* Brief overview of report contents. (Example: The following sections include project details regarding the location and description of the incident site, the commodities and quantities involved, response and recovery actions, and the management of waste materials).

## Site Description

Provide a description of the incident site (no more than two paragraphs) to give specific information, reference the site location map and other drawings or sketches and include:

* Site location (nearest city, county, state, railroad milepost, latitude and longitude) (refer to Figure 1).
* Site description (type of area, terrain, topography, nearby residents or businesses, nearby surface water bodies, drainage patterns) (refer to Figure 2 and Appendix A).

## Incident Background

Provide a detailed description of the incident, facts only, and complete the referenced tables and appendices. Be sure to address all the relevant information including:

* Provide the date and time of incident (based on information from whom).
* Provide a list of car numbers and types derailed (refer to Appendix B and Table 1).
* Describe in detail the commodities involved (refer to Appendix B and Table 1).
* Provide details on name and quantity of chemicals spilled (refer to Table 1 and Appendix C).
* Describe the disposition and overall condition of derailed cars [tank integrity (e.g., punctured), condition of valves (e.g., bottom outlet sheared off), evidence of leakage (e.g., fire, smoke, fumes or odors, vapor clouds, spillage on ground), location of leakage, estimated amount and rate of leakage, etc.) (refer to Table 1 and Figure 2)]. Complete tank car inspection form, provided in Appendix I for each damaged railcar.
* Describe prevailing weather conditions (e.g., rain, wind direction and speed, humidity, temperature).
* Describe environmental concerns (e.g., threatened waterways, culverts, drainage ditches, drinking water wells). Be specific in identification of drainage features (e.g. drainage ditch vs stream).
* Briefly discuss the area and extent of impact and provide approximate dimensions (soil, surface water, etc.) (refer to Figure 2).
* List any known public exposure points (nearest home, business, etc.).
* Describe the nature and extent of any injuries (names of injured, action taken, etc. to the extent facts are known).
* Discuss details of any evacuations (number of people, radius, time period, etc. to the extent facts are known).

# Incident Response

*Prepare a narrative for each of sections 2.1, 2.2, 2.3, and 2.4 below covering all pertinent information in accordance with the template.*

## Initial Response Actions

* Describe mobilization and response to the incident (including number of personnel and equipment) (refer to Table 2 and Appendix D).
* List key personnel at the scene of the incident [railroad officials, government officials (local, state, and federal), shipper representatives, contractors, impacted residents, etc.] (refer to Table 3).
* Describe initial site survey.
* Describe initial response actions taken to secure the area, set up incident communications and command structure, protect human health and safety (refer to Appendix E), contain and mitigate any releases and protect the environment. (booms deployed, dikes or dams constructed, pumping up spilled liquids, etc.) (refer to Appendix F).

## Product Transfer Operations

(Complete this section if transfers conducted, if not insert a statement that it is not applicable)

* Describe product transfer procedures (refer to Appendix F).
* Describe types and quantities of lading transferred, containers transferred from and to, equipment used, time involved, any problems encountered, etc.

## Impact Assessment

(Complete this section if assessment was conducted by your company, if not insert a statement that it is not applicable or stating that these activities were conducted by another company and identify the company if known.)

* Describe the procedures and locations of any field sampling and analyses performed (pH sampling, photoionization detector or flame ionization detector soil screening, combustible gas monitoring, air monitoring, etc.) (refer to Figure 3 if needed).
* Describe the procedures and locations of any sampling performed for laboratory analyses (refer to Figure 3).
* Discuss the results of any analyses (refer to Table 4 and Appendix G).
* Describe the extent of soil, surface water, or groundwater impact (refer to Figure 3).
* Describe areas of potential impact that could not be addressed or areas of unknown impact (Limit discussion in this area to facts and do not draw conclusions unless specifically requested).

## Remedial Action

* Describe any remedial actions taken at the site (soil excavation and removal, vacuuming or pumping of free product or impacted surface water, soil or surface water neutralization activities, bioremediation, etc.).
* Describe the quantities of free product, impacted surface water, impacted soil, etc. taken off-site for salvage, recycling, or disposal (Verify compliance with waste management procedures).
* Provide the names, locations, and EPA identification numbers of all facilities where wastes or free product were taken for salvage, recycling, or disposal (refer to Appendix H).

|  |
| --- |
| **TABLE 1 Disposition Of Derailed Cars** |
|  |
|  |  | (INCIDENT CITY, STATE) |  |  |  |
|  |  | (INCIDENT DATE) |  |  |
|  |  |  |  |  |  |
| Consist Location | Car Initial & Number | Type of Car | Load/Empty | Lading | Disposition |
|  |  |  |  |  |  |
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| **TABLE 2** | **Chronology of Events** |
|  |  |
|  | (INCIDENT CITY, STATE) |  |  |  |
|  |  |  |
|  |  |
| Date | Activity |
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| **TABLE 3** | **List of Response Personnel** |
|  |  |
|  | (INCIDENT CITY, STATE) |  |  |  |
|  |  |  |
|  |  |  |
| Company/Agency | Name/Address | Telephone Numbers |
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| --- | --- |
|  **TABLE 4** | **Soil Analytical Data** |
|  |  |  |
|  |  | INCIDENT CITY, STATE) |  |  |  |
|  |  |  |  |  |  |  |
| Sample Number | SampleDate | Constituent(units) | Constituent(units) | Constituent(units) | Constituent(units) | Constituent(units) |
|  |  |  |  |  |  |  |
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Notes:

Figures

*(Insert Figures 1, 2, and 3 in this section of the report using the section header and names provided to match the table of contents. If additional figures are necessary for an accurate representation, they may be added)*

**Figure 1: Location Map**

Insert Figure 1 providing an 8 1/2 X 11 topographic map or satellite image (Delorme or Google Earth images are acceptable) with the site location identified. The map must have a reference for north and be scaled.

**Figure 2: Site Layout**

Insert Figure 2 providing a drawing of the incident site and surrounding area and detailing operations areas, roads, and site features to the extent practical. A legible hand drawn sketch is acceptable.

**Figure 3: Sample Location Map**

If samples were collected for the incident response insert Figure 3 providing sample locations referenced to permanent site features identified in the figure and in Figure 2 or Figure 1. GPS coordinates for these points must also be recorded in the report.

APPENDIX A

PHOTOGRAPHIC LOG

*(Provide color site photographs of initial incident conditions; disposition of derailed cars; evidence of spillage or environmental impact; product transfer operations; containment, mitigation, and remedial activities; and final condition prior to demob. Number, date, and describe each photograph on the form, and place two photographs on a page. Company-specific photo log sheets are acceptable, or the example template provided below may be used.)***Photo Log**

|  |
| --- |
| (Insert Contractor Company Name) |
| Insert Railroad Name | (Contractor)Project Number:  |  |
| Project Number:  |  | Site Location:  |  |
| Photographer |  |
|  |
| Date:  |  |  |  |
|  | M | DD | YR |
| Direction:  |
|  |
| Location: |
|  |
| Desc. |
|  |
| Photographer |  |
|  |
| Date: |  |  |  |
|  | M | DD | YR |
| Direction: |
|  |
| Location: |
|  |
| Desc. |
|  |

ADD ADDITIONAL PAGES AS NEEDED

APPENDIX B

WAYBILL AND TRAIN CONSIST DOCUMENTATION

*(Provide the train consist and hazard graph, and waybills of the derailed rail cars.)*

APPENDIX C

CHEMICAL SAFETY DATA SHEETS

*(Include safety data sheets (SDSs) or other chemical safety data sheets providing information on the chemical, physical, and toxicological properties of the chemicals involved in the incident and applicable safety, health, and emergency response procedures.)*

APPENDIX D

DAILY ACTIVITY SHEETS

*(Provide daily activity sheets that include the number and names of all contractor response personnel, equipment and materials used, subcontractors, etc. Do not include daily cost information unless specifically requested.)*

APPENDIX E

SITE HEALTH AND SAFETY PLAN

*(Include the site health and safety plan with appropriate signatures of site personnel.)*

APPENDIX F

STANDARD OPERATING PROCEDURES

*(Provide copies of any standard operating procedures including product transfer procedures, emergency response procedures, chemical mitigation or clean-up procedures, etc. used during the incident response.)*

APPENDIX G

LABORATORY ANALYTICAL DATA

*(Provide copies of all laboratory analytical reports and chain-of-custody forms. If this appendix is not needed leave the page in place and mark it here and in table of contents as “not applicable.”)*

APPENDIX H

WASTE DISPOSAL MANIFESTS

*(Provide copies of all hazardous and non-hazardous waste disposal manifests, transportation weight tickets, waste profile sheets, etc. If this appendix is not needed leave the page in place and mark it here and in table of contents as “not applicable.”)*

APPENDIX I

TANK CAR INSPECTION FORM

*(Provide completed tank car inspection form for all damaged railcars in the incident. If specific information from a package is not legible due to incident damage or weathering, indicate that on the form. If this appendix is not needed leave the page in place and mark it here and in table of contents as “not applicable.”)*

|  |  |
| --- | --- |
| RAILCAR REPORTING MARKS AND NUMBER |  |
| SPECIFICATION |  |
| BUILT DATE |  | UN# |  |
| TANK CAPACITY |  | COMMODITY |  |

|  |
| --- |
| QUALIFICATION |
|  | STATION STENCIL | QUALIFIED | DUE |
| TANK QUALIFICATION |  |  |  |
| THICKNESS TEST |  |  |  |
| SERVICE EQUIPMENT |  |  |  |
| PRD 1 VALVE  |  | PSI |  |  |  |
|  |  |  |
| PRD 2 VALVE |  | PSI |  |  |  |
|  |  |  |  |  |  |
| RUPTURE DISC |  | PSI |  |  |  |
|  |
| INT HRS |  | PSI |  |  |  |
|  |
| LINING |  |  |  |
| 88 B.2 INSPECTION |  |  |  |
| STUB SILL INSPECTION |  |  |  |

|  |
| --- |
| FITTINGS |
|  | SECUREMENT | CORRECTIVE ACTIONS |
| MANWAY |  |  |
| MANWAY GASKET |  |  |
| TOP OPERATED BOTTOM OUTLET |  |  |
| LIQUID LINE (A) |  |  |
| LIQUID LINE (B) |  |  |
| VAPOR LINE |  |  |
| SAMPLE LINE |  |  |
| GAUGING DEVICE |  |  |
| THERMOMETER WELL |  |  |
| BOTTOM OUTLET VALVE |  |  |

|  |
| --- |
| SECURITY SEALS |
| REMOVED | REPLACED |
|  |  |
|  |  |
| COMMENTS: |