

APPENDIX I

**INTEGRATED INCIDENT RESPONSE AND
CONTINGENCY PLAN**

P&W Rocketdyne

600 Metcalf Road
San Jose, CA 95138-9601
(408) 779-9121



Pratt & Whitney

A United Technologies Company

April 23, 2007

Mr. Alex Galdamez
California EPA, Department of Toxic Substances Control (DTSC)
Facility Permitting Branch
700 Heinz Avenue, Building F, Suite 300
Berkeley, CA 94701-2721

RE: Revision to Integrated Incident Response and Contingency Plan for United Technologies Corporation, Pratt and Whitney Rocketdyne, San Jose, EPA ID No. CAD001705235

Dear Mr. Galdamez:

Enclosed is the updated Integration Incident Response and Contingency Plan for United Technologies Corporation, Pratt and Whitney Rocketdyne San Jose (UTC) in Santa Clara County. The plan is a comprehensive document that covers incident response, contingency for chemical release, pollution prevention plans and the Spill Prevention Control and Countermeasure Plan (SPCC) as required by federal, state and local agencies that regulate UTC.

The plan has been updated to reference the construction SWPPP used for the site decommissioning work, update the SPCC certification, add the incidental release procedure, remove the diesel ASTs at Stations 0010 and 0070, add the Station 0101 emergency generator, update transformer storage, update hydraulic equipment storage, update stations storing hazardous materials and hazardous waste, and update the reportable spill history.

If you need further information or explanation of duties under the plan, please call me at (408) 776-6040.

Sincerely,

Timothy Marker
Environmental Manager

Attachment

Distribution List:

California EPA Department of Toxic Substances Control (DTSC)
700 Heinz Avenue, Building F, Suite 300
Berkeley, CA 94710-2721
Attn: Mr. Alex Galdamez

California EPA Department of Toxic Substances Control (DTSC)
700 Heinz Avenue, Building F, Suite 300
Berkeley, CA 94710-2721
Attn: Mr. Andrew Berna-Hicks

US EPA, H-3-1
75 Hawthorne Street
San Francisco, CA 94105
Attn: Emergency Coordinator

Santa Clara County Environmental Resources Agency
Department of Environmental Health, Hazardous Materials Compliance Division
1555 Berger Drive, Suite 300
San Jose, CA 95112-2716
Attn: Mr. Michael Balliet

Santa Clara County Sheriff's Department
55 West Younger Avenue
San Jose, CA 95110
Attn: Emergency Coordinator

San Jose Fire Department
170 W. San Carlos Street
San Jose, CA 95113
Attn: Emergency Coordinator

Santa Clara County Emergency Medical Services
Public Health Department
645 Bascom Ave
San Jose, CA 95128
Attn: Mr. John Blain

California Office of Emergency Services
Hazardous Materials Division
3650 Schriever Ave
Mather, CA 95655
Attn: Emergency Coordinator

California Department of Forestry
Morgan Hill Headquarters
15670 South Monterey Avenue
Morgan Hill, CA 95037
Attn: Emergency Coordinator

Santa Clara Valley Medical Center
751 South Bascom Avenue
San Jose, CA 95128
Attn: Emergency Coordinator



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Contingency Plan**

Date: 16 April 2007

INTEGRATED INCIDENT RESPONSE AND CONTINGENCY PLAN (IIRC PLAN)

UNITED TECHNOLOGIES CORPORATION
PRATT & WHITNEY ROCKETDYNE
600 METCALF ROAD
SAN JOSE, CALIFORNIA

Notice

Because the level, size, and intensity of each incident differs, it is important to note that not each of the mitigation steps described in this document will be carried out, nor will they be in the precise sequential order described here. Also, the mitigation guidelines described in this document are not discrete and can be occurring simultaneously on the scene.

This document contains private commercial and technical information, which is submitted in confidence. No disclosure or use of this information is permissible without the prior written consent of United Technologies Corporation except for official purposes by the agency to which it is submitted.



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UNITED TECHNOLOGIES CORPORATION
PRATT & WHITNEY ROCKETDYNE
600 METCALF ROAD
SAN JOSE, CALIFORNIA

Statement of Plan Commitment

It is the intent of United Technologies Corporation, San Jose to implement the procedures outlined in this Integrated Incident Response and Contingency Plan and to take the necessary steps to minimize the potential for, and impacts of, an oil or hazardous substances spill or release.

Timothy Marker
Environmental Manager



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Appendix B	Cross-Reference to Regulatory Requirements
Appendix C	Site Maps
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Appendix E	Emergency Equipment
Appendix F	Notification and Reporting Requirements
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LIST OF ACRONYMS AND ABBREVIATIONS

AGE	Aerospace Ground Equipment
AIP	abandoned-in-place
APSA	California Aboveground Petroleum Storage Act
AST	aboveground storage tank
BAAQMD	Bay Area Air Quality Management District
BMP	Best Management Practice
CalOSHA	California Occupational Safety and Health Administration
CARS	corrective action report database
CCR	California Code of Regulations
CDF	California Department of Forestry
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CPR	Cardio-Pulmonary Resuscitation
CSD	Chemical Systems Division (former name of UTC, San Jose)
DER	Diglycidyl Ether of Bisphenol A
DOD	Department of Defense
DOT	Department of Transportation
DTSC	Department of Toxic Substances Control
EH&S	Environmental, Health and Safety
EHS	Extremely Hazardous Materials
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-know Act
GTS	groundwater treatment system
H&SC	Health and Safety Code
HAZCOM	hazard communication
HAZMAT	hazardous materials
HAZWOPER	Hazardous Waste Operations and Emergency Response
HEPA	High Efficiency Particulate Air
HMBP	Hazardous Materials Business Plan
HVAC	Heating Ventilation Air Cooling
ICP	Integrated Contingency Plan
ICS	Incident Command System
IIRC	Integrated Incident Response and Contingency
MSDS	Materials Safety Data Sheet



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LIST OF ACRONYMS AND ABBREVIATIONS, Continued

MSI	Manufacturing Safety Instructions
NAICS	North American Industry Classification System
NPDES	National Pollutant Discharge Elimination System
NRC	National Response Center
OES	Office of Emergency Services
OPA	Oil Pollution Act
OSHA	U.S. Occupational Safety and Health Administration
PBAN	a highly adhesive polymer
PCBs	polychlorinated biphenyls
ppm	parts per million
PSM	Project Safety Management
PWR	Pratt & Whitney Rocketdyne
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RWQCB	Regional Water Quality Control Board
SCCDEH	Santa Clara County Department of Environmental Health
SCR	Site Cleanup Requirement
SPCC	Spill Prevention Control and Countermeasure
SWIMS	Storm Water Management Information System
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resource Control Board
TSD	Treatment, Storage, and Disposal
UST	Underground Storage Tank
UTC	United Technologies Corporation, Pratt & Whitney Rocketdyne San Jose
WDR	Waste Discharge Requirements
WWTP	Wastewater Treatment Plant



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HOW TO USE THIS PLAN

This plan is a comprehensive document that covers incident response and contingency for fires, explosions, medical emergencies, chemical releases, and other emergency events as required by the federal, state, and local agencies. It is arranged by topic, making it easy for the user to locate the information desired. The user may be a person needing information about a specific area of incident response or a person reviewing/auditing the plan to ensure that it meets the requirement of a specific regulation, permit, or order.

IF YOU ARE LOOKING FOR SPECIFIC INFORMATION ABOUT A SPECIFIC AREA OF INCIDENT RESPONSE

1. The document is divided into fourteen sections and eight appendices, each covering a broad aspect of response to a variety of incidents.
 - Fire
 - Earthquake
 - Flood
 - Bomb Threat
 - Spill or Release of a Regulated Material or Waste
 - Evacuation
 - Terrorism

2. Once you determine what aspect of response the topic of interest falls under, locate that section of the document. The Table of Contents at the beginning of the document provides more detail of the topics covered in each section as well as page numbers for each subtopic. Figures and tables referenced in the text are at the end of each section.

<u>SECTION</u>	<u>TOPIC</u>
1.0	Overview of plan contents and regulations
2.0	Certifications
3.0	Facility information
4.0	Organization and responsibilities
5.0	Response procedures and supporting information
6.0	Notification requirements, verbal and written
7.0	Material storage information
8.0	Spill and pollution prevention
9.0	Release potential and hazard assessment
10.0	Maintenance, inspections, and testing
11.0	Training
12.0	Record keeping
13.0	Plan review and updating



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14.0

References

SECTION

TOPIC

Appendix A	Contact list
Appendix B	Cross reference to regulatory requirements
Appendix C	Site maps
Appendix D	Forms
Appendix E	Emergency equipment
Appendix F	Notification and reporting requirements
Appendix G	Facility description (detailed)
Appendix H	Oil spills history
Appendix I	Loading and unloading procedure
Appendix J	Revision summary

IF YOU ARE REVIEWING THIS DOCUMENT FOR COMPLIANCE WITH A SPECIFIC LAW, REGULATION, PERMIT, ORDINANCE, OR ORDER

1. Appendix B provides cross-references for each requirement to the section of the document addressing that requirement.
2. Locate the cross-reference tables for the regulation, permit, or order in Appendix B. Use the List of Tables at the beginning of the appendix to easily locate the appropriate table.
3. The cross-reference tables
 - Are arranged in the order of the law, regulation, permit, ordinance, or order
 - Summarize each requirement that applies to incident response at UTC, San Jose
 - Identify the citation for each requirement
 - Identify the section number and section title that meets each requirement.
4. By reviewing each section of this plan as listed in the cross-reference table, compliance with the specific law, regulation, permit, ordinance, or order can be confirmed. Figures and tables referenced in the text are at the end of each section.



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1.0 OVERVIEW

This Integrated Incident Response and Contingency (IIRC) Plan has been prepared for the United Technologies Corporation, Pratt & Whitney Rocketdyne San Jose (UTC) facility located at 600 Metcalf Road, San Jose, California (U.S. Environmental Protection Agency (EPA) ID No. CAD 001705235). UTC stores and uses certain hazardous substances and petroleum products and stores hazardous waste. Accordingly, this facility must comply with a broad range of federal, state, and local regulations related to emergency response and contingency planning for a spill/release of these materials, control of wildland fire, floods, medical emergencies, and other emergency events.

This IIRC Plan was developed to consolidate and simplify the regulatory compliance and emergency response program for the UTC facility. This integrated planning approach has the following objectives:

- To provide an “action plan” for emergency and spill response
- To provide a comprehensive plan for emergency response to incidents that involve hazardous substances or oil products
- To provide a resource tool for spill and pollution prevention planning
- To provide a resource document for regulatory compliance, pollution prevention, and emergency response information to support regulatory programs addressed in this IIRC Plan
- To provide a consolidated regulatory program training resource

This document provides the Contingency Plan that will be used for a Level 3 incident response and summarizes the actions that are taken on Level 1 and 2 incident responses (see Section 1.3.2). UTC has a number of Work Instructions that discuss Fire Prevention and Suppression (WI 23.08.12), the Emergency Response Plan (WI 23.08.06), the Emergency Evacuation Plan (WI 23.08.04), Environmental Release Reporting (WI 23.08.03), and Incident Investigation and Reporting (WI 23.08.08).

The primary focus of this document is to meet the real-time needs of the UTC facility management and personnel. The order of information presented in this report was defined on this basis. Tables and figures referenced in the text are provided at the end of each section or in the referenced appendix.



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The sections and organization of this plan have been organized to allow the document to be easily understood and used by facility management, emergency response personnel, and line personnel. The information is organized into the following subject areas:

- Certifications (Section 2)
- Facility Description (Section 3)
- Organization and Responsibilities (Section 4)
- Emergency Response Procedures (Section 5)
- Notification and Reporting Requirements (Section 6)
- Material Storage and Treatment (Section 7)
- The UTC Spill Prevention Program (Section 8)
- Spill/Release Risk and Hazard Assessment (Section 9)
- Maintenance, Inspection, and Testing (Section 10)
- Training and Drills (Section 11)
- Record Keeping (Section 12)
- Plan Review and Updating (Section 13)
- References (Section 14)
- Contact List (Appendix A)
- Cross-Reference to Regulatory Requirements (Appendix B)
- UTC, San Jose Site Maps (Appendix C)
- Forms (Appendix D)
- Emergency Equipment at UTC, San Jose (Appendix E)
- Notification and Reporting Requirements (Appendix F)
- Facility Description (Appendix G)
- Reportable Spill History (Appendix H)
- U.S. Department of Transportation Loading and Unloading Procedures (Appendix I)
- Integrated Incident Response and Contingency Plan Revision Summary (Appendix J)



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This IIRC Plan will be activated whenever there is a fire, explosion, earthquake, flood, or release of oil or hazardous substances that could threaten human health and safety or the environment. Releases could be gases (or vapors), solids, liquids, or aerosols discharged to air, land, secondary containment, storm sewers, sanitary sewers, surface water, or groundwater.

Warning: Because the level, size, and intensity of each incident differs, it is important to note that not each of the mitigation steps described in this document will be carried out, nor will they be in the precise sequential order described here. Also, the mitigation guidelines described in this document are not discrete and can be occurring simultaneously on the scene.

Given the wide array of regulatory programs that affect this facility, it is critical that a plan be developed that allows for both proper documentation and record keeping, as well as easy updating (and/or amendment) necessary to meet regulatory requirements. The name and contact information, such as telephone numbers for individuals who have responsibilities under the IIRC Plan are listed in a separate table in Appendix A. Only titles are used in the text, simplifying the updating process due to personnel changes. Detailed cross-references (Tables B-1 to B-13) are used to identify where, in this document, the specific requirements for each regulatory program that is addressed by the IIRC Plan can be found.

1.1 APPLICABLE REGULATORY PROGRAMS

To store and/or handle hazardous materials, including petroleum products and waste, UTC must prepare and implement a comprehensive emergency response program, including spill response, contingency, and pollution prevention plans. The UTC facility is subject to the federal, state, and local regulatory programs presented below:

- The Clean Water Act Spill Prevention Control and Countermeasure (SPCC) Program [40 Code of Federal Regulations (CFR) 112]
- National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Requirements (40 CFR 122)
- Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDRs) and Site Cleanup Requirements (SCRs) and Self-Monitoring Programs.
- California Occupational Safety and Health Administration (CalOSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) Training [8 California Code of Regulations (CCR) 5192]



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- OSHA Emergency Action Plan [29 CFR 1910.38(a)]
- Resource Conservation Recovery Act (RCRA) Contingency Plan (40 CFR Part 264.50 and 22 CCR 66265.50)
- Hazardous Material Release Reporting, Inventory, and Response Plan (19 CCR 2731)
- CalOSHA Process Safety Management (PSM) (8 CCR 5189)
- Bay Area Air Quality Management District (BAAQMD) Breakdown/Release Requirements – Rule 1
- Department of Defense, Contractor Health & Safety Program
- Emergency Planning, Community Right-to-Know Act (EPCRA) (40 CFR 355)
- Toxic Substances Control Act Requirements for Polychlorinated Biphenyl (PCB) Spill Cleanup (40 CFR 761.125)
- California Department of Health Services Radiation License (17 CCR Division 1, Chapter 5, Subchapter 4)

A regulatory cross-reference approach has been used to illustrate that this IIRC Plan meets and satisfies both the technical content and the document preparation needs of the regulatory programs listed above. The functional sections of the IIRC Plan are cross-referenced with the specific regulatory requirements for the various regulatory programs.

Cross-reference information is shown in Tables B-1 through B-13. The tables present the specific regulatory plan/document requirements, along with the specific section number and title of this IIRC Plan document in which the required regulatory program information can be found.

1.2 BACKGROUND

1.2.1 Hazardous Materials Use and Storage

1.2.1.1 *The Clean Water Act Storm Water Pollution Prevention*

The discharge of storm water associated with industrial activity either directly to surface water or indirectly, through municipal separate storm sewers, is covered by a NPDES permit. Storm water associated with industrial activity means the discharge from any conveyance that is used for collecting and conveying storm water, which is directly related to manufacturing, processing, or raw material storage areas at an industrial plant. UTC maintains a Storm Water Pollution Prevention Plan (SWPPP) (BBL, 2005) to minimize pollutant discharges to storm water associated with industrial activity.

The discharge of storm water associated with construction activity either directly to surface water or indirectly, through municipal separate storm sewers, is covered by another NPDES



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permit. In this case, the site decommissioning activities (decontamination and demolition) are included under construction activities. UTC has one or more SWPPPs, as needed, to minimize pollutant discharges to storm water associated with construction activity.

This IIRC Plan incorporates the SWPPP elements relating to spills or unauthorized discharges and is intended to comply with the related terms of the NPDES General Permit (CAS000001) discharges of storm water associated with industrial activity (Water Quality Order No. 97-03-DWQ) and the NPDES General Permit (CAS000002) discharges of storm water associated with construction activity (Water Quality Order No. 98-08-DWG). The applicable provisions of Section A of the Permit are listed in Table B-12.

1.2.1.2 Regional Water Quality Control Board

Under the authority of the Clean Water Act, the San Francisco Bay Region RWQCB has issued WDRs and SCRs for management of diverse discharges from the UTC facility. The discharge requirements are codified in a series of RWQCB Orders issued for the facility: Order No. 95-190 *Waste Discharge Requirements for United Technologies Corporation, CSD - Coyote Center*; Order No. 96-078 (NPDES No. CAG912002) *Discharges of Extracted and Treated Groundwater Resulting from the Cleanup of Groundwater Polluted by Fuel Leaks*; Order R2-2004-0032, Revision to Final Site Cleanup Requirements and Recession of Orders Nos. 94-064 (as amended), 98-070, and 91-006 for: United Technologies Corporation for the property at 600 Metcalf Road, Santa Clara County. The provisions of this group of RWQCB Orders that relate to spill and release response, notification, and reporting, are listed in the RWQCB cross-reference Table B-13 in Appendix B, and these provisions have been incorporated into the UTC IIRC Plan.

1.2.1.3 Hazardous Materials Business Plan

Under the California State Office of Emergency Services (OES), administered by the Santa Clara County Department of Environmental Health (SCCDEH), the UTC Hazardous Materials Business Plan (HMBP) identifies activities at the site that involve hazardous materials, contains a Hazardous Materials Inventory with chemical descriptions [including material safety data sheet (MSDS) information], and provides a facility hazardous materials (HAZMAT) location/storage map. In addition, Santa Clara County requirements include an Emergency Response/Contingency Plan containing an evacuation plan, emergency contacts, and arrangements with emergency responders, emergency procedures, post-incident record keeping and reporting, and employee training. All of the elements in the HMBP Emergency Response/Contingency Plan, as listed in the cross-reference Table B-5 in Appendix B, have been incorporated into the IIRC Plan.

1.2.1.4 Emergency Planning, Community Right-to-Know Act

Under the Emergency Planning, Community Right-to-Know Act (EPCRA), the person in charge of a facility must notify the designated state and local authorities immediately after that person



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has knowledge of a release of a reportable quantity (RQ) of an extremely hazardous substance (EHS). Notification is made to the National Response Center (NRC), Local Emergency Planning Committee, and local emergency response organizations (e.g., police and fire departments). A list of EHSs and the reportable quantities for each is available the Environmental Protection Agency at www.epa.gov/ceppo.

The notification, made immediately upon discovery, must be verbal (i.e., via telephone) and must include information on the substance, quantity, acute and chronic health effects, protective precautions, and name and telephone number of the person calling. A written report must be submitted to these same agencies as soon as practicable. If an EHS is released that is not on the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) list, only state and local organizations need be notified.

1.2.1.5 Department of Defense Contractor Safety Manual

The former UTC contract with the Department of the Army, Department of the Navy, and Department of the Air Force, required compliance with provisions of the Contractor Safety Manual for Ammunition and Explosives. As shown in the corresponding cross-reference table (Table B-11) in Appendix B, elements of these requirements that pertain to emergency response include mishap reporting criteria; control of the mishap scene; telephone and written reports; and, technical investigation and reporting. These procedures and documentation requirements are incorporated within this IIRC Plan. DoD also funds the decommissioning activities.

1.2.1.6 Bay Area Air Quality Management District Breakdown Rule

Excess air pollutant emission releases from stationary sources at UTC are subject to reporting and corrective action procedures under Bay Area Air Quality Management District (BAAQMD) Regulation 1, as shown in the corresponding cross-reference table (Table B-9) in Appendix B. These requirements are a routine part of UTC compliance with the Stationary Source Operating Permit issued to UTC by the BAAQMD, and include immediate reporting on any breakdown of air pollutant abatement equipment at the facility, shutdown of the process, assessment of causes for the breakdown and demonstration of corrective measures taken. The BAAQMD requirements for response to excess emissions to the atmosphere (i.e., outside of permitted emission levels) are incorporated into this IIRC Plan.

1.2.1.7 CalOSHA Process Safety Management

CalOSHA rules for Process Safety Management (PSM) of Acutely Hazardous Materials are applicable to certain operations and materials handled at the UTC facility, including close out of former operations. The PSM requirements related to emergency operations and procedures, including emergency process shutdowns, incident investigation and reporting, and employee training are listed in detail in the corresponding cross-reference table (Table B-10) shown at the



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end of Section 1. These relevant CalOSHA PSM requirements have been incorporated into the IIRC Plan.

1.2.1.8 California Department of Health Services Radiation Source Registration

The California Department of Health Services requires that every person possessing a reportable source of radiation shall register with the department in accordance with the provisions of 17 CCR 30110 through 30146. "Reportable sources of radiation" means either of the following:

- Radiation machines, when installed in such manner as to be capable of producing radiation.
- Radioactive material contained in devices designed and manufactured for the purpose of detecting, measuring, gauging, controlling thickness, density, level, interface location, radiation, leakage or qualitative or quantitative chemical composition, for producing light or an ionized atmosphere, possessed pursuant to a general license under provisions of Section 30192.1 of Group 2 of this subchapter (Licensing of Radioactive Materials).

The license granted by the state contains provisions for testing for releases. Documents to close out the radiation permit have been submitted to the State and approved. The site is no longer under these requirements.

1.2.2 Petroleum Products Use and Storage

1.2.2.1 The Oil Pollution Act

To prevent spills and minimize pollution from petroleum products, the Clean Water Act authorized the enactment of oil pollution prevention regulations. For non-transportation related facilities, the EPA developed oil pollution prevention regulations under 40 CFR 112. The 40 CFR 112 regulations apply to non-transportation related facilities that:

- Could reasonably be expected to discharge oil into or upon the navigable waters of the United States, and
- Have total aboveground storage capacity of over 1,320 gallons for containers of 55 gallons or more of oil, or a total underground storage capacity of over 42,000 gallons excluding completely buried tanks subject to all of the technical requirements of 40 CFR 280.

Any facility meeting both of these criteria is required to comply with 40 CFR 112 by:

1) implementing spill prevention measures at the facility, and 2) preparing an SPCC Plan for the facility that provides procedures to prevent oil spills to the extent possible and to respond to spills if they should occur. The UTC oil storage units subject to federal and state SPCC regulatory authority include aboveground diesel and gasoline tanks, aboveground electrical



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power transformers, equipment that uses hydraulic oil, and Facilities product and waste storage areas. For the purposes of this IIRC Plan, "oil" means oil and oil-based products of any kind or form, including petroleum, gasoline, diesel fuel, fuel oil, sludge, oil refuse, and oil mixed with waste. Table B-1 in Appendix B provides a cross-reference to the SPCC Plan requirements.

1.2.2.2 Aboveground Petroleum Storage Act

UTC is subject to the California Aboveground Petroleum Storage Act (APSA) Section 25270.3(a)(1) and (2) of the California H&SC. Under this Act, UTC is required to prepare an SPCC Plan in accordance with 40 CFR 112. UTC must also monitor the various tank facilities at the site covered by the APSA regulations and report spill occurrences to the appropriate authorities. Table B-7 in Appendix B provides a cross-reference to these requirements.

Facilities covered by the APSA must develop and implement a monitoring and detection plan, which is approved by the RWQCB. The plan must be adequate to detect releases to soil and water, including both groundwater and surface water.

Upon discovery of the occurrence of a spill or other release of one barrel (42 gallons) or more of crude oil or its fractions, the owner/operator of an aboveground storage tank (AST) facility must immediately notify the OES. The owner/operator must also notify the local responding agency or the 911 emergency system when it is determined that emergency response is required. Positive findings (detected releases) from detection systems must be reported to the RWQCB within 72 hours after learning of the finding.

1.2.2.3 Toxic Substances Control Act

UTC is subject to regulations pertaining to oils, which contain or may contain greater than 50 parts per million (ppm) PCBs under the Toxic Substances Control Act. There are no known quantities of oil with greater than 50 ppm of PCBs at UTC. Applicable regulations concerning spills of such oil, promulgated in 40 CFR 761.125 include requirements for notification and reporting spills of oil, decontamination of area of oil spill, and disposal of debris resulting from decontamination.

1.2.3 RCRA Hazardous Waste Storage and Treatment Facility Contingency Plan

Facilities that generate, store, and treat RCRA and California hazardous waste are required to maintain and implement, when necessary, a Contingency Plan to comply with requirements in 40 CFR Part 265 and 22 CCR 66265. The elements of a RCRA Hazardous Waste Contingency Plan are as listed in the corresponding cross-reference table (Table B-4) in Appendix B. The elements include emergency response notification and evacuation procedures in the event of a release of hazardous waste outside of containment structures; provisions for designating an Incident Commander to lead the response effort; provisions for coordinating with state and local response agencies; provisions for identifying and maintaining emergency response and personnel protective equipment on site; and provisions for containment, cleanup, and off-site disposal of cleanup residuals.



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1.2.4 Worker Protection

Worker protection requirements applicable to UTC include (1) CalOSHA Hazardous Waste Operator (HAZWOPER) employee training under Title 8 CCR 5192; (2) a written Emergency Action Plan that complies with 29 CFR 1910.38 and 8 CCR 3220; and, (3) CalOSHA Hazard Communication (HAZCOM) procedures and training for employees handling or working within an area in which hazardous substances are used, according to specifications in Title 8 CCR 5194. The elements of each of these regulations are delineated in the cross-reference tables (Tables B-2 and B-3) in Appendix B, and the UTC IIRC Plan has been written to incorporate these requirements.

1.2.5 Environmental Management System

UTC has established and maintains an EH&S management system. Two major elements of the EH&S management system associated with emergency preparedness and response include:

- Identify potential for accidents and emergency situations. (For more details see Sections 7 and 9 of this document and the latest Hazardous Materials Business Plan.) This element includes:
 - Identification and inventory of the hazardous substances used, stored, or transported including identification of quantities and locations.
 - Identification of potential situations when these substances could be accidentally released and, when relevant, characterize or model the release.
 - Identification of potential impacts of an accident on surrounding areas.
 - Establish emergency preparedness and response procedures, and test the procedures where practicable. (For more details see Sections 4, 5, 11 and 13 of this document.) This element includes:
 - Emergency preparedness and response procedures will be developed appropriate to the hazards and potential for accidents and emergency situations.
 - Emergency preparedness and response procedures must be accessible and personnel must be trained in their use.
 - Emergency preparedness and response procedures should be periodically reviewed and revised to account for new hazards and changing circumstances.
 - Emergency preparedness and response procedures should be periodically tested/drilled where practicable.



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1.3 DEFINITIONS

It is important for effective incident response that personnel, both general employees and emergency responders, are familiar with terms used within this plan and/or by government agencies.

1.3.1 Emergency Operation Center

The Emergency Operation Center (EOC) is the location from which response to a serious incident (Level 2 or Level 3, see Section 1.3.2) is managed. At UTC, the EOC is located at the Emergency Communications Center (Building 101) or in the adjacent parking lot if this building is uninhabitable.

1.3.2 Levels of Emergencies

Incidents are categorized at UTC according to their severity and the resources they require. Following is a description of each category and its corresponding level:

- **Level 1**—An emergency contained within the facility and managed by onsite plant resources (Emergency Response Team (ERT)). Public health, safety and the environment are not affected. The incident is managed by the on-scene Incident Commander operating from a field command post. The EOC is not activated. Senior management is notified.
- **Level 2**—A serious incident in which public health, safety and the environment may be affected for a short period of time. Outside support may be called in and partial evacuation of the facility may be implemented. The EOC is activated.
- **Level 3**—A major incident that will affect public health, safety, the environment or a large geographic area for an indefinite period of time. It requires a unified command approach between the facility and the affected government agencies. The EOC is activated.

1.3.3 Spills and Releases

Spills and releases are defined differently by different laws and regulations.

Breakdown (malfunction)—Any unforeseeable failure or malfunction of any air pollution control equipment or operating equipment which causes a violation of any emission standard or limitation prescribed by BAAQMD, California, or federal rules, regulations or laws, where such failure or malfunction:

- Is not the result of intent, neglect, or disregard of any air pollution control law, rule or regulation
- Is not the result of improper maintenance
- Does not constitute a nuisance



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- Is not an excessively recurrent breakdown of the same equipment.

Chemical Spill/Release—Any quantity of a hazardous substance discharged or emitted from primary containment without authorization. For record keeping purposes, a UTC chemical spill/release is classified as either “recordable” or “reportable (see below).”

Hazardous Substance [CERCLA 101(14)]—In this document hazardous substances refers to substances listed and regulated by environmental laws including RCRA; the Clean Water Act [Section 307(a) and 311(b)4]; the Clean Air Act (Section 112); and the Toxic Substances Control Act (Section 7); and, that may or may not be present in the threshold concentrations or quantities requiring action under these laws.

Spill/Release [CERCLA 101(22)]—“Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment...”

Significant Environmental Event—Any release of a hazardous substance, material, or waste which requires notification to the NRC or local emergency planning committee, or any event which triggers contingency plan implementation reporting, results in a recordable injury under OSHA 29 CFR 1904, or results in environmental impairment which cannot be immediately mitigated.

Recordable or Reportable Spill/Release— By UTC policy, any chemical spill/release must be logged in the site spill log maintained by Environmental and internally reported. Regulations formally define recordable and reportable spills. Recordable spills require specific documentation, which UTC must retain in the record in the event that the regulatory agency requests the information. Reportable spills, which are considered more serious because they impact the environment, require immediate verbal and follow-up written notification of one or more local, state, and/or federal agencies. The regulatory definitions of recordable and reportable spills are as follows:

Recordable—The regulatory definition of a recordable spill is one that meets **all** of the following criteria:

- a. The discharge is from a primary container (e.g., can, bottle, drum, tank, etc.) to a secondary containment system (e.g., tray, bermed area, etc.) **or** to a rigid aboveground surface covering capable of containing the discharge until clean up of the hazardous material is completed (e.g., a sealed concrete floor free of gaps, cracks, open drains, et cetera) **and**
- b. The discharge is adequately cleaned up before it escapes from such secondary containment or such aboveground surface **and**
- c. Such clean up is accomplished within 8 hours (e.g., one shift) **and**



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- d. There is no increase in the hazard of fire or explosion, nor is there any production of a flammable or poisonous gas, nor is there any deterioration of such secondary containment or such rigid above ground surface.

Recordable releases must be reported to Environmental within 24 hours for Environmental's review of the response procedures and potential environmental impacts.

Reportable—All chemical spills/releases that do not meet one or more of the criteria set forth above for "recordable" (i.e., they may impact the environment because they are not contained, take a significant amount of time to clean up, or create a potential fire or explosion hazard). Such chemical spills/releases must be reported to Environmental as soon as possible for reporting to appropriate regulatory agencies.



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2.0 CERTIFICATIONS

This section includes certification that the plan meets the requirements of 40 CFR 112 for the preparation and content of a SPCC Plan. It also includes the certification required in Appendix C to 40 CFR 112 that a discharge from the UTC facility would not cause substantial harm to the environment, using the format provided in that appendix. Finally, this section provides a statement certifying that this plan meets the requirements for an Emergency Response Plan for the regulatory programs and permits described in Section 1.0.



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Plan Certification

As a Registered Professional Engineer, I have completed review and evaluation of the Spill Prevention Control and Countermeasure Plan for UTC, Pratt & Whitney Rocketdyne San Jose that is found in the Integrated Incident Response and Contingency Plan, Quality Procedure Guideline 23.08.15, Revision 9 on MARCH 29, 2007.

As a Registered Professional Engineer, I hereby certify that I have examined the facility, and being familiar with the provisions of 40 CFR Part 112, attest that this Spill Prevention Control and Countermeasure Plan has been prepared in accordance with good engineering practices, including consideration of applicable industry standards. I also certify that the procedures for the required inspections and testing have been established, and the Plan is adequate for the facility.



Rebecca D. Lindeman, P.E.
California Registration Number 67218

MARCH 29, 2007
Date



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Certification of the Applicability of the Substantial Harm Criteria

Facility Name: United Technology Corporation. Facility Address: 600 Metcalf Road, San Jose, California

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes No

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

Yes No

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula {1}) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (see Appendix E to this part, section 10, for availability) and the applicable Area Contingency Plan.

Yes No

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula {1}) such that a discharge from the facility would shut down a public drinking water intake {2}?

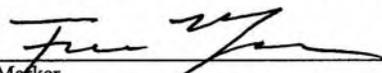
Yes No

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

Yes No

Certification

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



Timothy Marker
Environmental Manager

3/22/07

Date

{1} If a comparable formula is used documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

{2} For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).



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Certification that Plan Meets Emergency Response and Contingency Plan Requirements

As the Environmental Manager of the UTC, San Jose facility, and being familiar with the facility, the following regulatory programs and permits, and this IIRC Plan, I hereby certify, to the best of my knowledge, that it meets the requirements for a Site Emergency Response and Contingency Plan:

- The Clean Water Act Spill Prevention Control and Countermeasure (SPCC) Program [40 Code of Federal Regulations (CFR) 112]
- National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Requirements (40 CFR 122)
- Regional Water Quality Control Board (RWQCB) Waste Discharge and Site Cleanup Requirements (SCRs) and Self-Monitoring Programs.
- California Occupational Safety and Health Administration (CalOSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) Training [8 California Code of Regulations (CCR) 5192]
- OSHA Emergency Action Plan [29 CFR 1910.38(a)]
- Resource Conservation Recovery Act (RCRA) Contingency Plan (40 CFR Part 264.50 and 22 CCR 66265.50)
- Hazardous Material Release Reporting, Inventory, and Response Plan (19 CCR 2731)
- CalOSHA Process Safety Management (PSM) (8 CCR 5189)
- Bay Area Air Quality Management District (BAAQMD) Breakdown/Release Requirements – Rule 1
- Department of Defense, Contractor Health & Safety Program
- Emergency Planning, Community Right-to-Know Act (EPCRA) (40 CFR 355)
- Toxic Substances Control Act Requirements for Polychlorinated Biphenyl (PCB) Spill Cleanup (40 CFR 761.125)



Timothy Marker
Environmental Manager

3/22/07

Date



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3.0 SECURITY SITE CONTROL

The UTC facility is located in Santa Clara County, California. There were over 240 stations that were involved in the development, manufacturing, and testing of solid rocket motors. Support activities included laboratories, research, material storage, maintenance facilities, and administration. The plant operated from 1959 to December 2004 and is currently in a decommissioning phase. The UTC facility is not located on tribal land; prior to the UTC's occupancy the site was open rangeland.

The principal product UTC manufactured was solid fuel rocket motors. These motors contained propellants typically composed of a fuel (aluminum) and an oxidizer (usually ammonium perchlorate) suspended in a synthetic rubber matrix. A major portion of the facility was dedicated to the mixing, casting, and curing of the solidrocket motor propellants, whereas a smaller portion was used for research and development.

Site maps are required for effective emergency response and planning. These are provided in Appendix C. The maps included are as follows:

- Figure C-1 is the general site location map
- Figure C-2 is a site map showing all station numbers
- Figure C-3 is a site map showing drainage basins
- Figure C-4 is a site map showing the site evacuation routes with primary and alternate assembly areas
- Figure C-5 is a map showing the routes to the medical facility UTC employees should use in an emergency.

3.1 FACILITY INFORMATION

The information required for 1) emergency response by community response personnel and 2) notification of government agencies is provided in Table 3-1.

3.2 SECURITY AND GENERAL SITE CONTROL

The UTC facility has security provisions intended to prevent and minimize the possibility of undetected and unauthorized entry of persons into any portion of the facility. The facility is not open to the public and entry is limited to authorized personnel.



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3.2.1 Security and Communications

Onsite security includes 24-hour surveillance by video monitors and security personnel. The active portion of the facility is enclosed by an 8-foot chain link fence that may be topped by three-strand barbed wire and posted with no trespassing signs.

Security is controlled by trained staff in the Security Control Room located adjacent to the facility's main entrance. This room serves as a 24-hour emergency and security communication center. Telephone and radio communications are controlled from this room. Fire, smoke, personnel assistance, and leak detection alarms are all monitored from the Security Control Room. There is also a closed circuit television monitor at the Security Control Room that is connected to surveillance cameras throughout the facility. The Security Control Room also monitors access to all gates. Security Shift Lieutenants are stationed 24 hours per day, 7 days per week at the main entry.



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**Table 3-1
Facility Information**

Physical Location and Directions to Facility	
Site Address:	Mailing Address:
United Technologies Corporation Pratt & Whitney Rocketdyne 600 Metcalf Road San Jose, CA 95138-9601 (408) 776-6000	United Technologies Corporation Pratt & Whitney Rocketdyne 600 Metcalf Road San Jose, CA 95138-9601
The UTC facility is located at 600 Metcalf Road in an unincorporated area of southern Santa Clara County, California. The facility is south of San Jose and four miles east of U.S. Highway 101.	
Owner/Operator Address, and Phone Number	
United Technologies Corporation United Technologies Building Hartford, CT 06101 (860) 728-7600	
Facility Points of Contact	
Primary Emergency Coordinator: Security Manager	
Designated Individual Accountable for Spill Prevention: Environmental Manager	
Technical Contact: Environmental Manager	
The names and telephone numbers of the individuals that fill the above positions at the time of the preparation of this revision to the plan are presented in Table A-1 of Appendix A.	
Facility Identification	
North American Industry Classification System (NAICS) Codes	
The primary North American Industry Classification System (NAICS) Code that described the operations at UTC was 336415, which was designated as Guided Missile and Space Vehicle Propulsion Unit and Propulsion Unit Parts Manufacturing. The secondary NAICS code was 336419, Other Guided Missile and Space Vehicle Parts and Auxiliary Equipment Manufacturing.	
Environmental Protection Agency Identification No.: CAD001705325	



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4.0 ORGANIZATION AND RESPONSIBILITIES

This IIRC Plan is a comprehensive document, prepared to meet the complex matrix of emergency and spill response and compliance responsibilities mandated by the environmental regulatory programs listed in Section 1.0. These responsibilities are of two general types:

- **Emergency and Spill/Release Response**—This involves the development of an emergency response organization and procedures for responders and other employees in case of fire, explosion, earthquake, flooding, or release of oil or a hazardous substance.
- **Compliance**—This involves the overall responsibility to implement this IIRC Plan at the facility. This responsibility includes any permitting, licensing, and documentation of compliance. It also includes pollution prevention efforts at the UTC facility.

A more detailed discussion of these areas of responsibility, including a description of the organizations that have been developed for emergency and spill response, is provided below. Table 4-1 provides a summary of the UTC personnel responsible for incident response and compliance.

4.1 EMERGENCY RESPONSE

This section describes the general responsibilities and duties of the UTC employees during an incident. Further information about these general responsibilities can be obtained from the managers of the following departments:

- Environmental
- Safety
- Security

4.1.1 Employees and Contractors

The individual who first becomes aware of an emergency or discovers a spill/release is responsible for notifying the appropriate facility personnel immediately by calling extension 2222 or UTC COM on the two-way radio.

4.1.2 Supervisors

During an incident, supervisors are responsible for the following:

- Assisting the Emergency Response Team in evacuating employees as necessary, and directing them to safe assembly areas.
- Shutting down operations in the area, as necessary.



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- Initiating a head count of employees.
- Relaying head count and any discrepancies to the Incident Commander.
- Ensuring that employees remain in assembly areas until authorized to leave.
- Relaying information to employees.
- Making available to the Incident Commander at least one employee who is familiar with the area.

4.1.3 Incident Command System

UTC uses the Incident Command System (ICS), a standard system used by most fire and emergency service departments to provide clear lines of authority during an emergency. The ICS is initiated at the time an incident occurs and is active until the requirement for management and operations no longer exists. The structure of the ICS, as shown in Figure 4-1, can be established and expanded depending upon the changing conditions of the incident. It may be staffed and operated by qualified personnel from a variety of internal organizations and outside agencies. As such, the system can be used for any type of emergency, ranging from minor incidents requiring only a few responders to a major incident involving several agencies. The ICS allows for the timely combining of resources during an emergency.

The UTC IC is staffed by the Incident Commander and ERT personnel. Personnel from other UTC organizations may also be responsible for emergency response, as described below, depending on the nature of the emergency.

4.1.3.1 Emergency Coordinator

The Emergency Coordinator is responsible for receiving the initial report of an emergency situation by phone or radio and notifying emergency and spill response personnel. The Security Manager is the primary Emergency Coordinator. In his absence, the senior Security officer is the alternate Emergency Coordinator. Table A-1 in Appendix A lists the primary and alternate Emergency Coordinators. If the primary Emergency Coordinator is not available, Security will notify the alternate Emergency Coordinator.

4.1.3.2 Incident Commander

The Incident Commander is responsible for directing emergency and spill response activities. The Fire Chief or senior ERT member is the Incident Commander for Level 1 and 2 responses (Level 3 responses will be addressed by a unified incident command structure between UTC and outside agencies).



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The Incident Commander is familiar with all aspects of the IIRC Plan, operations and activities throughout the facility, the location and characteristics of the oil and hazardous substances handled, the location of pertinent records, and the layout of each station at the UTC facility. The Incident Commander is responsible for developing and implementing strategic decisions and is authorized to commit the necessary resources to resolve any emergency. The Incident Commander is trained in handling and disposing of hazardous materials, and in cleanup procedures. The coordinator will perform his/her duties in an emergency as detailed in the Emergency Response Procedure guidelines provided in Section 5.0.

The Incident Commander's duties during an incident response are as follows:

- Coordinating rescue and response actions as previously arranged with all response personnel.
- Providing necessary information to Environmental, who is in contact with the appropriate federal, state, and local authorities with designated response roles.
- Identifying the character, exact source, amount, and extent of a release, as well as the other information needed for notification, if the incident involves a release of oil or a hazardous substance.
- Assessing the interaction of any spilled substance with water and/or other substances stored at the facility, and notifying response personnel at the scene.
- Assessing the possible hazards to human health and the environment due to any release. This assessment must consider both the direct and indirect effects of the release (i.e., the effects of any toxic, irritating, or asphyxiating gases that may be generated, or the effects of any hazardous surface water runoffs from water or chemical agents used to control fire and a heat-induced explosion).
- Assessing and implementing prompt removal actions to contain and remove any substance released.
- Directing response actions until incident is concluded.

4.1.3.3 ERT Personnel

General incident response is the responsibility of the ERT. Individual members are responsible for following procedures described in Section 5.0 and department procedures under the direction of the Incident Commander. ERT personnel are trained emergency medical technicians and in hazardous material response and are responsible for emergency medical aid at the site and spill response to the extent trained.



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4.1.3.4 *Emergency Response Personnel*

The Emergency Response Personnel include the ERT, and may include Safety, Environmental, and Facilities personnel as requested by the Incident Commander. They may work with the ERT in activities such as, but not limited to, the following:

- Incident Release
- Imminent or Actual Emergency Incident that may Endanger Human Health, Safety or the Environment
- Fatality, Injury or Near Miss
- Personnel Exposure
- Fire
- Explosion
- Adverse Reaction
- Release to the Environment
- Odor of Unknown Origin
- Release of Acutely or Extremely Hazardous Material or Toxic Gas
- Incidence Resulting in Evacuation
- Incident Involving Confined Space
- Transportation Incident
- Incident at Permitted TSDF Facility

4.1.3.5 *Spill Management Team*

The UTC ICS is implemented to manage those spills, which cannot be mitigated by the involved personnel. The full resources that are available to respond to a spill of oil products or other hazardous substances at the UTC facility include a combination of the following:

- Trained UTC personnel
- Outside contractors with capabilities (i.e., equipment and personnel) to assist with spill emergencies
- Agency or local authority response personnel (i.e., California Department of Forestry, SJFD-H.I.T. Team, Santa Clara County HAZMAT Team)



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The ERT personnel support the Incident Commander during a response to a spill. The Incident Commander may request the assistance of a spill response contractor (Section 4.1.3.6) and/or local response organizations (Section 4.1.3.7), as needed to respond to a spill. A member of Environmental or Safety with knowledge of the chemicals being stored in the area should be available to the clean up teams.

4.1.3.6 Contracted Spill Removal Organizations

If containment and/or cleanup activities require material or equipment not available on site, a contractor may be called for assistance. These contractors can provide full and complete spill containment and removal services and equipment as needed. The spill response contractors called will have the capability of responding to Level 1, Level 2 and Level 3, if needed (Section 1.3).

The Environmental Department maintains a list of local contractors that may be contacted.

4.1.3.7 Arrangements with Local Authorities

Arrangements have been made with local authorities to familiarize these groups with the facility, the chemical properties of on-site materials, and possible evacuation routes. The following agencies have been advised of this plan and provided with the appropriate facility information in order to respond/assist in an incident:

- California Department of Forestry
- Santa Clara County Fire Department
- San Jose Fire Department
- San Clara County Sheriff's Department

4.1.4 Site Management Team

Level III incidents can result in very real operational, communication, legal and financial consequences that may affect continued operations and influence how the public views the company. Therefore, the Site Management Team will assemble to handle the business aspects that correspond to large-scale (Level 3) emergencies.

A Level 3 emergency, in this respect, can be defined as an unplanned event that has the potential to have a significant impact on an organization's operability and credibility or to pose a significant environmental, economic, or legal liability. The Site Management Team's objective is to minimize the impact of the Level III Incident on the business.

The Site Manager, who manages the Site Management Team, is responsible for assessing and managing strategic business issues, and coordinating communications within the company during the incident. Other positions within the team represent functions such as public communications, plant safety, legal representation, and regulatory interface. The primary responsibilities of each of these functions are summarized as follows.



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4.1.4.1 *Command Staff Responsibilities*

The positions are filled depending on the size and intensity of the incident.

Site Manager

The Site Manager is responsible for developing and implementing strategic decisions, managing external matters, assessing and managing strategic business issues, coordinating communication within the company during the incident.

Public Information Officer

The Public Information Officer is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. Additional public information responsibilities may include the following:

- Providing maps, data, and briefing information to interested parties and conducting scheduled briefings and their announcements.
- Obtaining answers to questions and immediately establishing a rumor control function.
- Coordinating responses to public and media questions with federal, state, and local agencies.
- Safely conducting news media and other tours of the spill site, and arranging for required passes.
- Providing full phone coverage to handle outside inquiries.

Environmental Officer

The Environmental Officer is responsible for monitoring and assessing any potential environmental hazard, as well as interfacing with environmental regulatory agencies to initiate proper reporting.

Safety Officer

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and interfacing with safety regulatory agencies.

Legal Officer

The Legal Officer is responsible for monitoring and assessing legal liability situations.

Facilities Officer

The Facilities Officer is responsible for assessing the impact to facilities and services.



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Finance Officer

The Finance Officer is responsible for all financial, insurance, and cost analysis aspects of the incident.

4.2 COMPLIANCE RESPONSIBILITIES

The regulatory programs that this IIRC Plan addresses, described in Section 1.0, identify specific environmental regulatory compliance requirements that must be met by this facility. The UTC individual who is primarily responsible for environmental compliance is the Environmental Manager. In this capacity, this person is also responsible for the performance of the environmental compliance aspects of this IIRC Plan, as listed above and in various sections of this document. Other UTC personnel have certain compliance responsibilities. This section describes the general responsibilities associated with each position identified. Table 4-1 lists the responsibility areas, along with the job title/position of the individual who will perform the compliance activities identified in this IIRC Plan. Appendix A, Table A-1 lists the individuals currently filling those positions.

4.2.1 Department Managers

Environmental Manager—The Environmental Manager has responsibility for environmental regulatory compliance, including oversight of the preparation and implementation of this IIRC Plan. Implementation includes the following activities:

- Ensuring that the staff members within the department are appropriately trained for their areas of responsibility.
- Ensuring that notification and follow-up reporting to government agencies and UTC management is carried out as required during a spill response.
- Ensuring that procedures for record keeping are prepared and kept current and that department staff implements the procedures.

Safety Manager – The Safety Manager has responsibility for:

- Ensuring that information about chemicals at UTC is available when required for spill response.
- Ensuring that the staff members within the department are appropriately trained for their areas of responsibility.

Security Manager — The Security Manager has overall responsibility for:

- Securing the site, traffic control and radio communication.
- Ensuring that procedures for emergency response are prepared for the department and that all ERT personnel in the department are trained as required.
- Maintaining training records for the department staff as required by the IIRC Plan.



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Facilities Manager — The Facilities Manager is responsible for:

- Ensuring that procedures are prepared for inspection and timely repair of hazardous substance and oil storage and containment structures.
- Implementation of the procedures including training of maintenance personnel, maintenance of inspection and repair records, and maintenance of department training records.

4.3 INCIDENT PLANNING AND FOLLOW-UP RESPONSIBILITY

4.3.1 Incident Response Procedures

The UTC Security, Environmental, and Safety Departments are the departments primarily responsible for developing procedures for incident response.

4.3.2 Department Managers

Department Managers are responsible for planning for incident response in their area as follows:

- Ensuring that critical plant operations to be carried out prior to evacuation are identified before any incident and that personnel are assigned to perform those operations.
- Ensuring that individuals are trained in their pre-evacuation duties.

Department Managers are responsible for the following activities after an incident is terminated:

- Documentation of incidents occurring in the area for which they are responsible.
- Briefing personnel about the incident, including any changes in procedure resulting from the incident.
- Disposal of waste resulting from the incident in accordance with site procedures.

4.3.3 Incident Planning and Investigation

UTC Work Instruction 23-08-07 describes the Incident Planning Management System. Under the system, the Incident Planning and Investigation team is responsible for developing and coordinating implementation of the facility's incident prevention, planning, response, and investigation management system.

4.3.4 Post-Incident Medical Surveillance

Certain incidents may result in injury to individuals that are not immediately evident. Examples are exposure to certain toxic chemicals and some types of physical trauma such as concussions. Individuals who may have received such injuries during an incident must be observed for a period of time to determine if treatment is needed. The Safety Manager is responsible for evaluating the incident to determine if any individuals involved require medical surveillance because of potential injury and the length of time exposed.



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4.3.5 Post-Incident Debriefing

A post-incident debriefing for Pratt & Whitney personnel is to be conducted by management, based on the severity of the incident. Persons directly affected by the incident and other personnel indirectly affected (e.g., persons who work in areas with the potential for a similar incident) are included in the briefing.

- A description of the incident and the response
- Any controls remaining in place as a result of the incident (such as areas that may not be entered because they are unsafe)
- Root causes of the incident
- Any changes in procedures that are required to prevent a recurrence of the incident

4.3.6 EH&S Council

Each major incident is reviewed by the EH&S Council. The Council consists of personnel from UTC who are knowledgeable of the processes at the site and with expertise in EH&S engineering. The Council will ensure that proper follow-up action has been taken by the department manager to prevent recurrence and is responsible for final closure of all incidents.



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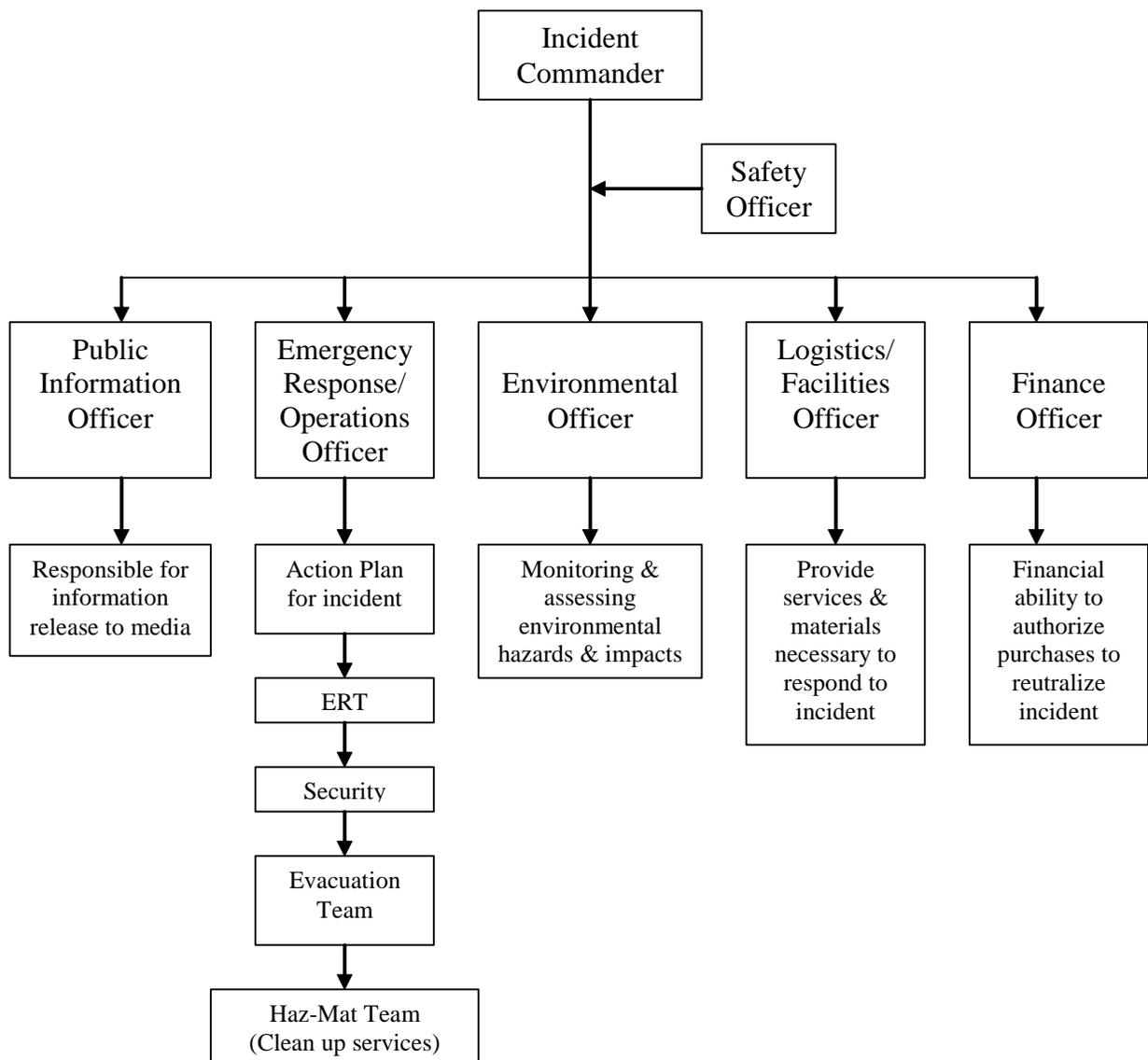
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**FIGURE 4-1
UTC, SAN JOSE
INCIDENT COMMAND SYSTEM**





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**Table 4-1
Responsibility Summary**

1. Emergency Response	
Emergency Response Planning	Security Manager
Primary Emergency Coordinator	Security Manager
Alternate Emergency Coordinators	Senior Security Officers
Fire and Spill Response	Fire Chief, ERT personnel, and Hazwoper-trained contractors
Internal Communications	Security personnel
Agency Notification	Environmental Manager or designee
Safety Officer	Incident Commander or designee(s)
2. Compliance	
Designated Individual Accountable for Spill Prevention	Environmental Manager
Technical Contact for Spill Response	Environmental Manager
Written Reports of Spills to Agencies	Environmental Manager
CalOSHA Reporting	Safety Manager
Compliance with CalOSHA Regulations	Safety Manager
Compliance with Fire Code	Security Manager
Compliance Training	Individual department managers
Update of SPCC Plan Components of IIRC Plan	Environmental Manager
Update of RCRA Contingency Plan Components of IIRC Plan	Environmental Manager



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5.0 EMERGENCY RESPONSE

UTC uses the ICS (Section 4.1.3) for a dependable and secure response to emergencies, including spills of oil and hazardous substances. Under the ICS, positions will be filled with people only on an as-needed basis. Until such time, the Incident Commander assumes the responsibilities assigned to each unfilled position. If the Incident Commander can no longer meet the demands of a given position, it can be assigned to another person who then becomes an integral part of the ICS and becomes responsible to fulfill the responsibilities assigned to that position.

The exception to this is the assignment of a Safety Officer. In every incident, a Safety Officer will be immediately assigned to oversee response actions from a safety standpoint. The Safety Officer will fulfill the responsibilities as outlined by the ICS and OSHA Regulation 29 CFR 1910.120. For Level 1 and Level 2 responses, the Incident Commander can be the Safety officer. For Level 3 responses, the Incident Commander may have several Safety Officers.

As a minimum, in a large-scale incident, the Incident Commander will act to generate the incident action plan and to oversee/support all response activities. The unified command structure allows for the Incident Commander, mutual aid groups, government agencies, and other outside responders to become instrumental in the generation of the incident action plan.

The emergency response process at UTC generally includes the incident response steps shown in Figure 5-1. The sections that follow present and discuss the procedures and, where appropriate, documentation for the specific emergency response procedures for certain situations. Referenced forms are provided with the procedure or on the UTC intranet and copies are also provided in Appendix D. The emergency incidents addressed in this section are the following:

- **Fire Response – Inert Area** (Section 5.1)
- **Fire and Explosion Response – Explosives Area** (Section 5.2)
- **Wildland Fire Response** (Section 5.3)
- **Bomb Threat** (Section 5.4)
- **Earthquake Response** (Section 5.5)
- **Flood Response** (Section 5.6)
- **Spill Response** (Section 5.7)
- **Evacuation Plan** (Section 5.8)
- **General Response** (Section 5.9)
- **Waste Disposal** (Section 5.10)



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Other Types of Emergency Incidents (Section 5.11)

- Treatment Unit Bypass and Permit Violation
- Deviation Requiring Emergency Shutdown of a Process that Uses Hazardous Substances
- Other Releases
- Offsite Transportation Incident
- Terrorism (See also Sections 5.2, 5.7, 5.8 and 5.9 as required and also contact local law enforcement agencies.)

5.1 FIRE RESPONSE PROCEDURE—INERT AREA

Goals of Procedure: Preventing fire from spreading to nearby areas and endangering nearby persons, including Emergency Responders.

ERT Availability: The ERT's hours of coverage are as follows:

- Monday – Saturday: 7:00AM - 7:00PM (current minimum hours, but could be expanded)
- During these hours, they will provide Emergency Response services to onsite personnel only. Effective July 1, 2005 the Mutual Aid Agreement that was active with local & State agencies was terminated.

After hours coverage

- If smoke & fire is apparent, call Security at ext 2222 or radio "UTC COM," who will call outside Emergency Services (CDF, 911)

Notification Procedure: Employees/Contractors:

- Evacuate affected area, establish a safe zone and
- Call Ext. 2222 or radio "UTC COM" on channel 1 and give the following information:
 - i. Name
 - ii. Station Number / Location
 - iii. Nature of Emergency
 - iv. Stay on the line until operator no longer needs assistance or Emergency Response personnel arrive
- Once evacuated, meet at your designated evacuation assembly area.

Security personnel will do the following:

- Activate the CRASH alarm network, which will alert the ERT
- Maintain contact with the following UTC departments (as necessary):



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- i. Safety
- ii. Environmental
- iii. Facilities
- iv. Site Manager

Personnel Response to a Fire: The following table lists the proper steps to safely respond to a fire. Call x2222 or radio UTC Com. Evacuate area.

DO	DO NOT
Shut down hazardous work in the affected area immediately.	Enter an area that is burning or suspected of being on fire when vision is obscured by smoke unless properly trained and wearing the proper personal protective equipment.
If safe to do so, identify ignition sources and : <ul style="list-style-type: none"> • Stop any fuel pumps. • Close all electrically operated valves. • Close any remaining fuel flow valves in the area of the fire. 	
If explosion hazard exists, warn people to stay away.	Open burning containers, enclosure, or enclosed area on fire or suspected of being on fire without fire-protective clothing
If electric equipment is involved in a fire, cut power to that equipment, if safe to do so.	Fight fire involving oil puddles or oil in open containers with water or water based fire-extinguishing agents.
If evacuation is necessary, go to the appropriate assembly area immediately and report to the person in charge.	Return to the building unless the Incident Commander has authorized re-entry.

Work Supervisor Response to a Fire: The Work Supervisor will take control of the area until relieved by the ERT. The Work Supervisor will perform the following actions:

STEP	ACTION
1	Have personnel shut down any feed lines and additional equipment, as necessary, practical and safe.
2	Ensure that the affected area is cleared of all personnel and evacuation headcount of all personnel working in and around the station
3	Initiate immediate control of traffic and personnel into the emergency scene until the Emergency Response Team arrives.

ERT or outside Fire Department Personnel: The ERT is onsite 12 hours per day Monday through Saturday. The ERT will carry out the fire-fighting effort until the fire is extinguished. The ERT, including the Incident Commander, who is usually the senior officer on duty, will perform the following actions when alerted of a fire:



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STEP	ACTION
1	Respond with personnel and equipment necessary to mitigate and control the emergency scene, based on the information received from the Security Control Room.
2	Develop and implement the necessary Incident Command structure, depending on the nature and extent of the incident, to provide for clear lines of authority, communication and organization of response operations. Implement call back of off-duty fire personnel.
3	Establish control of traffic and personnel into the emergency scene. Direct the Security Department to restrict all traffic and personnel from entering the controlled area without prior authorization from the Incident Commander (see Step 9).
4	Notify the Security Control Room and UTC management of preliminary damage assessments and status of mitigation operations.
5	Request assistance from other support services, e.g., Safety, Security, Facilities, Environmental, etc., to support emergency control and mitigation efforts. Summon outside assistance, if required.
6	Notify the Security Control Room to contact 911 for emergency medical response.
7	Initiate evacuation procedures commensurate with the emergency conditions. Advise the Security Control Room if conditions warrant implementation of the UTC Incident Command System.
8	Inform Security when the emergency has been mitigated, and access to the emergency scene is permitted. At this time the station may be turned over to the Work Supervisor or other responsible party.

Security Department Response During a Fire: The Security Department will perform the following actions:

STEP	ACTION
1	Provide security manpower and support to the Incident Commander, including call back of off-duty fire personnel.
2	At the request of the Incident Commander, position security personnel at strategic locations to assist with station evacuation and vehicle and pedestrian traffic. The Incident Commander is the only person that can grant access into the affected area.
3	If necessary, open alternative evacuation gates.
4	Bring in additional security manpower if requested by the Incident Commander, Emergency Coordinator or the Security Manager.
5	Relay timely updates to appropriate managers and support organizations via the Security Control Room.
6	If outside agencies are responding to the fire and/or explosion, position a security representative, or designee, at the front gate as an escort.
7	Record all reported conditions and radio traffic in a timely manner.



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Follow-Up Actions:

- Once the fire is extinguished, access to the area will be restricted to prevent any disturbance until the Incident Investigation Team has conducted an investigation.
- The Work Supervisor will complete the Incident Report (see instructions below).
- The Incident Investigation Team will evaluate response procedures for effectiveness.
- The ERT and/or contractors will clean up the affected areas, using procedures appropriate to the type of debris. If hazardous materials were released during the fire, only trained personnel will perform the clean up. Applicable portions of Spill Response Procedure (Section 5.7) will be followed.

Incident Report: The report form is found in UTC Work Instruction 23-08-08. Instructions for filling out the form are provided. The Work Instruction is found on the UTC Intranet.

5.2 FIRE AND EXPLOSION RESPONSE PROCEDURE—LIVE AREA

Goals of Procedure: Preventing fire from spreading to nearby areas and endangering near by persons, including Emergency Responders.

ERT Availability: The ERT hours of coverage are as follows:

- Monday – Saturday: 7:00AM - 7:00PM (current minimum hours, but could be expanded)
- During these hours they will provide Emergency Response services to onsite personnel only. Effective July 1, 2005 the Mutual Aid Agreement that was active with local & State agencies was terminated.

After hours coverage:

- If smoke & fire are obvious, call Outside Emergency Services (CDF, 911)

Notification Procedure: Employees/Contractors:

- Evacuate affected area, establish a safe zone and
- Call Ext. 2222 or radio “UTC COM” on channel 1 and give the following information:
 - i. Name
 - ii. Station Number / Location
 - iii. Nature of Emergency
 - iv. Stay on the line until operator no longer needs assistance or Emergency Response personnel arrive
- Once evacuated, meet at your designated evacuation assembly area.

Security personnel will do the following:

- Activate the CRASH alarm network, which will alert the ERT
- Maintain contact with the following UTC departments (as necessary):



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- i. Safety
- ii. Environmental
- iii. Facilities
- iv. Site Manager

Work Supervisor Response to a Fire: The following table lists the proper steps to safely evacuate an area where explosives were used. Even a very small fire in an explosives area is extremely dangerous. **EVACUATE THE AREA IMMEDIATELY.**

STEP	ACTION
1	Activate the Station Alarm if one is provided or otherwise alert other station personnel to evacuate station.
2	Evacuate station in an orderly manner.
3	Call Security Control Room (extension 2222) from a safe location.
4	Go to the appropriate assembly area immediately and conduct headcount of employees/contractors in the work area.
5	Do not return to the building unless the Incident Commander has authorized re-entry.

Work Supervisor Response to an Explosion: The first sign of an impending explosion may be smoke coming from an explosive materials storage area. If you become aware of an impending explosion follow the steps listed below:

STEP	ACTION
1	If you are inside a building and an explosion occurs, follow the procedures for Earthquake Response (Section 5.5).
2	If you are outside and smoke is sighted or an explosion occurs, immediately instruct all personnel to lay down flat on the ground.
3	Cover your head with your hands.
4	If safe to do so, move to the nearest phone and follow the notification procedure above.

Work Supervisor Response to a Fire: The Work Supervisor will take control of the area until relieved by the Emergency Response Team. The Work Supervisor will perform the following actions:

STEP	ACTION
1	Activate the Station Alarm if one is provided or otherwise alert other station personnel to evacuate station.
2	Evacuate station in an orderly manner.
3	Call Security Control Room (extension 2222) from a safe location.
4	Go to the appropriate assembly area immediately and conduct headcount of employees/contractors in the work area.
5	Do not return to the building unless the Incident Commander has authorized re-entry.



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ERT Personnel: The ERT is onsite 12 hours per day Monday through Saturday. The ERT will carry out the fire fighting effort until the fire is extinguished. The ERT, including the Incident Commander, who is usually the senior officer on duty, will perform the following actions when alerted of a fire and/or explosion:

STEP	ACTION
1	Respond with personnel and equipment necessary to mitigate and control the emergency scene, based on the information received from the Security Control Room.
2	Develop and implement the necessary Incident Command structure, depending on the nature and extent of the incident, to provide for clear lines of authority, communication and organization of response operations.
3	Establish control of traffic and personnel into the emergency scene. Direct the Security Department and/or Station personnel to restrict all traffic and personnel from entering the controlled area without prior authorization from the Incident Commander (see Step 9).
4	Notify the Security Control Room and UTC management of preliminary damage assessments and status of mitigation operations.
5	Request assistance from other support services, e.g., contractors, Security, Facilities, etc., to support emergency control and mitigation activities. Summon outside assistance, if required.
6	Initiate evacuation procedures commensurate with the emergency conditions. Advise the Security Control Room if conditions warrant implementation of the UTC Incident Command System.
7	Inform Security when the emergency has been mitigated, and access to the emergency scene is permitted. At this time the station may be turned over to the Work Supervisor or other responsible party.

Security Department Response During a Fire and/or Explosion: The Security Department will perform the following actions:

STEP	ACTION
1	Relay timely updates to appropriate managers and support organizations via the Security Control Room.
2	Provide security manpower and support to the Incident Commander. Activate the off-duty fire personnel call back system.
3	Bring in additional security manpower if requested by the Incident Commander, Emergency Coordinator or the Security Manager.
4	At the request of the Incident Commander, position security personnel at strategic locations to assist with station evacuation and vehicle and pedestrian traffic. The Incident Commander is the only person that can grant access into the affected area.



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5	If necessary, open alternative evacuation gates.
6	If outside agencies are responding to the fire and/or explosion, position a security representative, or designee, at the front gate as an escort.
7	Record all reported conditions and radio traffic in a timely manner.

Follow-Up Actions:

- Once the fire is extinguished, or further explosions prevented, access to the area will be restricted to prevent any disturbance until the Incident Investigation Team has conducted an investigation.
- The Work Supervisor will complete the Incident Report (see instructions below).
- The Incident Investigation Team will evaluate response procedures for effectiveness.
- The ERT and/or contractors will clean up the affected areas, using procedures appropriate to the type of debris. If hazardous materials were released during the fire or explosion, only trained personnel will perform the clean up. Follow applicable portions of Spill Response Procedure (Section 5.7).

Incident Report: The report form is found in UTC Work Instruction 23-08-08. Instructions for filling out the form are provided. The Work Instruction is found on the UTC Intranet.

5.3 WILDLAND FIRE RESPONSE PROCEDURE

Goals of Procedure: To minimize the area burned by wildland fires.

Introduction: Wildland fires may occur on UTC property or in the surrounding areas. Of greatest concern to UTC personnel and emergency services are those wildland fires that occur within the threat zone surrounding and incorporating the UTC facility. UTC and the surrounding threat zone are under the jurisdiction of the California Department of Forestry during the fire season when most wildland fires are likely to occur. UTC and CDF provide fire-fighting response to onsite wildland fire.

Notification Procedure: Employees/Contractors:

- Evacuate affected area, establish a safe zone and
- Call Ext. 2222 or radio "UTC COM" on channel 1 and give the following information:
 - Name
 - Station Number / Location
 - Nature of Emergency
 - Stay on the line until operator no longer needs assistance or Emergency Response personnel arrive
- Once evacuated, meet at your designated evacuation assembly area.

Security personnel will do the following:

- Activate the CRASH alarm network, which will alert the ERT
- Maintain contact with the following UTC departments (as necessary):



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- i. Safety
- ii. Environmental
- iii. Facilities
- iv. Site Manager

Employees/ Contractors Detecting a Wildland Fire: The response by employees/contractors to a wildland fire is similar to the response to any fire at UTC. The following steps will be implemented by station personnel:

STEP	ACTION
1	Do not approach fire. Call Ext. 2222 or radio "UTC COM" on channel 1
2	Remain at a safe distance from the fire but in the vicinity until emergency responders arrive to help direct them to the location of the fire, if necessary.
3	Once the ERT personnel are at the scene, follow all instructions of the Incident Commander.
4	If evacuation of the area or the facility is required, follow the Evacuation Plan, Section 5.8
5	If allowed, leave the area and return to normal activities.

Security Department Response During a Wildland Fire: If employees/contractors report a wildland fire, Security personnel will perform the following actions:

STEP	ACTION
1	Relay timely updates to appropriate managers and support organizations via the Security Control Room.
2	Provide security manpower and support to the Incident Commander, including call back of off-duty fire personnel.
3	Bring in additional security manpower if requested by the Incident Commander, Emergency Coordinator or the Security Manager.
4	At the request of the Incident Commander, position security personnel at strategic locations to assist with station evacuation and vehicle and pedestrian traffic. The Incident Commander is the only person that can grant access into the affected area.
5	If necessary, open alternative evacuation gates.
6	If outside agencies are responding to the fire and/or explosion, position a security representative, or designee, at the front gate as an escort.
7	Record all reported conditions and radio traffic in a timely manner.

ERT Personnel: When notified of a wildland fire by Security, or county or state response teams, the ERT personnel will perform the following actions:

CONDITION	ACTION
1. If the fire is on UTC property and small enough that UTC resources are adequate	Follow the procedures for fires in inert (Section 5.1) or explosives (Section 5.2), as appropriate.
2. If the fire is on UTC property and requires additional resources	Request assistance from: The California Department of Forestry (CDF), San Jose Fire Department.



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3. If the fire is on UTC property and if outside assistance is required	Follow department procedures for coordination and fire fighting. Request wildland response.
4. If outside resources request to start (IAP) Incident Action Plan	Set up (ICP) Incident Command Post, Staging Area, have ICS positions filled with initial responding personnel arriving at scene.

Follow-Up Actions:

- Once the fire is extinguished, access to the area will be restricted to prevent any disturbance until the Incident Investigation Team has conducted an investigation.
- The Incident Investigation Team will evaluate response procedures for effectiveness.
- The ERT and/or contractors will clean up the affected areas, using procedures appropriate to the type of debris. If hazardous materials were released during the fire or explosion, only trained personnel will perform the clean up. Follow applicable portions of Spill Response Procedure (Section 5.7).

Incident Report: The report form is found in UTC Work Instruction 23-08-08. Instructions for filling out the form are provided. The Work Instruction is found on the UTC Intranet.

5.4 BOMB THREAT PROCEDURE

Goals of Procedure: Minimize injury to personnel, damage to property, and disruption of operations. Improve chances of apprehending perpetrator.

When Bomb Threat Received by Phone: The table below lists the instructions to be followed by the person receiving the call:

DO	DO NOT
KEEP caller talking. <ul style="list-style-type: none"> • Try to notify someone of the situation. • Note the date and time of the call. 	<ul style="list-style-type: none"> • Panic • Hang up • Place call on hold • Consider call a joke
TRY to record the exact words used by the caller.	
ASK the caller: <ul style="list-style-type: none"> • WHAT kind of bomb? • WHEN it will go off? • WHERE is it? • WHAT does it look like? • HOW do you know about it? • WHY was the bomb planted? 	ASK for the caller's name?
LISTEN for the following:* <ul style="list-style-type: none"> • Voice characteristics (male, female, drunk, educated, accent, age, impediments, tone of voice, etc.) • Background sounds * Record information on the bomb threat report form.	



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KEEP CIRCUIT OPEN so the call can be traced.	HANG UP when call is completed
IMMEDIATELY notify the Department Manager (in his or her absence, other managers) and the Security Control Room, extension 2222.	DISCUSS with personnel other than immediate supervisor
EVACUATE the building. Assemble at the Metcalf Evacuation Assembly Area or a minimum of ½ mile.	

When Bomb Threat Received by Letter or Third Person: The person receiving the threat should make the notification to UTC management/ security as described when the bomb threat is received by phone, record the circumstances, and refrain from discussing with other personnel.

When Bomb Threat Received by Security Operator: The table below lists the instructions to be followed by the Security Operator at the Security Control Room receiving a call concerning a bomb threat:

STEP	ACTION
1	Attempt to get as much information from the caller as possible.
2	Instruct the person receiving the bomb threat not to discuss the condition with anyone other than of the immediate supervisor or UTC management investigating threat after evacuating the building.
3	Activate the crash alarm notification network. Make after hour calls if the management representatives are not available.
4	Radio "UTC fire responding to an emergency condition at Station No. ___, Channel 1 is now open for emergency traffic."
5	Contact the following organizations (if necessary): <ul style="list-style-type: none"> • Santa Clara County Sheriff Department Report conditions. • Request a canine unit if directed by the Incident Commander. • Site Manager • Security Manager (if necessary) • Human Resources, or designee • Public Relations representative, or designee • Safety Manager, or designee • Facilities Manager, or designee

Security Response During a Bomb Threat: When Security Operator is informed of a bomb threat, the Security Department will perform the following actions:

STEP	ACTION
1	Relay timely updates to appropriate management and support organizations via the Security Control Room.
2	Provide security manpower and support to the Incident Commander.
3	Bring in additional security manpower if requested by the Incident Commander, Emergency Coordinator or the Security Manager.



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4	At the request of the Incident Commander, position security personnel at strategic locations to assist with station evacuation and vehicle and pedestrian traffic. The Incident Commander is the only person that can grant access into the affected area.
5	If necessary, open alternative evacuation gates.
6	If outside agencies are responding to the bomb threat, position a security representative, or designee, at the front gate as an escort.
7	Record all reported conditions and radio traffic in a timely manner.
NOTE: Radio transmissions inside of, or in close proximity to the affected area are prohibited. Therefore, it will be necessary to designate a "runner" to relay information between the Incident Commander and affected groups. All findings shall be immediately relayed to the Incident Commander.	

Management Actions: If it is determined that the bomb threat is to be taken seriously based on the threat information, the Incident Commander in conjunction with the Site Manager shall order a security alert and coordinate the following actions:

STEP	ACTION
1	Evacuate the affected station(s) or area.
2	Notify the Santa Clara County Sheriff's Department (see Appendix A). Ask them to call the Bomb Squad.
3	Notify corporate headquarters.
4	Implement the Incident Command System, as necessary.
5	Initiate additional evacuation if deemed necessary (See Section 5.8).
6	Maintain control of the incident until it has been resolved (bomb found and removed or search completed). Be aware and on alert for a secondary bomb.
7	The Incident Commander will authorize re-entry for employees once it has been determined to be safe to allow it.

Discovery and Disposal of Bomb: Any person(s) finding a suspected bomb should follow these instructions:

- DO NOT TOUCH OR HANDLE.
- IMMEDIATELY notify the Security Control Room (extension 2222) and the Department or Station Manager.
- Work Supervisor will evacuate the affected area/building and post individual outside with function of informing persons of "NO RADIO COMMUNICATIONS ALLOWED IN AREA".



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Bomb Threat Report Form

A. GENERAL INFORMATION TO REPORT

Call received by Last Name:	First:	M. I.:
-----------------------------	--------	--------

Telephone number call received on:

Date Call Received:	Time:
---------------------	-------

Exact words of person making threat:

B. CALLER'S IDENTITY

<u>Type</u>	<u>Voice</u>	<u>Accent</u>
<input type="checkbox"/> Male	<input type="checkbox"/> Loud <input type="checkbox"/> Soft	<input type="checkbox"/> Foreign
<input type="checkbox"/> Female	<input type="checkbox"/> High Pitch <input type="checkbox"/> Low Pitch	<input type="checkbox"/> Race
<input type="checkbox"/> Adult	<input type="checkbox"/> Deep <input type="checkbox"/> Normal	<input type="checkbox"/> Local region
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not local region
	<input type="checkbox"/> Other	

<u>Mannerisms</u>		<u>Speech</u>	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Distinct	<input type="checkbox"/> Garbled
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp
<input type="checkbox"/> Righteous	<input type="checkbox"/> Flippant	<input type="checkbox"/> Other:	



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Bomb Threat Report Form

<u>Language</u>		<u>Background Sounds</u>	
<input type="checkbox"/> Excellent	<input type="checkbox"/> Poor	<input type="checkbox"/> Voices	<input type="checkbox"/> Quiet
<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Music	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Foul		<input type="checkbox"/> Trains	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Other:		<input type="checkbox"/> Animals	<input type="checkbox"/> Street Traffic
		<input type="checkbox"/> Mixed	<input type="checkbox"/> Bedlam
		<input type="checkbox"/> Sirens	<input type="checkbox"/> Whistles/horns
		<input type="checkbox"/> Other:	

C. INFORMATION TO REQUEST

1. When will it go off?

2. What kind of bomb?

3. Where is the bomb?

4. What does it look like?

5. How do you know about the bomb?

D. Remarks



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5.5 EARTHQUAKE RESPONSE PROCEDURE

Employees /Contractors Prior to an Earthquake: Know what steps you will take in the event of an earthquake based upon your location, and the operation being performed.

Employees /Contractors Response to an Earthquake: A rumbling sound usually precedes the quake by a split second. Use the following guidelines during and earthquake. The following table lists the proper steps to most safely respond to an earthquake.

DO	DO NOT
If you are inside a building, immediately take cover under a table, desk or in a doorway.	Stay near heavy equipment, glass, and chemical storage areas.
<ul style="list-style-type: none"> If the furniture under which you have taken cover moves, stay under it and move with it. 	
<ul style="list-style-type: none"> If not under cover, place anything handy, such as a coat, magazine, or cardboard box over your head and face to use as a shield. 	
<ul style="list-style-type: none"> Move to an inner wall or hallway if safe to do so. The inner core of the building is the strongest and least likely to collapse. 	
If outside, stay there.	
<ul style="list-style-type: none"> Move away from buildings, walls, power poles, and lampposts. 	Go near downed power lines and areas where gas leaks or chemical releases may have occurred.
<ul style="list-style-type: none"> The greatest danger from falling debris is just outside doorways and close to outer walls while the ground is shaking. 	
If in a moving car, stop the car as soon as possible and in a safe manner.	Stop under or on an overpass or bridge, or near tall buildings and/or walls.
<ul style="list-style-type: none"> Stay in your car because it is a great shock absorber. 	

After the Earthquake: Be prepared for after shocks, which may be quite strong and cause even more damage due to the already weakened structures.

DO	DO NOT
Check for injured personnel. Assist injured personnel as necessary.	Move the seriously injured unless they are in immediate danger.
Evacuate the building using standard building evacuation procedures (Section 5.8)	Re-enter buildings until the building have been checked out.
Obtain headcount of employees and report to Incident Commander	Operate any equipment until it has been determined to be safe to use.



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Facilities personnel will determine which areas and systems require immediate inspection or isolation because of potential hazards as a result of the earthquake. They will cordon off the areas until inspection determines they are safe or repairs are completed.

5.6 FLOOD RESPONSE PROCEDURE

Goal of Procedure: To address the two types of flooding that can occur at UTC:

- Pipeline rupture
- Excessive storm water run-off

Notification Procedure: Employees/Contractors:

- Evacuate affected area, establish a safe zone and
- Call Ext. 2222 or radio "UTC COM" on channel 1 and give the following information:
 1. Name
 2. Station Number / Location
 3. Nature of Emergency
 4. Stay on the line until operator no longer needs assistance or Emergency Response personnel arrive
- Once evacuated, meet at your designated evacuation assembly area.

Security personnel will do the following:

- Activate the CRASH alarm network, which will alert the ERT
- Maintain contact with the following UTC departments (as necessary):
 1. Safety
 2. Environmental
 3. Facilities
 4. Site Manager

Station Personnel Response to Flooded Area: With any flooded area or station, be aware of the potential for electric shock, the potential presence of hazardous substances, and slip hazards from wet or uneven walking surfaces.

DO	DO NOT
Move upwind and uphill from the flooded area in case of a release of hazardous substances.	Enter or pass through a body of water until you are sure it is safe to do so.
Evacuate the area as necessary or shelter in place	Allow personnel to enter into a flooded area.
Call Ext. 2222 or radio "UTC COM" on channel 1 from a safe area.	Attempt to stop or contain a release from a pipeline unless you have been properly trained and it is safe to do so.



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Work Supervisor Response to Pipeline Rupture: The work Supervisor will take control of the area until relieved by the Emergency Response Team. The Work Supervisor will perform the following actions:

STEP	ACTION
1	Activate the Station Alarm if one is provided or otherwise alert other station personnel to evacuate station.
2	Evacuate station in an orderly manner.
3	Call Security Control Room (extension 2222) from a safe location.
4	Go to the appropriate assembly area immediately and conduct headcount of employees/contractors in the work area.

ERT Personnel: The ERT will perform the following actions when alerted of a flooded area:

STEP	ACTION
1	Assess the area to determine if any the flood endangers persons and initiate rescue operations, if necessary. Secure power to building using proper insulated gloves for handling electrical equipment
2	Determine if any hazardous materials have been or potentially will be affected by the flood and request HAZMAT support if required.
3	Work with Facilities personnel to shut down electrical power to the area and remove any other electrical or mechanical hazard before attempting any operations in the flooded area.
4	If a pipeline rupture causes flood, secure appropriate control valves and oversee Facilities personnel while they attempt to repair pipeline.

Follow-Up Actions: Once the cause of the flood has been repaired or the storm has passed, and the water has receded, the area must be cleaned up. If the flood was caused by the rupture of a pipeline carrying potentially harmful substances, whether chemical or sewage, perform the following decontamination steps:

STEP	ACTION
1	Decontaminate by washing and rinsing, with compatible solvent (e.g., water) using brushes, all contaminated surfaces and equipment.
2	Leather, wood, and other porous surfaces cannot be decontaminated, therefore, dispose of these materials.
3	Place disposable suits, disposable equipment, contaminated sorbents, and all other contaminated materials into drums or bags for disposal (verify containers are compatible with the material before use).
4	Contain and collect all contaminated rinse solutions for disposal.
5	Dispose of waste from cleanup in accordance with Section 5.10.



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5.7 SPILL RESPONSE PROCEDURE

Purpose of Procedure:

- To protect human health and the environment in the event that a hazardous material is released to the air, water, and/or soil at UTC.
- To incorporate the aspects of spill response required by federal, state, and local agencies as described in requirements for the SPCC Plan, the Hazardous Waste Contingency Plan, CalOSHA, and BAAQMD emergency response requirements, the Hazardous Materials Business Plans, AST regulations, and any permits.

Notification Procedure: Person discovering a release of oil or other hazardous material will notify the Emergency Communications Center (Security Control Room) by telephone (extension 2222) and provide the following information:

- Who is calling and phone number
- Any injuries and severity, if known
- What has taken place
- Whether a fire is involved
- Materials involved, associated hazards, and quantity, if this information is known
- Where the spill is located and source (pipeline, waste pad, etc.)
- An estimate of the discharge rate and the direction any liquid is flowing

Security personnel will perform the following:

- Activate the crash alarm network, which will alert the UTC Emergency Response Team
- Maintain contact with the following UTC departments (as necessary):
 - i. Safety
 - ii. Facilities
 - iii. Environmental
 - iv. Site Manager
- If an alarm is activated that indicates a leaking tank (either underground or aboveground), notify the station personnel who will verify the presence of a spill. If the spill is verified, continue with steps "A" and "B", above.

The Emergency Coordinator will perform the following:

- Notify Community Responders if the spill will require their support.
- Notify persons on site who may be affected by the release, particularly those persons located downwind of the incident.
- Notify local authorities so that downstream water users and/or persons downwind of the vapor can be notified and evacuated, as required.



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- Notify or have the Security Control Room notify Environmental with details of the release.

Environmental personnel will perform the following:

- Notify agencies, based on type of release, as listed in Table F-1. Telephone numbers for the agencies are provided in Table F-2 and Appendix A.

Security Control should be contacted when: Spills will be reported immediately to the Security Control Room for emergency response when the following condition(s) exist:

- It could potentially endanger human health or the environment
- It is not safe for personnel to perform the cleanup
- Personnel are not aware of the hazardous properties of the material
- Personnel are not trained to properly handle and clean up the material
- It is an unauthorized release of more than 1 pound or to the air
- It is a release to the a non-impervious material, such as soil
- It takes more than 8 hours to clean up
- It could result in release of flammable liquids or vapors, thus causing a fire or explosion hazard
- It could cause the release of toxic liquids or fumes
- It cannot be contained on site, resulting in off-site soil contamination and/or ground or surface water pollution
- It enters onsite waterways
- It is a release of sewage or treated sewage

Incidental Release Procedure: An incidental release is a small release that occurs during a process where the personnel performing the process are experienced in working with the released material, are trained to work with the released material, and are trained how to properly and safely clean up the released material. When employees and contractors have an incidental release, they have the option of cleaning it up themselves, provided the following conditions are met:

- Release could not potentially endanger human health or the environment
- It is safe for personnel to perform the cleanup
- Release is less than 1 pound, is on an impervious material, and will not migrate to soil or water
- Release is limited to UTC property
- Release is not sewage or treated sewage
- Release is cleaned up within 8 hours by personnel who are aware of the hazardous properties of the material and are trained to properly handle and clean up the material
- During the cleanup, the ERT is notified (non-2222 call) that a release cleanup is being performed so the ERT may evaluate the release and the release response for safety



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In all cases, including incidental spills/releases, an Unauthorized Release Log must be filled out and forwarded to the Environmental Department within 24 hours.

Small-Quantity Release Procedure: When employees and contractors find a small spill/release (that is not an incidental release), they must call Security Control Emergency ext 2222 and report their finding.

Person Discovering Release: When a small-spill or release occurs, the observer will perform the following actions:

STEP	ACTION
1	Notify Security Control at ext 2222 and his/her supervisor
2	The ERT will respond and perform clean-up operations
3	If necessary, the ERT will contact Environmental for cleanup assistance and advice.

Emergency Response Team: The following guidelines will be used by the ERT to mitigate and manage a small chemical incident.

STEP	ACTION
1	Determine what chemicals are involved and associated hazards.
2	Determine if materials are regulated under Proposition 65 from warnings on the Chemical Hazard Profile, MSDS, equipment warning signs, etc.
3	Determine if materials are regulated as Acutely Hazardous Materials or EPA designated EHS from the MSDS or 40 CFR Part 355 (A)
4	Establish command post upwind, upgrade, and away from danger.
5	Assume worse case situation, do not touch spilled material. Wear appropriate and compatible protective equipment at all times.
6	For entry into confined spaces, self-contained breathing apparatus and combination detector (lower explosive level, oxygen level, and threshold limit value) must be used.
7	Evacuate surrounding area and isolate area with barrier tape. Install a Proposition 65 warning sign at the barrier when such chemicals are involved.
8	Set objectives and priorities (life safety, environment, and property) and direct a minimum number of personnel to perform tasks. Response to all incidents must include at a minimum the Work Supervisor and 2 responders.
9	Work toward stabilization and control by stopping the source and containing the material.
10	Stop source and contain materials.
11	Clean up all spilled materials completely.



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12	Report the spill to Environmental within 24 hours of the incident. The spill must be logged into the site spill log maintained by Environmental.
13	Dispose of material in accordance with regulations (contact Environmental for advice).

Large Scale Release: Large-scale releases are Level 2 and Level 3 releases as defined in Section 1.3. The procedures outlined below pertain to the emergency response actions that will be taken at the UTC facility when the Security Control Room is notified of a spill that requires emergency response. The equipment available for use in an emergency is listed in Appendix E.

Person Discovering Release: A person discovering a large-scale release such as a leak in a tank, pipeline, pump, etc., will perform the following actions:

STEP	ACTION
1	Assume that hazardous substances are involved until proven otherwise.
2	Leave the immediate area and withdraw all personnel to a staging area.
3	Contact the Security Control Room as described above (Notification Procedure) and provide the information listed.
4	Secure area and monitor for changes.

Incident Commander: When the Incident Commander is informed by the Security Control Room that a spill requires emergency response, the Incident Commander will perform the following actions:

STEP	ACTION
1	Immediately assess the incident: <ul style="list-style-type: none"> Identify the type, extent, and potential impact of the incident to human health and the environment. Determine the type of any chemical released (see Step 2), the extent of the area affected by the spill, and the means by which it might enter the environment. Set up hot, warm, and cold zones. Make a determination of the potential for direct or indirect hazards to human health, livestock, or the environment.
2	Examine the area visually to determine the type of material and location of the release.
3	Base initial emergency response on the assessment.
4	Evaluate and determine the need for evacuation and, if necessary, initiate evacuation of the hazard area. The area of evacuation will depend on the quantity and nature of the release. Decon victims before transporting.



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5	Obtain medical attention for any injured persons. To provide immediate assistance for the injured, have Security Control call 911 to get AMR ambulance response. In life threatening situations, the injured person will be taken to Santa Teresa Hospital (Map C-5), or in the case of a serious burn injury, to Santa Clara Valley Medical Center.
6	If the spill involves flammable or explosive materials: <ul style="list-style-type: none">• Eliminate ignition sources in the spill area until the release is contained.• Restrict or eliminate use of motor vehicles within the spill area to avoid ignition of the vapor, which can cause a flashback to the source of the initial release.• Request fire suppression equipment from the Emergency Response Team.
7	Restrict access to the spill area to only those persons involved in overseeing or performing emergency operations.
8	Rope or otherwise block off area to provide for personal safety.
9	Direct the Security Control Room to dispatch additional emergency personnel to the incident site as required.
10	Contain and clean up the release as quickly as possible. Direct the emergency response personnel in containment and initial cleanup of the spill.
11	Coordinate with Environmental to ensure that the appropriate government agencies and corporate personnel are notified of the spill.
12	Recover spilled material for reuse, if possible.
13	Place spill residues, including contaminated earth, adsorbents, wiping rags, etc., into drums or other suitable containers, handled as waste, and disposed of properly (see Disposal Procedures , below).
14	At the termination of spill response, coordinate with Environmental to complete all required agency reports.



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Responders: Emergency response personnel will perform the following actions:

STEP	ACTION
1	Make sure unnecessary persons are removed from the spill area.
2	Use appropriate protective clothing and equipment.
3	Remove ignition sources, and use spark and explosive proof equipment and fire resistant clothing in containment and cleanup.
4	If vapors are released, a fire creates a toxic vapor cloud, or a liquid spilled is highly volatile, attempt to contain the vapors using knockdown mists, foams, or films, as appropriate.
5	If the released material is a solid, contain it using sheeting, by shoveling it into compatible drums, or by vacuuming it using appropriately filtered vacuums.
6	If possible, try to stop any leak by turning off the source (pumps or valves), relieving the pressure off the tank, and/or using plugs or patching materials.
7	Remove surrounding materials that could react with the spilled materials.
8	If a leaking tank does not have adequate secondary containment, or secondary containment is compromised, work to contain the spilled material by transferring the material to another compatible tank, tanker truck, and/or drums.
9	Use adsorbent pads, earth, and other inert materials to contain, divert, and clean up a spill or leak.
10	If spilled materials reach a creek, dam the creek downstream from the spill by using sand, earth, sandbags, etc., depending on the type of material released.
11	Place containment and cleanup materials in drums or other appropriate containers for proper disposal.
12	Place recovered oil and contaminated soil in drums for removal to an approved treatment/disposal site.
13	If, at any time during the clean up, it is necessary to halt operations in the affected area, monitor the affected systems for signs of leaking, gas releases, pressure buildups, or ruptures in pipes, valves, and other equipment, where necessary.

Security: Security personnel will perform the following actions:

STEP	ACTION
1	Man the Security Control Room during the emergency and communicate with persons as requested by the Incident Commander.
2	Assist in traffic control at site of incident as needed.
3	Assist in traffic control if evacuation is required



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Decontamination Procedure: Decontaminate all contaminated surfaces and equipment by washing and rinsing, with compatible solvent (e.g., water) using brushes. Leather, wood, and other porous surfaces cannot be decontaminated, therefore, dispose of these materials.

If soil has been contaminated, remove all contaminated soil and place in drums or other appropriate container, depending on the volume of soil.

If a large volume of soil or portion of a building has been contaminated, this process may require written plans, sampling to determine the extent of contamination and to verify clean up, and involvement of government agencies. Long-term clean up of a release site will be carried out by the Environmental Department and/or UTC Remediation, and is not described in detail in this IIRC Plan. Sampling, analysis, and cleanup operations will be carried out in accordance with the applicable regulations, depending on the material released.

Disposal of Material from Spill Response: The Incident Commander and the emergency response personnel will perform the following actions:

STEP	ACTION
1	Place disposable suits, disposable equipment, contaminated sorbents, and all other contaminated materials into drums or bags for disposal (verify containers are compatible with the material before use).
2	Contain and collect all contaminated rinse solutions for disposal.
3	Package, mark, label, and segregate by hazard class all waste materials for shipment to Station 2233 by station personnel.

Note: Additional Waste Disposal Information is available in Section 5.10.

5.8 EVACUATION PLAN

Purpose of Procedure: Emergencies require prompt and deliberate action. Depending on the emergency situation, evacuation of an individual station, portions of the facility, the entire facility, or the local residents may be required. In the event of any major emergency, the Incident Commander will determine which situations require evacuation of any level.

Station Evacuation Plan: Most stations are inactive, unoccupied, and are being decommissioned. Each active station is required to have a written Station Evacuation Plan that describes what employees and contractors will do in the event of an evacuation. The basic components of a UTC Station Evacuation Plan are identified below:

- Personnel Responsibilities
- Evacuation Route Designation



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- Assembly Area Designation
- Personnel Headcount Procedure
- Area and Building Maps
- Evacuation Training and Drills
- Station Evacuation Procedure
- Station personnel are trained in the evacuation plan for their station.

Evacuation Maps: A site evacuation map is provided in Appendix C (Figure C-4). During station evacuations, the Evacuation Coordinator, emergency response personnel, or ERT may order use of an Alternate Assembly Area, to be used by evacuating personnel. **The Alternate Assembly Area may be located in another area or off site.**

The designated onsite Alternate Assembly Areas are indicated on the site evacuation map. The designated Incident Commander will identify an offsite evacuation point if a site wide evacuation is necessary. The designated onsite Alternate Assembly Areas are:

- The Metcalf Evacuation Assembly Area located at the front gate.
- The Las Animas Evacuation Assembly Area located at the back gate.

Evacuation routes are posted at each active building. Evacuation maps are required to be posted at the following locations:

- The entrances to each area
- Every stairway

Evacuation maps include the following information:

- A diagram of each floor of the building (if applicable)
- All exits and emergency exits
- Primary and alternate station evacuation routes
- Assembly areas
- Hazardous areas
- Emergency equipment storage locations
- Zone evacuation routes
- Alternate Assembly Areas

Evacuation areas are depicted on the site evacuation map, as follows:

- **Area I:** Research and Advanced Technology Area
- **Area II:** Administration and Inert Area



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- **Area III:** Live Area

Evacuation routes from the areas listed above are as follows:

- **Area I:** Take Splinter Valley Road to Shingle Valley Road to the front gate (Metcalf Evacuation Assembly Area).
- **Area II:** Take Shingle Valley Road to the front gate (Metcalf Evacuation Assembly Area).
- **Area III:** In Shingle Valley, go to Shingle Valley Road to Manufacturing Road to the back gate (Las Animas Evacuation Assembly Area). In Mixer Valley, go to Mixer Road to Manufacturing Road to the back gate (Las Animas Evacuation Assembly Area).

Evacuation Alarm: The facility employs the normal telephone system and a radio system to initiate evacuation of facility areas. The radio system is also used to notify key facility personnel as to the nature of the emergency. Once notified, hand-held and portable radios supplement the telephone system and are used by the Facilities, Environmental, Safety, and Security Departments and the ERT for communication during the emergency.

Station or Work Personnel Response to Evacuation Alarm: Station or work personnel will evacuate immediately when any of the following circumstances exist:

- Fire
- Fire alarm activation
- Verbal command from a Supervisor or emergency response personnel

At the Evacuation alarm or signal personnel will perform the following actions:

STEP	ACTION
1	<u>Inert areas only:</u> Shut down operations according to your station's procedures. Remain and operate critical plant operations if so assigned by supervisor during evacuation planning.
2	Follow instruction in Station Evacuation Plan. Remember that you are responsible for your visitors.
3	Use any designated exit including the alarmed exits.
4	Reassemble at the designated Assembly Area, or Alternate Assembly Area and report to your supervisor or alternate evacuation coordinator.
5	If evacuation of portions of the Live Area or the entire site is ordered, immediately go to an Alternate Evacuation Area or an offsite evacuation point if relayed to you by your supervisor.
6	Do not remain in or re-enter the location unless specifically authorized by the Incident Commander (information will be relayed by supervisor or assembly area leader).



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Work Supervisor Response to Evacuation Alarm: The Incident Commander will notify work supervisors through the Emergency Coordinator that evacuation is needed. The supervisors will perform the following actions:

STEP	ACTION
1	Ensure that all work is stopped and that personnel assigned to operate critical plant operations do so before evacuation.
2	Verify that all employees, contractors, escorted and unescorted visitors evacuate the building quickly and in an orderly manner using the appropriate evacuation route.
3	If a portion or the entire site must be evacuated, determine the safest exit for employees under your supervision in consultation with the Incident Commander or the area Supervisor. Relay this information to your employees.
4	Be the last to leave your area.
5	Close the door(s) to your area (DO NOT LOCK IT).
6	If a portion or the entire site must be evacuated, try to keep your group together. Transport a maximum number of persons per vehicle to keep the number of vehicles to a minimum.
7	Initiate a head count at the assembly area of employees you supervise and relay head count and any discrepancies to the Incident Commander.
8	Ensure that employees remain in assembly areas until authorized to leave.
9	Relay any information to employees as requested by the Incident Commander.
10	Make available to the Incident Commander at least one employee who is familiar with the area.

Security Response to Evacuation Plan: If evacuation of portions of the manufacturing site or the entire site is initiated by the Incident Commander, the following actions will be carried out:

STEP	ACTION
1	Immediately open the gates of the facility.
2	Do not permit further entry of visitors, contractors, or trucks to the facility.
3	Ensure that all ordinary vehicle traffic within the plant ceases to allow safe exit of personnel and movement of emergency equipment.
4	Assist in accounting for visitors, contractors, and truckers by referencing the sign-in sheets.

Evacuation of Surrounding Areas: Because the distance to the closest urban area is about 7 miles, it is unlikely that evacuation of its population will be necessary in the event of a release of toxic material. However, if a large quantity of spilled material ignites and causes a potential threat to surrounding areas, then isolated residential areas within one mile of the plant will be notified. The notification will be made by uniformed security guards, who will drive to the residences. Assistance in evacuating the residents will be provided, if needed.



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Assembly Area Procedure: When an evacuation has been ordered, employees must be accounted for. Assembly Area Leaders will record the names, badge numbers, and assigned station designation (or department numbers) and primary assembly areas on Personnel Inventory forms. Personnel Inventory forms will be turned over to the Evacuation Coordinator or Communications Leader of the Incident Command for reconciliation.

Personnel at Assembly Area: At the Assembly Area, personnel will perform the following actions:

STEP	ACTION
1	Check in with Work Supervisor or other designated person.
2	Do Not leave unless: <ul style="list-style-type: none"> Directed or authorized to do so by Work Supervisor, Evacuation Coordinator, or emergency response personnel. Staying at the Assembly Area endangers your safety or health.
3	If, at the time of an evacuation, one is at a different station than the one normally assigned, evacuate with the station personnel to THEIR Assembly Area. <ol style="list-style-type: none"> Once at their Assembly Area, identify oneself to the person taking the personnel inventory. Advise them of one's pre-assigned Assembly Area. Stay at the current Assembly Area until instructed to return to one's pre-assigned Assembly Area.

Work Supervisor: At the Assembly Area, the Work Supervisor will perform the following actions:

STEP	ACTION
1	Be available for personnel to report to.
2	Provide a status report to emergency response personnel. The status report shall include the following information: <ul style="list-style-type: none"> If all are accounted for Name of the missing individuals, if any, and the location that they were last seen Name of any individual normally assigned to another station that has reported to you Injuries (number and type), if any
3	Advise employees when the Incident Commander has authorized re-entry to the station.

Re-Entry into Evacuated Area: Re-entry into the affected area will be made only after the Incident Commander gives clearance. A signal or other notification will be given to security and supervisors when re-entry into the plant is authorized.



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5.9 GENERAL RESPONSE PROCEDURES

Setting Up a Command Post:

Purpose: A command post is essential for emergency responses that require multiple organizations. It is the operating center where representatives from all responding emergency organizations control the scene and receive information and progress reports by radio or runners. The command post also issues commands, concerns itself with safety and public information, and provides for organization and an effective communications network on scene. Furthermore, protective measures and decontamination procedures are established by the command post. A fully staffed command post would have at least one person in charge of each area. However, in a smaller and more manageable incident, one person may be able to handle several tasks.

Procedure: The initial command post should be set up by the Incident Commander. To set up the command post the following procedures will be implemented:

STEP	ACTION
1	For optimal placement, set up upwind and upgrade from the scene and in a zone sheltered from the weather, if possible.
2	Locate command post at a reasonable distance from the site in the support zone, but close enough to maintain a general overview of the situation and accessible for resources such as road, water, and shelter.
3	It should have access to all data including accumulated information on any spilled materials, pre-emergency plans, and other reference materials.
4	Have staff members keep records of all movements, personnel involved, equipment location and communication for the post-incident investigation.
5	Equipment needed on site to operate post safely and smoothly may include the following: <ul style="list-style-type: none"> • Sampling and monitoring equipment • Protective clothing • Binoculars • Tables • Adequate lighting • Sufficient communication equipment

Site Control:

Purpose: Maintaining site control is an important aspect in mitigating an emergency incident. It prevents untrained personnel from being exposed to hazards unnecessarily. If hazardous materials have been released, it prevents cross-contamination of materials by personnel moving freely about the area and it reduces exposure to personnel, equipment, and environment.



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Procedure: Site control can be accomplished through several means:

1. Setting up security and physical barriers to prevent unauthorized people from entering the area. This would involve usage of barrier tapes, ropes, signs, fences or other material to clearly mark off the area.
2. Assigning patrol personnel to ensure the security of the area.
3. Designating only those personnel that are necessary to carry out the essential emergency operations.
4. Demarcation of work zones and control points to the zones. Three zones will be designated: exclusion, decontamination, and support. Only certain operations may be carried out in each zone and entrance and exit into or out of the zones will be controlled by the access control points located at the boundaries. This restricts access to contaminated areas as well as reduces cross-contamination.
 - **The exclusion zone** includes the source of the incident. Personnel entering the exclusion zone must wear appropriate protective gear. The boundary of this zone is determined from the initial assessment, identification of hazards, and monitoring.
 - **The decontamination zone** is a transition zone between the exclusion and support zones and localizes the decontamination process. Through distance, air dilution and zone restriction, contamination carried to the support zone can be kept to a minimum. Protective equipment may or may not be prescribed depending on the conditions existing at the time. Personnel leaving the decontamination zone should remove all protective equipment.
 - **The support zone** is the clean zone containing all back-up personnel, equipment and the command post.

Choose area dimensions and stringency of the boundaries according to the specific conditions of the incident. They should be determined after evaluating all of the factors in the initial evaluation and additionally, the dimensions of any contaminated area and the area needed to conduct operations. These can also be changed at any time if, for instance, part of the support zone becomes contaminated.

5. Crowd control should be enforced to keep away curious spectators who may disrupt the command post and lead to confusion and disorganization. Use cordons, hazard signs and barrier tape, and security officers to maintain crowd control.

Site Monitoring:

Purpose: To assess potential and actual hazards and detect changing conditions.

Procedure: The monitoring of the scene of an incident should be continuous and several areas of the site should be monitored, if possible. Methods of monitoring include, but are not limited to the following:

- Visual detection
- Using gas detectors to locate and identify gases



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- Using gas detectors to locate combustible vapors
- Measuring wind speed and direction
- Collecting samples of spilled material or contaminated media
- Collecting samples from surfaces
- Collecting samples of ambient air for laboratory analysis

Use the information collected to evaluate, among other things:

- The need for initiating or additional evacuation
- Increase decontamination efforts
- Expand restricted area (exclusion and decontamination zones)
- Change personal protection equipment requirements

Injured Personnel: The most important priority is always personnel, and therefore search and rescue of personnel and administration of first aid will be one of the first acts to be initiated by emergency personnel. These essential operations should begin as soon as possible after arrival of response personnel at the incident site using as few people as necessary. Initially, search and rescue and first aid will be performed by the ERT, but may be supplemented by outside response personnel. Efforts will be directed towards the following activities:

- Extricating and removing injured or trapped people from the exclusion zone
- Quick decontamination
- Giving first aid immediate treatment (administer oxygen or CPR)
- Preparing for rapid transportation to medical facilities (See 5.12.3.2 and phone numbers in Table A-2, Appendix A)

Emergency personnel should keep in mind, however, the hazards that exist in the area and must wear full and adequate protective clothing.

5.10 INCIDENT-RELATED WASTE DISPOSAL PROCEDURE

Goals of Procedure: Ensure that waste is disposed of in accordance with regulatory requirements and UTC procedures.

Spill Response Personnel: The following table lists the proper steps for disposing of waste generated in response to a fire, explosion, flood, or release of a hazardous substance or oil.

DO	DO NOT
Place disposable suits, disposable equipment, contaminated sorbents and soil, and all other contaminated materials into compatible drums or bags for disposal.	Leave the drums or bags open except when adding waste to the container.



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Contain and collect all rinse solutions from the clean up of a hazardous substance or oil spill for disposal.	Allow rinse solutions to enter the sewer or storm drain system.
Label waste containers with content, date that waste was placed into container, and who is responsible for the waste at the point of generation.	Allow water reactive waste to be stored at the site of the incident in a manner such that it might come in contact with water if the container(s) spills.
Segregate waste by hazard class.	Allow incompatible waste types to be stored at the site of the incident in a manner that would allow them to come in contact with one another if the container(s) spills.
Complete the Internal Hazardous Waste Manifest by providing information about the waste container contents and date of generation of waste.	

Work Supervisor: The Work Supervisor is responsible for the collection of waste generated because of an incident at the station. The Work Supervisor will perform the following actions:

STEP	ACTION
1	Determine what waste has been generated during an incident response by consulting with the following: <ul style="list-style-type: none"> • Response personnel • Station personnel with knowledge of the materials stored in the area of the incident • Environmental personnel
2	Ensure that the waste containers are the correct type, are in good shape, labeled, and stored properly at the site until pick up by the hazardous waste technicians.
3	Prepare the Internal Hazardous Waste Manifest and submit it to the main hazardous waste storage area at the UTC facility, Station 2233, within 24 hours.
4	Follow up to ensure that a hazardous waste technician inspects the containers and schedules pick up of the containers and that the containers are moved to Station 2233 within regulatory time limits.

Waste Contractor: The waste contractor will assist with the Response Personnel and Work Supervisor by performing the following actions:

STEP	ACTION
1	Providing information on chemical characteristics of the waste, so that incompatible and water reactive waste can be stored appropriately at the incident site.
2	Providing information on compatible waste containers.
3	Providing information on segregation of waste types.
4	Will provide information about the chemicals stored in their area that might be present in the waste generated during the response to an incident.



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5.11 OTHER TYPES OF INCIDENT RESPONSES

Other incidents that require prompt response by UTC are the following:

- Violation of PSM requirements
- Off-site transportation incidents
- RWQCB order violations, including:
 - Allowing sewage or contaminated groundwater to bypass the treatment unit
 - Allowing release of sewage treatment plant effluent or treated groundwater that exceeds the contaminant limits of the orders
 - Allowing overflow of holding ponds for effluent
 - Allowing effluent migration from Station 2100 spray field.

Procedures for addressing these incidents are described below.

5.11.1 Treatment Unit Bypass and Permit Violation

A permit violation or treatment unit bypass takes place when (1) a violation of instantaneous maximum limits included in the conditions of the RWQCB waste discharge requirements and prohibitions of Order 95-190 occurs or (2) a groundwater treatment unit bypass occurs due to the following conditions:

- Maintenance work, power failures, or breakdown of waste treatment equipment
- Accidents caused by human error or negligence
- The self-monitoring program results exceed effluent limitations
- Any activity that would result in a frequent or routine discharge of any toxic pollutant not limited by the above Order, or
- Other causes, such as acts of nature

The discharge shall be directed to a holding tank and contained, or the extraction and treatment system shall be shut down. The content of the holding tank shall be re-treated until the re-treated effluent is in compliance, or be disposed in accord with the provisions of 23 CCR Chapter 15.

UTC shall notify the RWQCB and confirm this notification in writing as described in Section 6.0. If the treatment system is shut down for more than 120 consecutive hours for maintenance or repair, or in violation of the order, the RWQCB must be orally notified with a written follow up listing the reason(s) for shut down, proposed corrective action(s), and estimated start-up date. If feasible, the correction action(s) taken and the proposed start-up procedures shall be reported to the RWQCB at least 15 days before start up.



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5.11.2 Deviation Requiring Emergency Shutdown of a Process that Uses Hazardous Substances

If one of the processes at UTC that uses hazardous substances must be shut down, the following steps will be performed.

- A qualified operator who has been assigned emergency shutdown responsibility should perform the process shutdown to ensure that it is executed in a safe and timely manner.
- Precautions necessary to prevent exposure, including engineering and administrative controls and personal protective equipment should be in place.
- A pre-startup safety review must be performed prior to start up after an emergency shutdown and prior to introduction of hazardous substances to the process.
- A post-incident investigation, by an employee knowledgeable about the process and equipment involved, must be started within 48 hours after the incident.

5.11.3 Other Releases

If there is an air emission release, an abatement equipment malfunction or breakdown, or a breakdown of the treated groundwater system, the person discovering the release or breakdown will call Security (extension 2222). Security will inform the Remediation contractor and the Environmental Department. The Remediation contractor will correct the cause of the release as quickly as possible. The Environmental Department will notify the appropriate agencies and submit written reports as described in Section 6.0 and Table F-1 in Appendix F.

5.11.4 Off-Site Transportation Incident

The purpose of this procedure is to address transportation incidents involving hazardous materials for which UTC is responsible. If such an incident occurs, UTC Security at (408) 776-6000 will immediately be notified by one of the following:

- Carrier
- Local emergency response organization personnel
- CHEMTREC
- National Response Center
- California Highway Patrol
- Office of Emergency Services

UTC Security will perform the following:

1. Complete a hazardous material information form (See Appendix D) to obtain all of the pertinent information from the caller.



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2. Connect the caller to the onsite Emergency Coordinator for the ERT.
3. Contact the following UTC departments as instructed by the Emergency Coordinator:
 - Safety Manager (life safety, MSDS, or explosive issues)
 - Environmental Manager (External Agency Issues)
 - Waste Contractor (Waste, Manifest, and DOT Issues)
 - Communications
 - Legal

The carrier involved in the incident will perform the following:

1. Notify the NRC at the earliest practical time during the incident.
2. Take immediate action to protect human health and the environment.
3. Clean up any released material or take such action as may be required or approved by federal, state, or local officials.

If the nature and hazards of the incident involve significant health, safety, or environmental concerns, a command post will be set up on site at UTC as a central coordinating center. The Emergency Coordinator or designee will contact the notifying organization(s) for technical information and advice about the incident. UTC management may also send a UTC representative to the scene of the incident to provide assistance to the local on-scene manager and the carrier.

5.12 EMERGENCY AND SPILL RESPONSE LOGISTICAL SUPPORT/RESOURCES

5.12.1 Communications System

Emergencies are reported to the Security Control Room by the following means:

- Alarm reporting systems
- Onsite personnel using portable two-way radios
- Onsite emergency telephone system



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Alarm reporting systems are automatic, activated by heat or smoke alarms, or manual, activated by alarm boxes. These alarm systems were located in selected facilities where there is a higher possibility of a fire or explosion due to historical propellant operations or chemical storage. Portable and hand-held radios are also available to the Facilities, Security, ERT, Safety, and Environmental departments for reporting emergencies. Telephones are located at a number of locations on the site and can be used as a direct means of reporting an emergency by dialing 2222. This number is clearly posted on every telephone on the premises. This number connects the caller to Pratt & Whitney's Security Control Room.

The Security Operator receiving the call then activates the crash alarm network. The crash alarm network is a specially designed telephone communication system used to summon available protective services to the scene of an emergency. This system provides a direct telephone hookup between the Security Department and the ERT. Activation of the crash alarm network notifies the on-duty Incident Commander at the ERT of the type and location of the emergency.

5.12.2 UTC Response Personnel

Appendix A contains an updated list of the UTC facility incident response personnel names, addresses, and telephone numbers as required by local, state, and federal regulations. Response personnel at the UTC facility include the following:

- Security Control Room personnel from the Security Department
- ERT firefighters who are Emergency Medical Technicians and HAZMAT responders

These personnel are trained as necessary to perform their duties and have the equipment and supplies needed to respond to most emergency situations.

5.12.3 Community Support Personnel

Appendix A contains an updated list of emergency service providers with whom UTC has made arrangements for aid. These support personnel are available 24 hours a day to assist UTC in the event an incident occurs or escalates to the point that UTC internal response capabilities are exceeded.

5.12.3.1 Fire-fighting Resources

UTC is located in State Response Authority Lands, in the jurisdiction of the California Department of Forestry (CDF). UTC may request their assistance in fighting onsite fires. UTC may also request the assistance of the South Santa Clara County Fire District.



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5.12.3.2 Medical Resources

UTC has made arrangements with Santa Teresa Community Hospital and the Santa Clara Valley Medical Center for emergency care. Victims of serious burns would be treated at the burn center of the Santa Clara Valley Medical Center. All individuals seeking medical treatment after an exposure should be decontaminated at the scene and transported in accordance with Santa Clara County EMS protocols for hazardous materials exposures. Decontamination should be done in compliance with Section 256503 of the Health and Safety Code and Title 22, Section 66265.16.

UTC has also made arrangements with an emergency helicopter service for the airlift of accident victims.

5.12.3.3 Hazardous Material Release Response

Santa Clara County also responds to spills/releases of hazardous materials (HAZMAT response).

5.12.4 Contractor Support Personnel

UTC has available spill response contractors for cleanup of hazardous substances and oil spills that are beyond the Emergency Response Team capabilities. The Environmental Department maintains the list of contractors and will contact the firms as needed.

5.12.5 Emergency Equipment

Emergency equipment is available for the following types of emergencies:

- Fire response
- Spill response
- Medical response and first aid

Tables in Appendix E provide lists of the primary equipment available and the locations of the equipment.

5.13 INCIDENT RESPONSE TERMINATION

When an incident, large- or small-scale is concluded, one or more of the following actions must be carried out:

- Terminating emergency response
- Evacuation termination
- Start up of equipment
- Medical surveillance of personnel



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- Incident investigation and follow up

Procedures for these are provided below.

5.13.1 Terminating Emergency Response

The decision that emergency response activities are no longer necessary is primarily that of the Incident Commander. The decision to terminate emergency response will take into consideration the following:

- Has the threat of fire, explosion, or additional release of hazardous material been eliminated?
- Have any areas that remain hazardous because of physical conditions or chemical residues been delineated and cordoned off?
- Has an evaluation been made to determine if all equipment and utilities that have been shut down are safe to re-start?
- Have all unsafe equipment, electrical, or mechanical systems been locked-out and tagged?

In the case of a large spill, emergency activities may terminate, but non-emergency actions such as additional clean up and/or environmental sampling may continue. In addition, termination of emergency response does not mean that all areas of the site are safe to re-occupy.

Once the decision to terminate emergency response has been made the following actions may occur:

1. Response personnel may leave the site.
2. Any unsafe areas must be well marked and entry those areas must be limited to individuals trained in and equipped for the hazards remaining. Physical controls or a security person must be at the site to control entry.
3. Security personnel will help direct any evacuated personnel back to the site.
4. If necessary, personnel returning to the site will be briefed about the incident and any procedures required resulting from the incident.
5. Equipment shut down because of the emergency will be restarted if safe to do so.
6. Normal activities at the station will resume with the exception of any area where additional clean up or repair is required.



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5.13.2 Evacuation Termination

The decision to terminate an evacuation is similar to that to terminate emergency response. The Incident Commander makes the decision to terminate the evacuation. The same considerations must be taken into account when terminating an evacuation as when terminating emergency response. Once evacuation termination is decided upon the following actions will be performed:

1. Assembly area leaders will be informed of the decision and they will relay the information to the personnel assembled.
2. Personnel will return to their stations in an orderly manner. The Incident Commander may request security personnel to help direct traffic to reduce congestion.
3. The Station Manager of areas where entry is prohibited because of remaining hazards will inform personnel.

5.13.3 Start Up of Equipment

Each station should have procedures in place for re-starting equipment after emergency shutdown. Once the appropriate persons have evaluated the site following the incident and determined which equipment can safely be re-started, the station personnel will follow these procedures and resume normal activities.

5.13.4 Medical Surveillance of Personnel

Certain incidents may result in injury to individuals that are not immediately evident. Examples are exposure to certain toxic chemicals and some types of physical trauma such as concussions. Individuals who may have received such injuries during an incident must be observed for a period of time to determine if treatment is needed. The Safety Manager is responsible for evaluating the incident to determine if any individuals involved require medical surveillance because of potential injury and the length of time such individuals should be observed. Such decisions should be made in consultation with UTC medical personnel and the individual's doctor(s).

5.13.5 Incident Investigation and Follow-Up

Prompt investigation and planning to prevent a recurrence is required by both Company policy and government regulations. The investigation will be initiated within 48 hours of the incident and will be carried out in accordance with UTC Work Instruction 23-08-08 "Incident Investigation and Reporting." This report addresses all provisions required by CalOSHA Process Safety Management, including the following:

- Immediate initiation (within 48 hours)
- Investigation team
- Content of report to include the following information:
 - Date of incident



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- Date investigation began
- Description of incident
- Factors contributing to incident
- Recommendations
- Post Response Review – The Incident Commander shall conduct a “table-top” review of major incidents in an effort to improve response activities. Response personnel will attend the review and the incident coordinator will document meeting minutes.
- Implementation of findings and recommendations
- Record keeping



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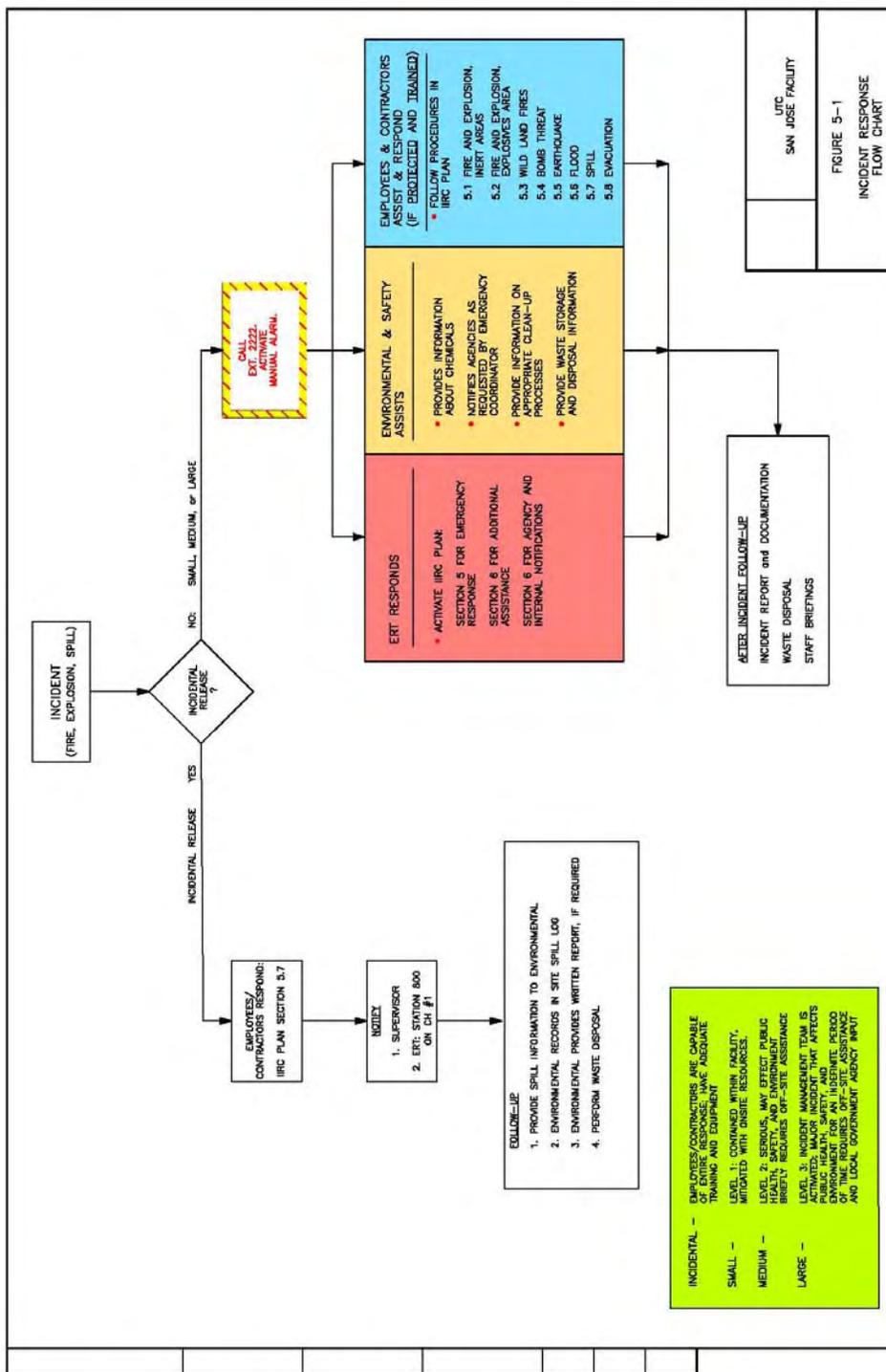
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6.0 NOTIFICATION AND REPORTING REQUIREMENTS

The following agencies may need to be notified immediately upon discovery of a spill or release depending on the type and volume of the spill:

- National Response Center
- California State Office of Emergency Services
- Regional Water Quality Control Board
- Certified Unified Program Agency
- California EPA Department of Toxic Substances Control
- United States EPA Regional Office
- Bay Area Air Quality Management District
- California Highway Patrol Department
- U.S. Department of Transportation
- California Department of Health Services
- California Occupational Safety and Health Administration

The Environmental Manager or designee is responsible for making the necessary notifications to the appropriate agencies and UTC management in accordance with Work Instruction 23-08-03, "Environmental Release Reporting." These notifications should be made without delay. Appendix A contains emergency notification phone numbers organized by type of agency or group that has to be notified. In addition, the Environmental Manager is responsible for any written reports that must be sent to the agencies following a release. Appendix D contains forms that must be used for follow-up written reports to agencies. Appendix F, Table F-1 summarizes spill/release notification and reporting requirements.

If the incident resulted in injuries to UTC personnel, the Safety Manager is responsible for notifying UTC management and CalOSHA, as appropriate. UTC Work Instruction 23-08-08, "Incident Investigation and Reporting," provides procedures and forms for the internal and agency notification.

In addition to incident notification requirements, certain agencies and UTC policies require corrective action plans and reports, depending on the nature of the incident. A brief summary of the required reports is presented in this section. UTC Work Instruction 23-08-08, "Incident Investigation and Reporting," provides information about internal UTC requirements.



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6.1 VERBAL NOTIFICATION

The UTC Work Instruction 23-08-03, "Environmental Release Reporting," summarizes the verbal notifications required when a hazardous substance, oil, hazardous material, or hazardous waste is spilled or released. The Work Instruction identifies these requirements based on federal and state regulations and local ordinances pertaining to the type of material released.

6.1.1 Notification by Employee of Possible Incident

When an employee becomes aware of a possible incident that requires immediate emergency response, the employee will notify the Security Control Room by telephone at extension 2222. The employee will also notify his/her immediate supervisor and the site manager, if it is safe to do so. If the situation may be responded to by site personnel, such as a small spill, the employee will notify his/her immediate supervisor as soon as possible.

6.1.2 Community Emergency Response Personnel Notification

If the ERT requires additional support to respond to an emergency incident, the Incident Commander will request the Emergency Coordinator to contact the following as needed:

- California Department of Forestry
- Santa Clara County Fire Department
- San Jose Fire Department
- Santa Clara County Sheriff's Department
- The contracted helicopter/ambulance service

The phone numbers for these response organizations are in Appendix A, Table A-2.

6.1.3 Agency Notification

When an emergency incident occurs, the Incident Commander will coordinate with the Environmental Manager to ensure that the appropriate government agencies and Pratt & Whitney Shared Services are verbally notified.

Table F-1 in Appendix F lists the names of the agencies and Table F-2 lists telephone numbers for the agencies that must be notified verbally. If verbal notification is required, the person making the report should be prepared to provide the following information:

Company Information:

- Name and telephone number of the reporter
- Company: United Technologies Corporation



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- Address: 600 Metcalf Road, San Jose, CA 95138
- Latitude: 37° 13' 08"
- Longitude: 121° 41' 14"

Release Information:

Incident Description: Briefly describe the source and cause of the spill. Be prepared to answer specific questions about what caused the release and to describe the exact source, duration, and discharge route of the release.

Date and Time: Report the exact date and time when the spill began.

Material: Describe what was spilled. Avoid using generic terms. Be prepared to discuss the nature of the material to help the dispatcher understand exactly what was spilled (i.e., oil, hazardous waste, hazardous materials, etc.).

Hazards: Describe any possible hazards to human health, livestock, or the environment outside the facility.

Injuries: Describe the extent of injuries, if any.

Quantity: Describe how much material was released and how much has been recovered so far. If the spill volume is not precisely known, try to give a realistic estimate. As more information becomes available, revise the amount reported to be as accurate as possible.

- Under the Clean Water Act, the reportable quantity for oil is a sheen (25 gallons if spill involves a UST system).
- Under the CERCLA/EPCRA, any release of a hazardous substance must be reported if the release meets or exceeds the reportable quantity for that substance and impacts an offsite area. Reportable quantities are available to the Environmental Department personnel in a database on the UTC intranet.

Response action: Describe what is being done to stop and contain the spill and to remove contamination resulting from the spill.

Impact: Be prepared to answer questions about injuries, evacuations, and the approximate cost of the incident, if known. In addition, be prepared to identify actual or potential water pollution or harmful impacts to the environment along with any known or anticipated health risks.

Affected medium: Describe if the spill contaminated the land, water, or air. If surface water is affected, be prepared to provide the name or description of the water body.



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Quantity in Water: Describe how much of the oil or hazardous substance was spilled into the water, if any, and how much was recovered.

Caller Notifications: Describe which other agencies or organizations have been or will be notified and any government representatives, including local authorities, responding to the discharge or spill.

6.1.4 Special Permit Requirements

Certain notification requirements or alternatives are specified in site-specific permits. This section summarizes those pertaining to UTC.

6.1.4.1 Notification of Air Emissions Release and/or Abatement Equipment Malfunction/ Breakdown

Any air emissions release, which threatens, or may threaten public health, may cause a public nuisance, or any other urgent matter may be reported directly to BAAQMD by an employee. To report an incident, follow the steps below:

- Call **1 (800) 344-ODOR** – This line is answered 24 hours per day, seven days per week by BAAQMD staff or an answering service who will immediately contact on-call staff. Advise the operator of the facts regarding your call, including the following details:
 1. Nature of emissions
 2. Time of occurrence
 3. Name of facility
 4. Address
 5. Telephone number
 6. Name of person to contact

Breakdown of air pollutant abatement equipment may result in the emission of air pollutants at levels exceeding permit limits. This will result in a notice of violation by the BAAQMD unless UTC informs the district that a breakdown has occurred and corrective action has been initiated. To request breakdown relief, UTC must do one of the following:

- **Call (415) 749-4666** – Leave a message as prompted by the recorded message. This system operates 24 hours per day, seven days per week
- Transmit a facsimile Breakdown form to **FAX (415) 928-033**

6.1.4.2 RWQCB Reclaimed Water Reuse: Breakdown or Release Notification

In the event UTC is unable to comply with any of the conditions of RWQCB SCR Order No. R2-2004-0032 due to the following circumstances:

- Breakdown of treated groundwater system (air stripper and/or carbon adsorption unit)
- Accidents caused by human error or negligence



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- Other causes such as acts of nature or facility operations

UTC shall notify the RWQCB by telephone within 24 hours of the incident and confirm it in writing within one week of the telephone notification.

In accordance with Section 13260 of the California Water Code, UTC shall file a report with the RWQCB of any material change or proposed change in the character, location, or volume of the reclaimed water.

6.2 REPORTING REQUIREMENTS

In addition to the immediate verbal internal and external reporting requirements noted in Section 6.1, written follow-up notice will be submitted to the appropriate federal, state, and local agencies. Table F-1 in Appendix F lists the written report requirements. All written reports being submitted to regulatory agencies must be approved by UTC's Environmental Department before submittal. Environmental will retain copies of all incident reports submitted to agencies. Documentation that the reports were sent to NRC, OES, and Santa Clara County, as applicable, will be retained with each report.

6.2.1 Reports to Agencies

The written notices to agencies will be prepared using forms found in Appendix D. Non-permitted releases of reportable quantities of EHSs (listed in 40 CFR 355, Appendix A) or of chemicals that require release reporting under CERCLA must be reported on the Emergency Release Follow-up Notice Reporting Form found in 19 CCR, Section 2705. A copy of the form with instructions is found in Appendix D.

6.2.2 UTC Internal Reports

The employee or contractor will report the spill within 24 hours of the incident. A spill must be completed for all releases involving more than 1 ounce of material from a primary containment (container).

The release will be logged into the site spill log by Environmental. Environmental will use the information in the site spill log to review incidents after they occur, including response procedures and potential environmental impacts.

6.3 FOLLOW-UP DOCUMENTATION

Certain regulations require that cleanup of a release be verified, documented, and/or certified. Under Toxic Substances Control Act regulation [40 CFR 761.125(b)(3) and (c)(5)], records must be completed and maintained for a minimum of 5 years. The record of the clean up must include the following information:

- Identification of the source of the spill (e.g., type of equipment)
- Estimated or actual date and time of the spill occurrence



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- The date and time clean up was completed or terminated (if clean up was delayed by emergency or adverse weather: the nature and duration of the delay)
- A brief description of the spill location
- Precleanup sampling data used to establish the spill boundaries if required because of insufficient visible traces, and a brief description of the sampling methodology used to establish the spill boundaries
- A brief description of the solid surfaces cleaned and of the double wash/rinse method used
- Approximate depth of soil excavation and the amount of soil removed
- A certification statement signed by the responsible party stating that the cleanup requirements have been met and that the information contained in the record is true to the best of his/her knowledge
- While not required for compliance with this policy, the following information would be useful if maintained in the records:
 - Additional pre- or post-cleanup sampling.
 - The estimated cost of the clean up by man-hours, dollars, or both.



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7.0 MATERIAL STORAGE AND TREATMENT FACILITY INFORMATION

The following sections describe 1) the material storage and treatment stations that handle hazardous substances and 2) potential pollutant sources to air, soil, waters of the state, and storm water at the UTC facility. Hazardous substances and oil with a potential to be spilled/released are described below on an area-by-area basis. These areas are identified on the site map (Figure C-2) in Appendix C.

The site no longer produces a product and is being decommissioned. As part of the decommissioning process, materials and equipment are being transitioned to follower companies, sold, recycled, or disposed. The materials and equipment that are discussed in this section may be reduced or be gone before the next revision to this quality procedure guideline is issued.

This section is organized so that a person responding to an emergency at the UTC facility will be able to find pertinent information about the general activities and storage of hazardous substances and oil in the vicinity of the incident. Specific information about the chemicals affected is available in a database on the UTC intranet that may be accessed by the EH&S personnel. Additionally, staff members from the site of the incident should have the pertinent information about the chemicals in the immediate vicinity of the incident.

The organization of this section is as follows:

- Introduction Site wide Hazardous Substances and Oil Storage and Handling Practices
- Section 7.1 Oil Storage and Transfer System Descriptions
- Section 7.2 Hazardous Waste Treatment and Storage Areas
- Section 7.3 Hazardous Materials Storage and Handling
- Section 7.4 Waste Collection, Recycling, and Disposal

It should be emphasized that the facility is designed, operated, and managed in a manner that minimizes potential impacts to air, soil, waters of the state, and storm water runoff. Improvements at the site are ongoing. Management practices and employee training are utilized to the greatest extent possible to ensure that the potential for releases of pollutants is minimized.

Proper materials storage practices are employed as discussed in this section. Incompatible materials are segregated, and materials are only stored in containers that are compatible with the material itself. Secondary containment is provided for liquid materials. Selected personnel who work in areas where hazardous materials are handled receive initial, refresher, and on-the-job training in spill prevention and response procedures. Spill kits are present in locations where



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hazardous substances are handled. UTC Work Instructions exist and are readily available on the UTC intranet to document appropriate material and waste handling procedures.

Materials are managed in a manner to preclude contact with soil or storm water. All outdoor storage of hazardous materials or wastes is restricted to covered areas and specialized chemical storage sheds. The sheds are covered, enclosed on three sides, and have built-in secondary containment capacity. In some areas the sheds are additionally contained within a concrete or asphalt berm.

To minimize the potential for a release to soil or waters of the state, hazardous substances are not exposed to storm water during transfer operations. In areas where contact with storm water is possible, UTC has implemented control measures to prevent such contact. UTC truck drivers who are responsible for loading and unloading hazardous materials are trained in spill response, and have a spill response instruction flowchart with them at all times. Although UTC truck drivers do not carry spill kits with them, kits are available at relevant stations. Appropriate equipment, such as drum carriers, pallets, and forklifts, is used during materials and waste transfer activities.

Many chemicals stored and used at UTC are flammable or combustible and UTC has prepared Work Instruction 23-06-10, "Use and Storage of Flammable and Combustible Liquids/Materials," to establish procedures to ensure safe handling of these materials.

7.1 OIL STORAGE AND TRANSFER SYSTEM DESCRIPTIONS

Two types of oil storage facilities are operated at the UTC facility:

- Aboveground fuel storage tanks
- Aboveground oil product container storage

In addition, hydraulic fluid is used in mobile and stationary equipment at the facility. Numerous oil-containing transformers are in use at stations across the site.

Table 7-1 lists the locations of the tanks and their capacities, type of product stored, secondary containment, and direction of surface drainage at each tank location. The layouts of the individual stations along with the locations of the tanks are provided in Appendix C. The type and location of the equipment that uses hydraulic fluid and the oil-filled transformers are listed in Tables 7-2 and 7-3, respectively.

The following sections describe the storage tanks and containers, oil-containing equipment and vehicles, oil-transfer systems, and oil-filled electrical equipment including location, volume, and contents.



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7.1.1 Aboveground Storage Tanks

Seven ASTs are located at the UTC facility that may contain oil products. The ASTs are located at Stations 0020, 0028 (2), 0101, 1810, 1920 and 2100 (see Figure C-2 in Appendix C). Currently, only four ASTs are actively used to hold oil products (Stations 0028, 0101, and 2100); the others are not being used and are going through county closure. Station 0028 has one AST used to store gasoline for motor vehicles and a second AST used to store diesel for motor vehicles. Two of the ASTs (Stations 0101 and 2100) are used to store diesel fuel for emergency generators. The Station 0020 and 1920 ASTs were used for facility boilers and have small amounts of diesel fuel remaining in them. One AST (Station 1810) was used to store jet fuel (JP5, JP7, or JP10) for ramjet fueling. A list of ASTs is provided in Table 7-1.

Four of the ASTs are double-walled "ConVault" tanks; these are located at Stations 0020, 0028 (2) and 1920. ConVault is a trade name; the tanks are purchased off-the-shelf. Two of the ConVault tanks have capacities of 1,000 gallons of diesel, one has a capacity of 4,000 gallons of gasoline, and one has a capacity of 5,200 gallons of diesel. At Stations 0020 and 1920, piping from the tank to the boiler it supports passes from the top of the tank to an underground sump, continues underground to the boiler building, and re-emerges aboveground at the boiler room wall. The two ASTs at Station 0028 have built-in fuel dispensing pumps.

At Station 0101, a 64-gallon diesel steel AST is located below the engine of an emergency generator. At Station 2100, a 150-gallon diesel steel AST is located below the engine of an emergency generator. Both ASTs are integral parts of the generators. No external piping is associated with either tank. At Station 1810, there is a 285-gallon jet fuel AST (currently, not in use). The tank is a pressurized single-walled aluminum tank with a 4.2-foot diameter. It is installed on a bermed concrete pad. Piping connected to the tank is single-walled and rigid.

7.1.2 Aboveground Container Storage

Container storage of oil occurs at Stations 0020, 0021, 0022, and 0024. Lubricants (hydraulic oil, turbine oil, gear oil, mineral spirits, and motor oil), antifreeze, diesel fuel and gasoline are stored in small containers within a secondary containment structure. These products are used by the Facilities Department (Stations 0020 and 0022), the decommissioning contractor (Station 0021), and the ERT (Station 0024). A summary of container storage of oil products is provided in Table 7-1.

7.1.3 Hydraulic Equipment

Hydraulic oil is used throughout the UTC facility. It is used by specialized vehicles across the site such as forklifts, cranes, loaders, and backhoes. Hydraulic oil is also found in company, contractor, and private vehicles for brakes and steering. Generally, there is no secondary containment due to the mobile nature of the vehicles and the limited amount of hydraulic oil in each vehicle. Hydraulic oil is also used in a number of hydraulic hoists, hydraulic lifts, hydraulic platforms, and hydraulic presses on site. This equipment is located at various sites at the UTC facility. A partial list of on-site equipment using hydraulic oil is presented in Table 7-2.



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7.1.4 Oil-Filled Electrical Equipment

Transformers containing cooling oil are present in many locations at the UTC facility. Because of the site's remote location, UTC owns and maintains their onsite transformers. The transformers contain oil for operational rather than for storage purposes. Two general types of transformers are present onsite: pad-mounted transformers and pole-mounted transformers. Both are typically of single-walled steel construction, with the pole-mounted transformers usually smaller than the pad-mounted. A list of the transformer locations, serial numbers, and volumes of transformer oil is included as Table 7-3.

Information regarding the volume of oil in each specific pole-mounted transformer is not currently available; however, each has an average capacity of 40 gallons. All of the transformers have been either tested or labeled to confirm that they do not contain or are not contaminated with PCBs at levels greater than 50 ppm. However, residual levels of PCBs may still be present in the oil of some of the older transformers.

As transformers are removed from utility poles during decommissioning, they may be sent to the Haz Pad for disposal or temporarily stored in Station 0460 pending sale of the transformers. In addition, up to two 60-gallon transformers may be stored in a chemical storage shed at Station 0020; these transformers are held in reserve should one of the transformers in use fail.

7.1.5 Mobile Power Generators

There is one trailer-mounted mobile power generator that supplies emergency power. The unit has an attached tank that contains diesel fuel. Generator 8166 has a capacity of 133 gallons of diesel fuel. The generator is normally stored at Station 0030 when not in use.

7.1.6 Oil Transfer System

Fuel deliveries and waste oil removals at the UTC facility are conducted by commercial suppliers/contractors using tank or vacuum trucks. Except for the UST overfill protection devices, no provisions for surface spill containment during transfer operations are present at any of the tank locations. However, the amount of product that would be spilled is generally minor and could be handled by the onsite response personnel and equipment.

7.2 HAZARDOUS WASTE STORAGE AREAS

The Storage Facility (2233) and the Storage Magazine (0312) currently operate under Hazardous Waste Part B Permit Applications. Hazardous waste is accumulated at the point of generation as described in Section 7.4. An estimate of the type (i.e., hazard class) and quantity of hazardous waste generated at UTC is made annually. The waste contractor maintains a current inventory in a database.



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7.2.1 Storage Facility (Station 2233)

A centralized hazardous waste staging and storage facility, the Storage Facility (2233), is located at the intersection of Manufacturing Road and Las Animas Road. The facility serves as the temporary holding area for all hazardous wastes that are shipped off site and is operated under a Part B hazardous waste permit. The facility consists of an 80-foot by 100-foot reinforced concrete slab covered by a pre-fabricated steel weather cover (Butler Building™). Self-contained storage sheds are also used for the storage of smaller quantities of hazardous waste and are located adjacent to the main building. The Storage Facility (2233) receives wastes generated onsite from site remediation, routine cleaning and maintenance, and site closure activities. Site remediation wastes are generated from various cleanup projects and may include contaminated soils and purge waters. The Storage Facility (2233) may store hazardous waste for periods up to one year from date of generation.

Rainfall is directed away from the concrete slab by building downspouts and asphalt that is sloped away from the pad. The pad itself is divided into four quadrants, which drain separately into two secondary containment-holding tanks. The tanks are additionally covered and contained within a concrete sump. Any spills that occur on the pad, and precipitation that enters the pad despite the cover, are collected in the containment tanks.

7.2.2 Storage Magazine (Station 0312)

The Storage Magazine is a precast concrete in-ground magazine. The magazine consists of three separate and detached rooms (each measuring about 10 feet wide by 14 feet long with a height of 13 feet). An earthen mound covers all three rooms. The Storage Magazine was installed and constructed in 1984 and is presently used for storage of ignitable and reactive wastes for a period up to one year from the date of generation.

7.3 HAZARDOUS MATERIALS STORAGE AND HANDLING

Descriptions of other hazardous material storage and loading and unloading areas at the UTC facility are provided below, per drainage area. The individual stations described are identified by their station numbers, which are shown on the site map, Figure C-2 in Appendix C. Storage tanks and container storage for oil, hazardous waste treatment and storage facilities, and general waste disposal are discussed in other sections of this plan. A list of stations storing hazardous substances is provided in Table 7-5. An overall summary of the materials stored or handled at the loading and unloading areas is presented below in Table 7-6. The list represents compounds, which are typically present at each location, and is not an exact material inventory. A more accurate inventory of hazardous materials stored at each station is available in the Hazardous Materials Business Plan by hazard class and in more detail a database maintained by the Environmental Department.



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One of the systems at the UTC facility is the contaminated groundwater treatment system. Contaminated groundwater is pumped from extraction wells into the treatment systems, and the treated effluent (considered reclaimed water) is then piped to the reclamation ponds, Stations 2130 and 2140, discussed below. Water from the ponds is used for on-site irrigation and dust control. The treatment system is designed to discharge only water that has been treated and meets reclaimed water effluent standards.

7.3.1 Mixer Valley and Las Animas Valley Areas

This area includes the Mixer Area and the Oxidizer Area. The Oxidizer Area was used for storage and preparation of propellant oxidizers and the Mixer Area was used for mixing propellant ingredients together. In addition to the hazardous waste storage facility discussed in Section 7.2.1, a reclamation pond in Mixer Valley.

7.3.2.1 Reclamation Pond

A 16-million gallon treated groundwater storage pond (Station 2130) is located near the Manufacturing Road and Las Animas Road intersection. The reclaimed water is used for application on pastures and landscaping during dry weather. The water is not applied during rain or allowed to runoff or otherwise escape the controlled area.

7.3.2 Upper Shingle Valley, Research and Advanced Technology (R&AT) Area, and Motor Test Area

7.3.2.1 Maintenance Storage Areas

Bulk storage of oil occurs at Stations 0020, 0021, 0022, and 0024 in Upper Shingle Valley. Lubricants (hydraulic oil, turbine oil, gear oil, mineral spirits, and motor oil), antifreeze, diesel fuel and gasoline are stored in small containers within a secondary containment structure. These products are used by the Facilities Department (Stations 0020 and 0022), the decommissioning contractor (Station 0021), and the ERT (Station 0024).

Up to two 60-gallon transformers may be stored in a chemical storage shed at Station 0020. The shed has secondary containment. These transformers are held in reserve should one of the transformers in use fail.

7.3.2.2 Mobile Power Generator Storage Area

One trailer-mounted mobile power generator is stored at Station 0030 when not in use. The unit has an attached tank that contains diesel fuel. The generator is stored inside the building to keep it out of the weather. The building also provides additional containment should there be a fuel release.

7.3.2.3 Vehicle Refueling Station

Station 0028 is the fleet vehicle refueling facility in Upper Shingle Valley. It is located across Shingle Valley Road from the Emergency Response Team. Current controls in place are "topoff" warning signs, vapor recovery nozzles, a spill kit, and instructions outlining proper refueling procedures.



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Next to Station 0028, is the decommissioning contractor equipment fuel AST, where portable fuel transfer tanks are filled. Current controls in place are an additional containment that includes and surrounds the double-walled tank, a weather cover, a spill kit, and a fire extinguisher. The fuel transfer procedures and ASTs for fuel storage are described in Sections 7.1 and 8.4.5.

7.3.2.4 Reclamation Pond

A 300,000-gallon capacity treated groundwater storage pond (Station 2140) is located in Upper Shingle Valley. The reclaimed water is used for application on pastures and landscaping during dry weather. The water is not applied during rain or allowed to runoff or otherwise escape the controlled area.

7.3.3 Middle Shingle Valley, Motor Assembly/Component Test Area, and Lower Shingle Valley

7.3.3.1 Station 0460 Transformer Temporary Storage

Transformers that have been removed from utility poles during decommissioning may be temporarily placed in Station 0460 until they are sold.

7.3.3.2 A-Frame Crane

An outdoor A-frame crane is present in the area between the in-ground ovens at Stations 0981 and 0982. The A-frame crane is located above asphalt that drains through a grassy swale to allow any potential hydrocarbons to be filtered prior to discharge to the storm water conveyance system.

7.3.3.3 Wastewater Treatment Plant

The WWTP (Station 2100) is located in Middle Shingle Valley and is fully contained. Treated wastewater is disposed of through evaporation and infiltration on the sprayfield. The WWTP sprayfield is located adjacent to the treatment plant, near the east end of Shingle Valley Road. Any excess wastewater runoff from the sprayfield is contained and directed back to the recirculation pond via the return ditches that flank the perimeter of the sprayfield. There is also another ditch adjacent to the sprayfield perimeter that prevents storm water run-on to the sprayfield. In addition, any storm water that directly contacts the sprayfield is likewise collected in the holding ponds for treatment.

7.3.4 Aboveground Storage Tanks

Several types of product and waste storage tanks are operated at the UTC facility and include the following:

- Aboveground fuel storage tanks
- Extracted groundwater holding tanks
- Inactive liquefied gas storage tanks (carbon dioxide, nitrogen, oxygen)



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- Inactive resin (semiliquid) storage tanks (including PBAN, a highly adhesive polymer, and Diglycidyl Ether of Bisphenol A [DER], a polymer resin)
- Inactive pre-treated film process wastewater holding tanks
- Inactive laboratory wastewater holding tanks

Spills from the storage facilities can occur as a result of tank failure, valve rupture, pipe failure, and transfer activities. The potential for these occurrences and the provisions for containment and prevention for each storage unit are reviewed in Sections 9.0 and 8.0, respectively.

The tanks and systems associated with oil storage at the UTC facility are described in Section 7.1. The tanks not associated with oil storage are described below.

7.3.4.1 Extracted Groundwater Holding Tanks

Several GTS are located around the UTC facility, three of which have large feed tanks for holding untreated groundwater. The holding tanks are all located on concrete GTS pads and have secondary containment curbing. Extracted groundwater in the holding tanks typically contains low levels of chlorinated solvents and perchlorate. All water from the tanks is treated. At GTS 2403 where air stripping is used, small quantities of anti-scaling and anti-fouling compounds are added to the water. A list of the GTSs and holding tanks, with their locations, is presented in Table 7-7.

7.3.4.2 Inactive Refrigerated Gas Tanks

Storage tanks contained refrigerated atmospheric gases are stored in several areas around the site. These gases included CO₂, O₂, and N₂, and were generally used in laboratories or for purging test chambers. Most of these tanks discharged atmospheric deposition water (condensate), which condensed on the tank piping and dripped onto the ground. The hazard associated with these tanks was not the content but the method of storage (i.e., pressurization and refrigeration). A breaching of the tank could have cause physical damage to persons or equipment in the vicinity.

7.3.4.3 Inactive Semiliquid Resin Storage Tanks

Several inactive polymer resin storage tanks are located at the Fuel and Additive Preparation Station (0630). The tanks vary in size from approximately 10,000 to 50,000 gallons and contained two types of polymer resins used in propellant manufacturing: DER and PBAN. The resin tanks are located on bermed concrete storage pads and are insulated. A tank that contained DOA, used for mixing with the resins, is also located at this station. The DOA tank has a separate containment berm and is partially covered to prevent storm water from entering the containment.

7.3.4.4 Inactive Film Process Water Holding Tanks

The X-Ray Inspection Facility (1319) developed large x-ray film sheets. Wastewater from the developing process was pretreated with a silver recovery system at the station and then stored



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in two temporary holding tanks. The process water was analyzed and, if suitable, pumped into tank trucks, which were then emptied into the WWTP. The temporary holding tanks are double-walled and 3,000 gallons each.

7.3.4.5 *Inactive Laboratory Wastewater Holding Tank*

Diluted wastewater from laboratory sinks and floor drains in Station 1920 was pumped into a double-walled holding tank. The tank is equipped with leak detection and overflow alarms. The wastewater contents of the tank was transferred into a truck and disposed of appropriately off-site.

7.3.5 **Explosives Magazines**

Explosives and potentially explosive wastes may be stored in magazines throughout the UTC facility. Loading and unloading are done on flat surfaces in front of the individual magazines. Materials are moved with forklifts and hand-operated pallet jacks. Explosives handlers are forklift certified, respirator trained, and high-energy-propellant trained. UTC expects that no materials will contact soil or storm water at these stations because the explosives are in solid form and are contained at all times. Explosives are packaged in drums per DOT shipping requirements that minimize contact with storm water and therefore, the potential of release of these materials to the environment, barring a catastrophic event, is remote.

High energy propellant and propellant wastes may also be stored in magazines. The propellant is solid material composed of a polymer, a curative, oxidizer, and fuel. Propellants are packaged in lined cartons, which are placed inside waterproof, conductive Velostat™ bags. All propellants are stored inside the magazines, on pallets. Propellants remain in the conductive Velostat™ bags during loading and unloading operations. If it is necessary to load or unload propellants during wet weather, they are additionally protected from storm water contact by plastic tarpaulins.

7.4 **WASTE COLLECTION, RECYCLING, AND DISPOSAL**

There are several processes on-site that generate or treat sewage, industrial wastes, or process wastewater. All wastes collected from the various stations are collected, separated, and either recycled, disposed of as hazardous or non-hazardous waste, or sent to the on-site WWTP. These are discussed below. A list of sites generating hazardous waste is presented in Table 7-8.

7.4.1 **Waste Collection**

In general, wastes are collected at or near their point of generation. Dumpster management practices are discussed in Section 10.8. Information pertinent to hazardous waste disposal is recorded and maintained in the Environmental Department.



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Hazardous waste is collected at the point of generation. When a drum is filled, or within 60 days of beginning collection, the generator uses an Internal Hazardous Waste Manifest to notify the main hazardous waste storage area at the UTC facility, Station 2233. Upon receipt of the manifest, a technician inspects the drums for proper labeling, for leaks and/or damage, and to ensure that all rings and bungs are secured. If the container is acceptable, the technician writes the Internal Manifest number on the drum, notes the date on the Internal Hazardous Waste Manifest, and schedules a hazardous waste pickup to deliver the waste to Station 2233 (or to Station 0312 for energetic wastes). If the container is unacceptable, the generator is notified and required to change the conditions to meet acceptability criteria.

Hazardous wastes are also carefully managed to prevent spills and contact with storm water. While accumulating at the point of generation, hazardous wastes are stored either indoors or in covered, enclosed sheds. Storage drums or smaller containers are kept closed except when adding materials. Hazardous waste accumulation areas also are provided with secondary containment. Station 2233 has many measures in place to prevent rainfall or run-on contact with hazardous waste, including coverage, and sumps that drain to retention tanks. Station 0312 is indoor storage.

7.4.2 Waste Disposal

After temporary storage at Station 2233 (or Station 0312 for energetic wastes), waste drums are shipped off site. Before shipping, the drums are opened to verify contents and to maximize consolidation of each type of waste. Drums are staged by hazard class in the appropriate area of the storage pad. The Uniform Hazardous Waste manifest is prepared and checked. Truck loading is supervised by a hazardous materials technician. Manifest tracking is performed in accordance with state and federal requirements.

7.4.3 Separation and Structural Isolation of Wastes

Hazardous wastes are separated from non-hazardous wastes at the point of generation. Hazardous waste generators are responsible for determining whether their wastes are hazardous; Environmental may assist in this determination. The UTC MSI for Hazardous and Explosive Waste Disposal is provided to generators. The instructions include a definition of hazardous waste and instructions for packaging wastes for proper separation. Also included are procedures for re-use of empty drums (only to hold hazardous waste of the same substance that was in the drums originally), and for empty container management.



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Wastes stored at the central hazardous waste storage facility, Station 2233, are segregated into several categories. Bases, acids, oxidizers, flammable solids, poisons, flammable and chlorinated liquids, and other regulated materials are all separated into storage sheds and quadrants of the storage pad. The storage sheds and their secondary containment are physically separated from one another. The quadrants of the pad consist of separate containment systems, each of which can be drained via floor drains into one of two stainless steel containment tanks. The floor drain valves are normally closed, for spill containment. Incompatible energetic wastes are not stored together at Station 0312.

The MSI for Hazardous and Explosive Waste Disposal includes a list of UTC manufacturing wastes that have been classified as non-hazardous. The UTC has a practice of disposing of non-hazardous wastes in municipal trash dumpsters.

7.4.4 Wastewater Treatment Plant

UTC has an onsite WWTP that treats process wastewater and sanitary sewage in accordance with RWQCB WDR Order No. 95-190. In 1989, UTC undertook a process wastewater characterization and identification study. UTC analyzed plant influent, and identified industrial sources (most of which were laboratories) likely to be discharging to the plant. Construction drawings were reviewed and compared to the results of a field survey. No additional stations discharging to the plant were found. The industrial waste streams that are currently connected to, or are otherwise served by, the WWTP are the following:

- Hot water boilers
- Cooling towers
- Air conditioners which drain to the sewer
- Compressor condensate
- Cooling water



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**Table 7-1
Summary of Oil Storage Systems, Capacities, Oil Types, and Containment Status**

Station	Storage System Type	Capacity (gallons)	Oil Type	Secondary Containment	Nearby Surface Flow Direction
0020	Steel Cans, Plastic Bottles, Transformers	166	Lubricating oils, diesel, gasoline, transformer oil	Steel Chemical Storage Sheds	Southeast
0020 ^h	ConVault AST ^b	1,000	Diesel	Double-wall	North & East
0021	Steel Cans, Drums, Plastic Bottles	1,300	Lubricating oils, diesel, gasoline, transformer oil	Steel Chemical Storage Sheds	Southeast
0022	Steel Cans, Plastic Bottles	16	Lubricating oils, diesel, gasoline, transformer oil	Steel Chemical Storage Sheds	Southeast
0024	Steel Cans, Plastic Bottles	28	Lubricating oils, diesel, gasoline, transformer oil	Steel Chemical Storage Sheds	Southeast
0028	ConVault AST	1,000	Diesel	Double-wall	South & East
0028	ConVault AST	4,000	Gasoline	Double-wall	South & East
0030	Steel Tank	133	Diesel	Building	South
0101 ^f	Steel AST	64	Diesel	Double-wall	Southeast
1230 ^e		0			
1810 ^h	Aluminum AST	285	Jet Fuel	Curbed Pad	South
1920 ^h	ConVault AST	5,200	Diesel	Double-wall	North & East
2100 ^f	Steel AST	150	Diesel	Double-wall	West, South, & East
Site wide ^g	Various Equipment	3,000 (total)	Hydraulic Oil	Building or None	Varies by station
Site wide ^g	Steel, Pole- and Pad-mounted Transformers	14,200 (total)	Transformer Oil	None	Varies by station

b - AST = Aboveground storage tank. ConVault ASTs are described in Section 3.1.2.

e – 1,000-gallon ConVault UST was moved to Station 0028. Piping remains should UTC decide to re- install a tank in the future at Station 1230.

f - Emergency generator tank.

g - Table 7-2 provides a hydraulic equipment list and Table 7-3 provides a list of transformers.

h – Currently not in use.



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**Table 7-2
Hydraulic Equipment List**

Station	Equipment	ICN Number
0460	Mobile Hydraulic Hoist	B11558
0480	Hydraulic Unit	B13907
0480	Hydraulic Unit	G01166
0485	Hydraulic Unit	B10137
0581	Vickers Hydraulic Unit	B10247
0695	Hydraulic Platform	B10475
0695	Vickers Hydraulic Unit	B10498
0696	Hydraulic Unit	B10476
0696	Vickers Hydraulic Unit	B10499
0696	Hydraulic Unit	B14774
0720	Hydraulic Platform	B10258
0720	Hydraulic Platform	B10266
1313	Hydraulic Unit	B10135
1810	Hydraulic Unit	B10133
1810	Mobile Hydraulic Hoist	B11312
1811	Hydraulic Unit	B10132
1862	Hydraulic Unit	B11609



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**Table 7-3
Transformers at UTC**

Pad-Mounted Transformers^a					
Location	Substation Number	Serial Number	Volume, gallons	PCBs, mg/kg	Date Sampled
Station 0020	33	WS0899-008	678	ND	12/14/01
Station 0050	33	90J719184	147	ND	12/14/01
Station 2310 (lt)	Main	260002-7	549	ND	12/14/01
Station 2310 (rt)	Main	270000-87-1	383	ND	12/14/01
Station 2311 (0014/0015)	01	7372778	455	5	12/14/01
Station 2312 (0023)	02	7372774	455	6	12/14/01
Station 2313 (0021)	03	7372794	364	ND	12/14/01
Station 2314 (0450)	04	7372846	276	ND	12/14/01
Station 2315 (MTA)	05	7372788	364	4	12/14/01
Station 2316 (1230)	06	7372810	276	ND	12/14/01
Station 2317 (1210/0680)	07	7372783	455	4	12/14/01
Station 2318 (0630)	08	7372789	Empty	3	12/14/01
Station 2319 (0571)	09	E-688628	79	24	12/14/01
Station 2320 (0561)	10	7372777	455	ND	12/14/01
Station 2321 (0521)	11	7372781	455	1	12/14/01
Station 2322 (0700/1060)	12	94A2190	330	ND	12/14/01
Station 2323 (0210)	13	7372775	455	ND	12/14/01
Station 2324 (0980)	14	7372776	455	3	12/14/01
Station 2325 (1810)	15	7372780	455	ND	12/14/01
Station 2326 (0900)	16	7372790	364	6	12/14/01
Station 2327 (0696)	17	7372796	364	5	12/14/01
Station 2328 (1860)	18	PAV-8366-01	227	38	12/14/01
Station 2329 (0050/1920)	19	M-123667	157	ND	12/14/01
Station 2330 (0581)	20	830590-1	195	ND	12/14/01
Station 2331 (0505)	21	850734-1	315	ND	12/14/01
Station 2332 (0695)	22	PQJ-0913	145	ND	12/14/01
Station 2333 (1230)	23	PQH-0710	164	ND	12/14/01
Station 2334 (0582)	24	86-50983	273	ND	12/14/01
Station 2335 (0012)	25	PRG-0650	263	ND	12/14/01
Station 2336 (0502)	26	PCL-6206-0101	186	ND	12/14/01
Station 2337 (0460)	27	PTG-0569	150	ND	12/14/01
Station 2338 (1330)	28	88-51408	427	ND	12/14/01
Station 2340 (0314)	30	880505-A1	220	ND	12/14/01
Station 2341 (0480)	31	89-J-349011	248	ND	12/14/01
Station 2342 (0022/0250)	32	890324-A1	220	ND	12/14/01



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**Table 7-3 Continued
Transformers at UTC**

Pole-Mounted Transformers^a				
Location	Substation Number	Serial Number	PCBs, mg/kg	Date Sampled
Station 0020	Pole 34N1	160595	<5	09/18/94
Station 0023a	34N3A	3604680384 L	Non-PCB	
Station 0023b	34N3A	3604680584 L	Non-PCB	
Station 0023c	34N3A	360480484 L	Non-PCB	
Station 0024		3640490186	Non-PCB	
Station 0025	Pole 30N	3609720185-D	Non-PCB	
Station 0029A		84NK261007	<5	10/01/94
Station 0029A		84NK261013	<5	10/01/94
Station 0029A		84NK261015	<5	10/01/94
Station 0030	Near SVE	3640841086	Non-PCB	
Station 0050-C		3088710584D	<5	10/02/95
Station 0050-C		3088711184D	<5	10/02/95
Station 0050-C		3088711284D	<5	10/02/95
Station 0080	Pole 8SE14	Not available	<1	04/28/99
Station 0101	Pole 46N	83VA080009	<5	10/16/94
Station 0200	Pole 39N	F263324-63K	4.4	02/05/95
Station 0210	Pole 38N	3612510185 E	Non-PCB	
Station 0302		3016650591	Non-PCB	
Station 0312		4067524186 E6	Non-PCB	
Station 0317		3612480185 E	Non-PCB	
Field 0350	Pole P2F	F270281-63K	6	10/02/94
Station 0361	Pole 28N1	6250624008	Non-PCB	
Station 0462		F263884-63K	<5	10/15/94
Station 0450 A		3015443291	Non-PCB	
Station 0470		3639610486	Non-PCB	
Station 0470 B		308651B684 C	Non-PCB	
Station 0480	Pole 14N1	3086513484C	<5	10/02/94
Station 0485		3677710189	Non-PCB	
Station 0486		3070761590	Non-PCB	
Station 0485, 486, 487, 488		466621188	Non-PCB	
Station 0488		3677922289	Non-PCB	
Station 0502		4634506987	Non-PCB	

^aThe volume of a pole-mounted transformer is approximately 40 gallons of oil.



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Table 7-3, Continued

Pole-Mounted Transformers^a				
Location	Substation Number	Serial Number	PCBs, mg/kg	Date Sampled
Station 0503		3678371789	Non-PCB	
Station 0535	Pole P16	63SC0558	<5	10/02/94
Station 0535	Pole P16	63SC1197	<5	10/02/94
Station 0535	Pole P16	63SC1325	<5	10/02/94
Station 0560	Pole P13	E451712-62P	36	09/18/94
Station 0632		3641731387	Non-PCB	
Station 0635	Pole P10	F263325-63K	3.5	02/05/95
Station 0650		3639640286	Non-PCB	
Station 0695	Pole 7A	4666490188	Non-PCB	
Station 0710		3622530386	Non-PCB	
Station 0720	Pole 26S2	38022192	Non-PCB	
Station 0720	Pole 26S2	38022193	Non-PCB	
Station 0730	Pole 8SE29	F263885-63K	<5	09/18/94
Station 0731	Pole 8SE31D	71VA885001	<5	09/18/94
Station 0731	Pole 8SE31D	71VA885002	<5	09/18/94
Station 0731	Pole 8SE31D	71VA885015	<5	09/18/94
Station 0732		3609810585 6	Non-PCB	
Station 0740		3076080285 D	Non-PCB	
Station 0981	Pole 16W3	Unknown	Non-PCB	
Station 1230 Street Lights		4634412288	Non-PCB	
Station 1240	Pole 8S	02460001	<5	09/18/94
Station 1310		3677970889	Non-PCB	
Station 1310 MB		4633950488	Non-PCB	
Station 1362		W160596	<5	10/15/94
Station 1450	Pole 31S5	3086513684	<5	10/16/94
Station 1451	Pole 31S8	W185178	<5	10/16/94

^aThe volume of a pole-mounted transformer is approximately 40 gallons of oil.



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Table 7-3, Continued

Pole-Mounted Transformers^a

Location	Substation Number	Serial Number	PCBs, mg/kg	Date Sampled
Station 1700	Pole 54N	M587127TKPA	<5	09/17/94
Station 1705	Pole 54N3	23262B	<5	09/17/94
Station 1718	Pole 54N1A	58411327	<5	09/17/94
Station 1740	Pole 53N	3086513584	<5	09/17/94
Station 1763		3677680689	Non-PCB	
Station 1810 RAG Light	Pole 16W6	D477763-60P	22	02/05/95
Station 1812	Pole 16W14	22993/1178	<5	10/16/94
Station 1820	Pole 1A	E451710-62P	<5	10/16/94
Station 1850	Pole 4A	570545-60K	<5	10/16/94
Station 1850	Pole 4A	57055060-K	<5	10/16/94
Station 1950		4634498688	<5	10/02/95
Station 1950		W181357	<5	10/02/94
Station 1950B		822H42A004	Non-PCB	
Station 1960/1970	Pole 24NE8	W181358	<5	10/01/94
Station 1980		W181731	<5	10/01/94
Station 1980 Street Lights		4645620188	Non-PCB	
Station 1985		3669000288	Non-PCB	
Station 1986		3668920788	Non-PCB	
Station 2100	Pole 23S1	3009351090	Non-PCB	
Station 2215	Pole 8SE33	G422513-65K	<5	10/16/94
Station 2217		86ZG631013	Non-PCB	
Station 2401		4634507337	Non-PCB	
Station 2404		KU3054080194	Non-PCB	
Station 2405	Pole 5N	H851741K69A	<5	10/02/94
Station 2405	Pole 5N	H853483K69A	<5	10/02/94
Station 2406		4005234189	Non-PCB	
Station 2708-C	Pole B11	E450000-63P	47	10/15/94
Station 0020 Storage		3639664086	Non-PCB	

^aThe volume of a pole-mounted transformer is approximately 40 gallons of oil.
Non-PCB is transformer manufactured with no PCBs.



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**Table 7-4
Underground Storage Tanks Removed or Abandoned-in-Place**

Station	Closure Method	Number of Tanks Closed	Year of Closure
0010	AIP / Removed	1 / 1	1987 / 2003
0015	AIP	1	1987
0020	AIP / Removed	2 / 1	1986 / 1993
0028	Removed	2	2003
0070	Removed / AIP / Removed	1 / 1 / 1	1985 / 1987 / 2003
0480	Removed	1	2004
0650	Removed	1	1992
0710	Removed	2	1988 / 2005
1218	Removed	2	1986 / 1987
1230	Removed	2	1986 / 1993
1240	Removed	2	1986 / 2005
1810	Removed	1	1992
1920	Removed	1	1993

AIP denotes Abandoned-in-Place.



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**Table 7-5
List of Stations Storing Hazardous Materials^a**

Station No.
0020
0021
0022
0024
0028
0030
0101
0302
0309
0312
0313A
0450
0503
0710
2100
2217
2233
2404
2405

^a A list of materials by hazard class stored at each station is available in the Hazardous Materials Business Plan). A more detailed list is maintained in a database by the Environmental Department.



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**Table 7-6
List of Potential Pollutants at the Material Handling and Storage Areas**

Locations	Potential Pollutant
0312	Various liquid and solid energetic hazardous wastes
2233	Various liquid and solid hazardous wastes
Magazines	Explosives and solid propellants
ASTs	Diesel #2, unleaded gasoline, extracted groundwater



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**Table 7-7
Groundwater Treatment Systems**

Groundwater Treatment System	Location	Feed Tank Volume (gal)
0535	Mixer Valley	no feed tank
1710	Research and Advanced Technology Area	55
2403	Lower Shingle Valley	10,000
2404	Mixer Valley	6,000
2405	Middle Shingle Valley, across from 1230	3,000
2406	Motor Test Area, at Station 1314	no feed tank



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**Table 7-8
List of Stations Storing Waste^a**

Station No.
0302
0309
0312
0710
2233

^a Environmental maintains a database of approximate waste types accumulated at each station. Each station maintains a current waste log at the waste accumulation point.



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8.0 SPILL PREVENTION PROGRAM

Spill prevention is an important element of a comprehensive spill contingency plan. Spill prevention is a high priority at UTC. UTC implements a program to ensure that spill prevention, planning, response, and investigation are performed in accordance with regulatory requirements and UTC policies and standards. All employees are held accountable for spill prevention. UTC's spill prevention program includes annual planning, prevention goals, and risk analysis.

8.1 OVERVIEW

The UTC spill prevention program incorporates the following key components:

- Facility Design Process Reviews – UTC implements a program to ensure that no facility equipment, process, or materials are installed or modified without prior approval of Facilities, Environmental, and Safety staff.
- Job Safety Assessment – This assessment is the basis by which risks are identified, prioritized, and incorporated into planning, prevention, and control activities.
- Self-Assessment Program – UTC periodically assesses the performance of all regulatory compliance and Environmental and Safety management systems.
- Employee Training and Standard Procedures – UTC provides training and procedures to employees to ensure a safe and incident-free working environment. These procedures and training programs are designed to be specific for each job function.
- Preventative Maintenance Program – UTC maintains a preventative maintenance program to minimize the potential for equipment failure and incidence.
- EH&S Council - The EH&S Council reviews each reportable UTC incident, identifies areas of improvement and prevention, reviews incident response, approves of corrective action items, and tracks action items to ensure proper closure.

8.2 TANK CONSTRUCTION AND SECONDARY CONTAINMENT

Tank construction and secondary containment associated with the tanks and other storage is the primary method at the UTC facility to prevent spills of oil or hazardous substances from reaching the environment, including air, soil, surface waters, and the navigable waters of California and the United States. Secondary containment to prevent spills from primary containment reaching the environment is provided at the UTC facility by tank construction and by other structures. These are described below for the ASTs, piping, containers, hydraulic systems, and oil-filled electrical equipment.



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In accordance with local regulatory agency requirements, UTC's ConVault tanks are of double-walled steel construction, with the outer wall surrounded by a polyethylene membrane that serves as tertiary containment. All piping of these tanks is double-walled to the point where the piping emerges from the ground. The sumps provide a collection point for liquid that may accumulate in the piping containment. The sumps are equipped with leak detection alarms.

The ASTs at Stations 0101 and 2100 are double-walled, providing secondary containment. The generators are located on concrete pads. The 285-gallon jet fuel AST at Station 1810 is installed on a bermed concrete pad, which provides a secondary containment volume of approximately 450 gallons.

Buried piping that is installed or replaced after August 22, 2002 will be wrapped and coated. Such piping will be cathodically protected or otherwise meet the corrosion protection standards for piping in 40 CFR 280. If a buried pipeline is exposed for any reason, it will be carefully inspected for deterioration. Pipe supports for fuel tanks will be properly designed to minimize abrasion and corrosion and allow for expansion and contraction.

At Stations 0020, 0021, 0022, and 0024, lubricants and fuels are stored within chemical storage sheds with built in secondary containment.

Generally, there is no secondary containment for vehicles containing hydraulic fluid due to the mobile nature of the vehicles and the limited amount of hydraulic oil in each vehicle. The fixed building equipment containing hydraulic fluid are, at a most of locations, either within a secondary containment or within station buildings where a hydraulic oil spill may be contained by the floor. The mobile power generator does not have secondary containment, except when it is staged in Station 0030.

Secondary containment is not provided for oil-containing electrical equipment, such as transformers on pads and poles, in most cases, to avoid creating a fire hazard from pooling oil in an electrical environment. Should a spill occur from a transformer, UTC will make every effort to prevent discharged oil from reaching a navigable waterway.

The extracted groundwater holding tanks at the several groundwater treatment systems shown in Table 7-7 are all located on concrete pads and have secondary containment curbing.

The Storage Facility (Station 2233) consists of an 80-foot by 100-foot reinforced concrete slab located within the fenced area. The concrete slab is coated with an impervious chemical-resistant coating to contain leaks, spills, or accumulated precipitation. The base coating is a vinyl ester-based product that is designed to withstand spills of a broad range of acids, bases, and solvents, and that has a low water vapor permeability and a coefficient of expansion similar to steel or concrete. The base slab is designed, constructed, and maintained to be capable of containing spills, or other waste discharges until the spilled material is detected and removed. The design of the base slab, together with the coating, allows the slab to resist cracking excessively due to temperature variations.



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The primary container storage facility is divided into four quadrants (A, B, C, and D) for purposes of waste segregation. Each quadrant is slightly sloped to a central floor drain and the floor drains are routed to two secondary containment tanks located in the northern corner of the fenced area.

Most wastes placed in the Storage Magazine (0312) are in dry, solid form. Occasionally, "water-wet" (as opposed to free liquid) waste may be placed in the facility and contained in Poly 1H containers that are Velostat black trays with lids. The small trays are 12 inches x 12 inches x 4 inches and the larger trays are 3 feet x 2 feet x 1 foot. Trays of wet waste are placed in polyethylene pallets that are 4 feet x 4 feet x 18 inches to provide secondary containment.

Each containment pad at the Hydrolysis Treatment Facility (Station 0503) is designed to contain 110 percent of the combined tank capacities in each containment area. The secondary containment and berms are coated with an impervious chemical resistant coating to contain leaks, spills, and accumulated precipitation. Leaks and spills are detected, sampled, and properly disposed of within 24 hours of detection. This facility is going through formal closure with the DTSC and Santa Clara County.

8.3 RELEASE DETECTION SYSTEMS

Two means by which spills are detected are 1) discovery by personnel and 2) automated discharge detection.

8.3.1 Release Detection by Personnel

Many spills are detected by personnel working in the vicinity of the oil or hazardous material and waste. Personnel receive spill prevention and detection training as part of their annual skills training associated with job activities involving the use and/or storage of oil and hazardous materials and waste (Section 12.0). Routine inspections and checks (Section 10.2) are required at individual stations based on the types of materials used and stored. Visual inspections of all active ASTs and the mobile power generator are performed weekly. Any leakage or other potential problems observed are reported immediately to the appropriate manager or the Security Control Room (extension 2222) for corrective action.

8.3.2 Automated Release Detection

The ConVault ASTs and their associated sumps and the laboratory wastewater holding tank at Station 1920 are automatically monitored for leakage as described below. In the event of a leak, an alarm signal is transmitted to a control panel in location near the tank. In addition to the local alarm, the system will initiate the Silent Knight autodialer, which automatically calls a set of pre-programmed telephone numbers, including the Security Control Room and the Facilities Department. A paper tape is then printed out at Security Control identifying the station number and the problem. Upon receipt of one of these alarms, the Security Control Room Officer contacts the appropriate individuals to investigate and take corrective action, as needed.



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Each ConVault AST is equipped with two leak detector tubes that are connected to a dual-alarm system. One leak detector is a tube with one end between the two steel walls of the tank. The other detector is a tube, which ends between the outer steel wall and the membrane. Either tube can be used to manually or electronically detect released liquids that are present in the interstitial spaces. The sumps for the piping are also equipped with a liquid float that is connected to the dual-alarm system. One alarm is audible locally, and the other will automatically dial an alarm reading to the Security Control Room in the event of a leak.

8.4 ADDITIONAL SPILL PREVENTION MEASURES

Other spill prevention measures and mechanisms that are implemented for the identified oil and hazardous materials storage areas at this facility are described below. These descriptions identify the specific types of prevention measures, along with certain details of those measures. The following list identifies additional spill prevention measures that are used at this facility:

- Material Compatibility
- Maintenance Activities
- Training in Spill Prevention
- Facility Work Instructions
- Run-On, Run-Off Control

In addition, the security measures and housekeeping program described in Appendix G are important aspects of spill prevention that UTC has implemented.

8.4.1 Material Compatibility

During the design and engineering of any oil or hazardous substances storage unit, including tanks, pipes, valves, and other equipment, standard material engineering practices are applied to ensure compatibility of the stored material and the equipment material. All tanks and other storage containers are constructed of a material that is compatible with the oil product or other material stored and handled. No changes in stored chemicals and/or tank materials will be made without the knowledge and approval of the Environmental Department.

In choosing the storage containers at the UTC facility, the following have been considered with regard to material compatibility:

- The susceptibility of construction materials to corrosion
- The compatibility of construction materials of tanks, pipelines, valves, and other equipment with their contents
- The reaction of materials or wastes when intentionally or inadvertently mixed or combined



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- The procedures and practices while mixing materials
- Prohibiting the mixing of incompatible materials which may result in fire, explosion, or unusual corrosion
- Thorough cleaning of storage vessels and equipment prior to reuse
- Accurate and complete labeling of the storage container to minimize the possibility of mixing incompatible materials

All of the aboveground diesel and gasoline storage tanks are constructed of steel, which is compatible with the oil products stored. The jet fuel storage tank is constructed of aluminum. Chemical storage, such as that for refrigerated gas, is in a tank that is chosen because it is compatible with the stored material. Wastewater and extracted groundwater are stored in tanks that are rust- and corrosion-resistant.

Drums are primarily constructed of steel or polyethylene. The drums are all compatible with the stored oil products, waste oils, hazardous materials, or chemical waste.

Aboveground storage tanks and transfer units are protected from corrosion by paint and insulation. The visual inspections performed by facility personnel identify areas exhibiting signs of corrosion, which are repaired and repainted as necessary. Drums are not normally stored for extended periods of time. Drums exhibiting unacceptable corrosion are emptied, replaced, and disposed of when necessary.

8.4.2 Maintenance Activities

Keeping equipment in good operating condition, performing preventative maintenance, and initiating repairs in a timely manner is an important component of spill prevention. Maintenance activities and schedules are explained in more detail in Section 10.0.

8.4.3 Training in Spill Prevention

UTC has several training programs in place that apply to spill prevention and response. In addition to the specific programs described in Section 11.0, UTC ensures that staff and contractors entering the site are familiar with site safety rules. Information regarding badges, prohibited items, traffic, and limited access areas is provided prior to entering the site for the first time. Selected employees, including environmental personnel and other key individuals, attend outside courses related to environmental impacts and compliance.

8.4.4 Facility Work Instructions

Standard, approved procedures and work instructions have been prepared by qualified UTC staff. These procedures and instructions include the steps necessary to prevent release of oil and hazardous substances and are available to all UTC personnel on the UTC intranet. All UTC personnel and contractors performing operations on site are trained in the appropriate procedures, as described in Section 11.0.



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8.4.5 Oil Transfer Operations

Company vehicles are refueled at Station 0028. Both 1,000-gallon diesel and 4,000-gallon gasoline ConVault tanks have a pump and fuel dispenser on top of each tank. There is a spill kit at the fueling station to respond to small spills that may result from overfilling vehicle gas tanks, from sudden hose disconnects, or from other unplanned activities. In addition, the station is located across from the ERT, which maintains both spill containment and cleanup equipment.

The D3 contractor also maintains an onsite temporary 500-gallon diesel fuel tank that is used to hold fuel for construction equipment and hand held equipment. The double-walled fuel tank sits in an additional containment and is permitted under the County.

Fuel deliveries and waste oil removals at the UTC facility are conducted by commercial suppliers/contractors using tank or vacuum trucks. If a surface spill were to happen outside the fill area, personnel conducting the transfer are present throughout the operation, allowing for quick response to abnormal events. UTC requires that contractors delivering fuels or removing waste oil follow the procedures mandated by the DOT loading and unloading procedures for flammable liquids (49 CFR 177.834 and 177.837). Appendix I contains a copy of the DOT procedures.

At a minimum, the following steps are implemented to minimize the potential for a spill during the transfer of fuel or waste oil between tanker truck and storage tank and premature departure of the tanker truck:

- The contractor's vehicle must be equipped with a spill kit for handling small spills.
- Vehicle must be stopped and the engine turned off, unless the engine is to be used for the operation of a pump.
- All valves and hoses to be used during the transfer operation are inspected prior to use.
- A qualified person (as defined in Appendix I) is in attendance at all times during the transfer operation. Fuel delivery personnel are considered qualified personnel, and staff from the UTC's Facilities Department periodically performs spot checks during transfer operations.
- The hose is evacuated before it is returned to storage.
- All valves, manholes, and closures on both the storage tank and tanker truck are checked to ensure they are properly closed and free of leaks prior to the tanker truck leaving.

Should a spill occur, proper spill response procedures will be followed as described in Section 5.7.



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8.4.6 Storm Water Control

The SWPPP includes measures to prevent pollution of the environment. These include both structural and nonstructural management practices. Table 8-1 summarizes the sources of potential pollution that are described in Section 7.0 and the corresponding Best Management Practices (BMPs) for each.

The storm water drainage system provides rainwater control to reduce the potential for a spill of oil or hazardous substance from being carried to the environment. The man-made drainage system consists of a network of underground pipes and catch basins with multiple outfalls into the creek system. Storm drains are located in paved areas to direct rainfall runoff away from industrial activities and roads. Typically, the paved areas are sloped to channel runoff into the drains or off the paved area. In addition, roads and parking areas are sloped to facilitate runoff movement from the pavement. Most of the storm drains carry runoff only a short distance to the creek system.



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**Table 8-1
Storm Water Pollution Prevention Plan Summary**

Source Area	Specific Sources	Structural BMPs	Nonstructural BMPs
Manufacturing and Processing Areas			
1. Middle Shingle Valley, Process Development Complex, Motor Assembly and Component Test Areas	A-Frame Crane (scheduled for removal in 2007)	Asphalt covered crane storage area	Natural vegetative filtration of runoff
	WWTP	Closed system, no discharge to surface water; sprayfield runoff goes to perimeter diversion ditch.	Sprayfield is thickly vegetated to promote evapotranspiration
2. Panhandle Area	Former Open Burning Facility	Earthen berms to prevent runoff	Contaminated ash has been removed.
Material Handling and Storage Areas			
3. Mixer Valley/ Los Animas Valley	Station 0312 HAZMAT Facility	Enclosed storage, impervious surface	Spill preparedness and training
	Station 2233 HAZMAT Facility	Covered storage, impervious surface; spill collection sump; secondary containment	Spill preparedness and training
	Reclamation Pond	Stormwater run-on diversion	No reclaimed water application during rain events
4. Upper Shingle Valley, R & AT, Motor Test Area	Stations 0020, 0021, 0022, 0024	Contained storage	Spill preparedness and training
	Reclamation Pond	Stormwater run-on diversion	No reclaimed water application during rain events
	Vehicle Refueling	Paved refueling area; vapor recovery equipment	Spill preparedness, training, warning signs
5. ASTs	Fuel ASTs	Secondary containment; double-walled piping	Weekly visual inspections of active tanks and monthly visual inspections of inactive tanks.
	Transfer Operations	Secondary containment; overflow protection	Inspections of valves, hoses prior to use; qualified checker present during transfer operations; spill response preparedness
	Refrigerated Gas Tank	No potential contaminants; therefore no stormwater BMPs	None
	Laboratory Wastewater Holding Tank	Double-walled tank; overflow alarms	Leak detection equipment
	Extracted Groundwater Holding Tanks	Curbed, concrete pads and secondary containment	Visual inspections; spill preparedness/training



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Source Area	Specific Sources	Structural BMPs	Nonstructural BMPs
6. Explosives Magazines (explosives and high-energy propellants)	Various locations throughout UTC.	Primary containment prevents stormwater contact	Spill preparedness and training
Waste and Wastewater Treatment Systems			
	WWTP	Closed system; no discharge to surface water; sprayfield runoff is diverted to holding ponds	Sprayfield is thickly vegetated to promote evapotranspiration
	Groundwater Treatment Systems	Curbed, concrete pads and secondary containment	Visual inspections; spill preparedness/training
	Hydrolysis Treatment Facility (scheduled for removal in 2007)	Covered, paved process area; bermed tank storage area with secondary containment and run-on protection	Rainfall diverted away from facility by rain leaders and area grading; good housekeeping practices; spill preparedness and training
Soil Erosion			
	Various naturally occurring erosion sites at UTC facility	Stormwater diversion; riprap; slope stabilization measures	Active excavation areas minimized; exposed, unvegetated soil covered with plastic tarps, filter fabric or hay
Decommissioning			
	Generally all stations	Stormwater diversion; limited use of spray water	Active demolition areas minimized; exposed, unvegetated soil covered with plastic tarps, filter fabric or hay



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9.0 SPILL/RELEASE RISK AND HAZARD ASSESSMENT

9.1 SUBSTANTIAL HARM DETERMINATION

The specific regulation that establishes procedures, methods, and equipment and other requirements for equipment to prevent the discharge of oil from non-transportation-related onshore and offshore facilities into or upon the navigable waters of the United States or adjoining shorelines is 40 CFR 112. It provides for the preparation and implementation of a SPCC Plan and requires an evaluation of the operations at a facility to determine if there is the potential for “substantial harm” in the event of an oil spill.

The EPA has developed criteria for determining “substantial harm.” Key components of these criteria include:

- Storage capacity;
- Proximity to environmentally sensitive areas and drinking water supplies;
- Marine transfer operations;
- Adequacy of secondary containment; and,
- The facility’s spill history.

An evaluation of UTC operations has indicated that an oil spill would not cause “substantial harm.” Certification of this determination is provided in the format required by the EPA in Section 2.0.

9.2 HAZARD IDENTIFICATION

Potential spill and pollution sources were identified at the UTC facility and are listed in the tables in Section 7.0. An integral part of planning for emergencies is an analysis of the potential for a spill or release of oil or hazardous substance. The UTC Environmental and Security Departments conducted a hazard analysis to anticipate, to the extent practicable, possible emergency response incidents involving hazardous substances.

The following hazard analyses have been conducted to comply with applicable regulations:

- Inventory the kinds, amounts, locations, and use of all hazardous substances whose release may require an emergency response to contain, stop, or clean up the release.
- Evaluate and recommend appropriate storage, handling, and segregation requirements to management personnel responsible for these substances.



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- Identify complicating factors such as ignition sources, potential reactivity with other materials, incident area occupancy, possible spread factors, and evacuation hazards.
- Evaluate the potential impact at “levels of concern” of flammable and/or toxic chemicals on the nearest human (public) and environmental receptors.

The following sections evaluate the potential for a release from each of the sources identified in Section 7.0.

9.2.1 Potential Oil Spill/Release Evaluation

Oil spills from the storage facilities can occur as a result of tank failure, valve rupture, pipe failure, and transfer activities. The potential for these occurrences is reviewed for each storage unit below. The volume that could be released is listed in Table 7-1. These volumes are worst-case because it is assumed that the tank or equipment is full and the entire amount of oil or hazardous material is spilled.

9.2.1.1 Aboveground Oil Storage Tanks

The relative spill potential from the diesel and gasoline containing ASTs described in Section 7.1.1 is considered to be low because of the tank and secondary containment construction (Section 8.2). Spill potential from the piping associated with these tanks is also considered to be low because of the double-walled construction to the building wall. The relative potential for a spill from the ASTs at Stations 0101 and 2100 is considered to be low because of its secondary containment. The spill potential associated with the jet fuel AST is considered low, due to the tank’s secondary containment and the fact that there is no jet fuel in it. Although there is no secondary containment for the jet fuel AST piping, the spill potential from the piping is considered low, because there is no jet fuel in the lines.

9.2.1.2 Container Storage for Oil Products

The potential for a spill from Stations 0020, 0021, 0022, and 0024 of stored lubricants and fuel is considered low due to the amount of oil and fuel stored (maximum container is 55 gallons) and the sufficient secondary containment.

9.2.1.3 Hydraulic Equipment

The potential for release of hydraulic oil from a vehicle is considered to be moderate due to the number of vehicles used on site, the lack of secondary containment, and the general nature of vehicles to have small oil leaks. However, the volume of discharged oil is normally quite small and does not require cleanup. The potential for release of hydraulic oil from fixed building equipment is considered to be moderate due to the nature of using pressurized fluids in moving parts.

The potential for release of hydraulic oil from yellow construction equipment and drill rigs is considered to be moderate due to the nature of using pressurized fluids in moving parts.



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However, the equipment operators have spill kits with them and large amounts of absorbent are available onsite.

9.2.1.4 Oil-Filled Electrical Equipment

The potential for release from transformers and other oil-filled electrical equipment is considered to be low.

9.2.1.5 Mobile Power Generators

The potential for release from the mobile power generator is considered to be low, because the generator is rarely used and staged within secondary containment at Station 0030.

9.2.1.6 Oil Transfer System

No provisions for surface spill containment during transfer operations are present at any of the tank locations. However, the amount of product that would be spilled is generally minor and could be handled by the onsite response personnel and equipment.

9.2.2 Potential Hazardous Material Release Sources

9.2.2.1 Mixer Valley, the OBF, and Shingle Valley

Soil and groundwater in Mixer Valley, the former OBF, and Shingle Valley Area are being treated onsite for contamination with volatile organic compounds, perchlorate, and 1,4-dioxane from past operations in the area. Therefore, the potential exists for a volatile organic compound (VOC), perchlorate, or 1,4-dioxane release to soil and/or storm water.

There is a small diesel plume in Station 0710 groundwater and a small PCB plume in Station 0535 groundwater. Therefore, the potential exists for a diesel or PCB release to soil and/or storm water in these areas.

9.2.2.2 Middle Shingle Valley

A-Frame Crane: An A-Frame Crane is stored outdoors between the propellant in-ground ovens Stations 0981 and 0982 in Middle Shingle Valley. The hydraulic system of the crane is a potential source of oil and grease pollution. This unit is scheduled for closure in 2007; the oil has already been drained. The crane is parked on asphalt pavement that drains through a grassy swale to allow any potential hydrocarbons to be filtered prior to discharge to the storm water conveyance system. The soil in the grassy swale would be affected by any spills from the large vehicles.

9.2.2.3 Site Decommissioning

The UTC facility is currently undergoing decommissioning. During outside decontamination and demolition activities, there is a potential for a release of oil, VOC, or propellant constituents to soil, surface water and groundwater. A storm water pollution prevention plan has been developed for site decommissioning to cover potential releases and includes best management practices (BMPs).



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10.0 MAINTENANCE, INSPECTION, AND TESTING

10.1 MAINTENANCE OF TANKS AND STORAGE AREAS

UTC personnel currently conduct maintenance of oil and hazardous materials storage tanks and areas. Inspections and/or the determination of a need for maintenance, is the responsibility of the Facilities Manager. This current approach to tank and storage area maintenance, as well as inspections, will be continued to ensure compliance with regulatory programs addressed in this IIRC Plan. Certain other specific inspections, and necessary record keeping, will also be conducted as described in the following sections.

Whenever maintenance is required, the completed maintenance log with corrective action documentation becomes a part of the facility record, and as such will be retained for a minimum of three years. Procedures have been implemented and personnel trained to prepare a report for the plan file whenever the following are performed:

- Materials storage unit inspections and testing (including tanks)
- Response equipment inspections and testing
- Secondary containment inspections
- Aboveground oil valve and piping inspections

10.1.1 Vehicle Maintenance and Washing

Vehicle maintenance is performed offsite by an outside service. Vehicle washing occurs only at the vehicle wash facility. This is a covered area with a water reclamation system that ensures that no wash water comes in contact with soil or storm water. All wash water passes through a settling sump and oil-water separator. The water is then filtered and reused for washing. Periodically, the water and any sludge from the sump are pumped into drums and shipped off site. Any vehicles requiring engine steam cleaning are sent to a retail steam cleaning operation in San Jose, California.

The Facilities Department also performs regular maintenance on the fueling area, Station 0028. Fuel pumps are inspected regularly and needed repairs are performed immediately.

10.1.2 Equipment Maintenance

The Facilities Department is responsible for servicing most of the equipment at the UTC facility. Waste handling equipment, such as drum movers, also receives regular and as-needed maintenance. The Facilities Department also performs repairs and regular inspections on air conditioners, heaters, and backup generators. The generator fuel tanks are visually inspected on a regular basis.

When diesel and gasoline tanks are non-operating and non-standby, the fuel pump will be locked out so that only authorized personnel can assess it. When diesel or gasoline tanks are



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non-operating and non-standby, the associated pipelines will be securely capped or blank-flanged and marked as to its origin. The ASTs onsite do not have drain valves or other valves that would permit direct outward flow of the tank to the surface.

10.2 MATERIALS STORAGE UNIT AND SECONDARY CONTAINMENT INSPECTIONS AND TESTING

The Clean Water Act and California and federal hazardous waste regulations require specific inspection and testing of oil storage units (bulk storage tanks and facility transfer operations) and hazardous waste storage areas. The following information identifies the inspection and testing program for this facility, related to the storage and/or handling of these materials. Records of storage unit inspections and testing will be maintained for three years as a part of this plan (Section 12.0).

Gauging is performed on the Station 0028 ASTs by the Facilities Department to monitor fuel usage about once a week. The gauging will also tell Facilities when there is any sudden loss of fuel. This minimizes the potential for an undetected release. The gauging records are maintained at the Facilities Department.

Fuel tanks are continuously monitored using an automated leak detection system. If an automated leak detection is not available or not functioning then a visual inspection of the aboveground tanks is performed weekly in accordance with 40 CFR 112. If visual inspections are required then the completed inspection forms are kept on file at the specific station for three years. The visual inspection includes the following items:

- Tank seams, outlets, and vents
- Structural integrity of the visible walls, supports, and foundations
- The area around the tank for signs of leakage, such as wet spots or accumulated liquid on the ground or tank itself

Fuel tanks that are not empty are visually inspected on a weekly basis. Fuel tanks that are empty and not in use are visually inspected monthly. Results of the inspection are documented, and any leakage or potential problems are reported immediately to the Area Supervisor or to the Security Control Room (extension 2222) for corrective action.

The Facilities Department tests leak-detection alarms at least once annually to ensure that the alarms will ring through to Security and Facilities Departments in the event of a leak. All repairs on the alarms are documented by the Facilities Department. The repair documentation is kept at the Facilities Department.

The provisions for leak detection in areas of container storage include weekly visual monitoring as part of the hazardous materials monitoring. The weekly monitoring includes the items described in Section 7.1 as well as a visual inspection of the secondary containment structure described in Section 8.2.1.



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All aboveground valves, piping, and appurtenances for AST piping is regularly inspected for the general conditions of flange joints, valves, pipeline supports, locking of valves, and metal supports, as appropriate. Integrity and leak testing of buried piping is performed during installation, modification, construction, relocation, or replacement of the piping.

10.3 RESPONSE EQUIPMENT INSPECTION

The ERT is responsible for maintaining and testing hydrants, fire sprinklers, and deluge systems, all of which operate on UTC's potable water supply. Hydrants are tested on an annual basis and sprinklers are tested periodically. The deluge systems are inspected and tested yearly. The deluge systems are only fully activated in the event of an actual emergency.

10.4 STORM DRAIN SYSTEM INSPECTIONS

Inspections of the UTC storm drain system are conducted regularly by the UTC Facilities Department. This inspection primarily involves ensuring that the culverts and storm water catch basins are free from debris. Blocked culverts and storm water catch basins are cleared to allow proper flow through the conveyance.

10.5 ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATIONS

UTC conducted a "Clean Water Act Compliance Project" in 1991. As part of this initial inspection, the team reviewed operating stations for inappropriate drain connections. Dye testing was used where visual observation could not determine the discharge destination. Inspection findings were documented in a database, and corrective actions necessary to eliminate inappropriate discharges were completed by October 1, 1992.

UTC will conduct one Annual Comprehensive Site Compliance Evaluation (evaluation) in each reporting period (July 1-June 30). Evaluations shall be conducted within 8-16 months of each other. The evaluations shall include the following:

- A review of all visual observation records, inspection records, and environmental sampling and analysis results.
- A visual inspection of all potential pollutant sources for evidence of, or potential for, pollutants entering the drainage system.
- A review and evaluation of all BMPs (both structural and nonstructural) to evaluate whether the BMPs are adequate, properly implemented and maintained, or whether additional BMPs are needed.
- An evaluation report that includes, (1) identification of personnel performing the evaluation, (2) the date(s) of the evaluation, (3) necessary SWPPP (BBLES, 2005) revisions, (4) schedule for implementing revisions, (5) incidents of non-compliance and corrective action taken, and (6) a certification that the facility operator is in compliance with the NPDES General Permit.



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This evaluation shall be submitted as part of the annual report. The first evaluation under this program was conducted in 1993. An internal guidance document, including inspection data sheets, specifying the procedure for conducting the evaluation can be found in the SWPPP (BBLES, 2005).

After the inspection data sheets are reviewed, the inspection data sheets are filed. Corrective actions are performed as needed.

10.6 HOUSEKEEPING

Good housekeeping practices are an essential element in prevention of spills and other types of emergency incidents. Work Instruction 23-07-28 "Housekeeping," establishes basic housekeeping practices for handling materials, both hazardous and nonhazardous.

General housekeeping and cleaning activities are performed daily. Floors are swept and wastes are collected, separated and disposed of properly or stored in a designated area for pickup by a recycler. Outdoor areas are swept clear of accumulated debris and dirt on a regular basis. Washing paved areas with water hoses is not used as a substitute for sweeping.

Trash dumpsters at the UTC facility are the responsibility of an outside contractor, who empties them once per week. However, the Facilities Department does "police" the dumpsters, ensuring that no inappropriate materials are disposed. The dumpsters are also checked to ensure that the bottom plugs are kept sealed and the lids closed to prevent storm water contact.

Scrap metal is collected in bins specifically designated for metal only. The Facilities Department is responsible for collecting scrap metal from around the site, and for contacting an outside recycler who removes the scrap when the bins are full. The Facilities Department is also responsible for the collection of scrap wood.

The Facilities Department is responsible for the upkeep of roads and parking lots, and for area landscaping. Debris is removed from areas around buildings and roads as the maintenance schedule allows. Roads and parking lots are not washed down with water. Landscaping occurs primarily along Shingle Valley Road in the area near the Metcalf Road entry gate, using reclaimed water from the onsite ponds for irrigation.

In the spring of each year, UTC institutes a weed abatement program. Weeds in areas around buildings are controlled with manual weed cutting to maintain fire safety. Weed abatement continues throughout the summer with manual weed cutting and controlled burns conducted by the ERT.



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11.0 TRAINING AND DRILLS

UTC requires training, qualification and, when applicable, certification of employees engaged in specific onsite activities.

11.1 TRAINING REQUIREMENTS

This section identifies the training and/or exercise/drill requirements of the various regulatory programs that are addressed in this IIRC Plan. The following descriptions identify the specific training and drill needs of the regulatory programs that have been consolidated into this IIRC Plan:

- **SPCC (Federal, EPA)**—A facility with an SPCC plan must conduct regular instruction and/or training of personnel in the operation and maintenance of equipment to prevent the discharge of oil. This training shall consist of regular training for personnel conducting work activities involving the storage and use of oil and oil products. Information regarding this IIRC Plan, as well as instruction regarding applicable pollution control laws and regulations, is included in skills training associated with job activities involving the use and/or storage of oil products. Spill prevention briefings must be held to ensure adequate understanding of the SPCC plan for a facility. UTC has implemented such a program and it is conducted annually.
- **RCRA Contingency (State, DTSC; Federal, EPA)**—Facility personnel shall complete a program of training so that they can perform their duties in compliance with 22 CCR 66265.16 and 40 CFR 265.16. This training is directed by a person trained in hazardous waste management procedures and includes instruction in hazardous waste management procedures relevant to the positions in which facility personnel are employed. The training program is designed to ensure that facility personnel are able to respond effectively to emergencies. The training must be completed when a new employee is hired and on an annual basis thereafter. UTC maintains records of this training. The Work Instruction 23-03-03, "Hazardous Waste Training Plan," establishes the minimum requirements for UTC employees.
- **Emergency Action Plan (State, CalOSHA; Federal, OSHA)**—Training for emergency response employees shall be completed before they are called upon to perform in real emergencies. Such training shall include the elements of the emergency response plan, standard operating procedures the employer has established for the job, the personal protective equipment to be worn, and procedures for handling emergency incidents. The employer shall certify that each covered employee has attended and successfully completed the training required, or shall certify the employee's competency at least yearly. The ERT maintains the records of the emergency response personnel training.
- **Hazardous Waste Operations and Emergency Response (State, CalOSHA; Federal, OSHA)**—The HAZWOPER training requirements for emergency responders [8 CCR



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5192(q) and 29 CFR 1910.120(q)] are based on levels of response recognized by the hazardous material response industry. CalOSHA and OSHA have identified five levels of response, each with increasing levels of required training and expertise:

Level 1: First Responder Awareness Level

Level 2: First Responder Operations Level

Level 3: Hazardous Materials Technicians

Level 4: Hazardous Materials Specialist

Level 5: On-Scene Incident Commander

The training criteria for individuals in the ERT, as well as UTC or outside contractors who may otherwise be involved with a spill incident, are based on the duties and functions associated with the level of response they may be expected to perform. All spill response team members shall have the appropriate level of HAZWOPER training and annual refresher courses.

The emergency response plan must be rehearsed regularly as part of the overall training program for site operations.

The HAZWOPER training requirements for remediation workers at a cleanup site [8 CCR 5192(e) and 29 CFR 1910.120(e)] are based on potential for exposure to hazardous substances, health hazards, or safety hazards. General site workers must initially receive a minimum of 40 hours of training off site and a minimum of 3 days (24 hours) of actual field experience under the direct supervision of a trained, experienced supervisor. The onsite supervisor must receive an additional 8 hours of specialized training.

The HAZWOPER training requirements for workers at a treatment, storage, or disposal (TSD) facility [8 CCR 5192(p) and 29 CFR 1910.120(p)] are based on potential for exposure to health hazards or hazardous substances. The TSD facility worker must initially receive a minimum of 24 hours of training or equivalent in work experience.

Remediation workers and TSD facility workers must receive 8-hour refresher training annually.

- **Process Safety Management (State, CalOSHA)**—The CalOSHA PSM program mandates specific initial employee training in process and operating procedures, including emergency response and refresher/supplemental employee training at least every three years, or when necessary due to changes in the process or materials used. PSM also requires that a contractor's training program be conducted according to the above requirements detailed in 8 CCR 5189(g).
- **Hazardous Materials Business Plan (State, CalEPA)**—CalEPA requires training for all new employees and annual training, including refresher courses, for all employees in safety procedures in the event of a release or threatened release of a hazardous material. The training must include notification procedures in case of an emergency, procedures for responding to a release to minimize its impact, and evacuation plans and



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procedures. These training programs may take into consideration the position of each employee.

- **Storm Water Pollution Prevention (State, SWQCB)**—The facility operator who is responsible for developing and maintaining a storm water pollution prevention plan (SWPPP) must ensure adequate employee qualifications and training for employees involved in implementation of BMPs, inspection, and monitoring activities required by the NPDES General Permit.
- **Department of Defense Safety Manual (Federal, DOD)**—The DOD Contractor's Safety Manual for Ammunition and Explosives requires documented Operator Training that covers hazardous materials information, safety and warning devices, personal protective clothing and equipment and emergency equipment.

11.2 PERSONNEL TRAINING AND DRILLS

The UTC employees who work with chemicals or hazardous waste receive basic training in proper use, storage, handling, and management of these materials. Training is provided to new employees and is updated with regular refresher courses. This training includes the following topics:

- Chemical Right-to-Know
- Chemical safety
- Environmental protection
- Incident prevention
- Emergency Response Procedures to include:
 - Incident recognition
 - Identification of hazards
 - Use of personal protective equipment
 - Notification procedures
 - Evacuation procedures
 - Containment and clean up of small releases
 - Incident investigation
 - Follow-up
 - Documentation



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11.2.1 New Hire Training

New UTC employees receive training within 90 days of beginning employment. The training includes an introduction to environmental, health and safety issues at the UTC facility. New employees are provided with names and phone numbers of personnel at UTC to contact in case of further questions. This training is intended to be an introductory overview; more extensive training occurs on the job as needed to enable each employee to fulfill the duties of his or her job.

11.2.2 Hazard Communication Training

UTC has implemented a HAZCOM Program pursuant to 8 CCR 5194 to ensure that employees receive information on the hazardous properties of the substances and mixtures they work with, so that injury and illness from exposure is prevented. The HAZCOM Program consists of the following:

- Employee training focusing on the hazardous substances' physical and chemical properties in the workplace
- Maintenance of a MSDS file which is accessible for employee review
- Identification and labeling of hazardous substances in the facility

11.2.3 Hazardous Substance Storage Training

UTC provides a working knowledge of the requirements involving the storage of hazardous substances to personnel who are responsible for areas in which hazardous substances are stored or where there is secondary containment available for hazardous substance storage. UTC personnel are trained annually. The class includes a review of regulatory and UTC requirements, basic hazardous material terminology, secondary containment, inspection, segregation, and inventory procedures.

11.2.4 Hazardous Waste Generator Training

UTC provides personnel with a working knowledge for the safe management of hazardous waste in accordance with UTC procedures and policies and regulatory requirements. UTC personnel who work at or oversee hazardous waste operations and whose actions may result in noncompliance with requirements are trained in this class. Proper hazardous waste identification, accumulation, storage, and labeling are emphasized.



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11.2.5 Storm Water Pollution Prevention Training

UTC provides annual training in storm water pollution prevention to personnel with hazardous material handling responsibility, involvement with the operation and/or maintenance of motor vehicles, and responsibility for the clean up of hazardous material releases. The class is intended to provide an awareness of UTC's Storm Water Pollution Prevention Program. BMPs that control potential pollutants and minimize their impact to storm water are described. The following practices are included as part of the training:

- Release prevention, control, and cleanup
- Outdoor materials storage and handling
- Outdoor process equipment, operations, and maintenance
- Fleet vehicle maintenance
- Fleet vehicle and equipment fueling
- Waste storage, handling, and disposal

Specialized storm water training is also provided to key personnel responsible for implementing the Storm Water Pollution Prevention Plan. This training is provided to employees at least once every three years.

11.2.6 ERT Training

The ERT is a contracted onsite emergency response team. They are available 12 hours a day for 6 days a week. Members are certified "Fire Fighter I/II" by the California State Fire Marshall and are certified "Emergency Medical Technicians IAs" for operation within the State of California. Members are certified "Hazardous Material First Responder – Operational" by the California State Fire Marshall. All members receive annual refresher training.

11.2.7 Equipment Use Certification

All UTC personnel who routinely handle hazardous materials, including oil products, receive training to ensure proper use of material handling equipment. For example, only personnel who have been certified in forklift use may drive forklifts used at material loading/unloading areas. Forklift training is repeated annually. UTC recognizes that proper material handling is critical for preventing spills.

11.2.8 Process Safety Management

UTC ensures that each employee involved in the operation or maintenance of a process occurring onsite has received and successfully completed training as specified by 8 CCR 5189. After the initial or refresher training, UTC prepares a certification record, which contains the identity of the employee, the date of training, and the signatures of the persons administering the training.



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Testing procedures are established by UTC to ensure competency in job skill levels and safe and healthy work practices.

UTC informs contractors performing work on or near a process of the known or potential fire, explosion, or toxic release hazards related to the contractor's work and the process. UTC requires that contractors have trained their employees to a level adequate to safely perform their job. UTC will also inform contractors of any applicable safety rules of the facility, and assure that the contractors have so informed their employees.

In accordance with 8 CCR 3220(e), UTC requires that employees and contractors be trained:

- initially, when the IIRC Plan is developed,
- upon initial assignment of an employee to job duties,
- whenever the employee's responsibilities or designated actions under the plan change, and
- whenever the plan changes.

11.2.9 "Live" Area Access Training

Employees and contractors who are required to work in the Live Area (which includes the areas in which explosives were stored and used) are required to complete 2.5 hours of specialized training prior to beginning work. The annual Hazard Communication/Work Permit/Storm Water Pollution Prevention class is provided by UTC to train and advise employees and contractors as to the hazards, warning signs and systems, traffic criteria, protective clothing requirements and smoking restrictions that apply to the site. People who are escorted through the Live Area are informed of hazards by their escorts.

11.2.10 On-the-Job Training

Supervisors are responsible for assuring that on-the-job training needs are identified and completed (including the skill categories requiring training) through identification of pertinent Work Instructions. Supervisors maintain hard copy records of all on-the-job training for each employee. On-the-job training includes several safety items, such as the following subjects:

- How to operate the equipment/transport the chemical in a safe manner
- Emergency procedures involving potential releases
- The hazardous substances or physical hazards used by or present within a piece of equipment or emitted by the equipment
- Mandatory personal protective equipment requirements for operating the equipment



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11.2.11 Employee Emergency Plans and Fire Prevention Plans Training

UTC employees are trained in their responsibilities during emergencies. This training is documented and varies depending on the employee's job duties and associated fire hazard. Typical training includes the following topics:

- Emergency notification
- Evacuation Plan
- Station shutdown
- Denying access
- Fire prevention plan

Refresher training is required upon job change, or more frequently, as determined by the supervisor.

11.2.12 Evacuation Training

All employees must be periodically trained on what to do BEFORE, DURING, and AFTER a station evacuation. A copy of the Building Evacuation Plan is posted in employees' work areas. Evacuation drills are conducted on an announced and unannounced basis. It is UTC policy that evacuation training drills are conducted for each station at least once every 12 months.

11.2.13 Refresher Training

Refresher training is necessary for each person to review their understanding of the topics covered by the training and for the presentation of policy, procedure, and regulatory changes. The frequency of refreshers will meet or exceed regulatory requirements as described above, but any courses related to emergency response must be repeated at least every 3 years. Supervisors are responsible for tracking the requirements and their implementation at UTC.

11.2.14 Drills

Emergency response training will include drills of activities required under this plan. The frequency of these drills will depend on the type of activity. These rehearsals will be carried out so that each person thoroughly understands his or her role in the different levels of emergency response.



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**TABLE 11-1
RESPONSE TIER**

Incident Type	Plan Activation	Incident Classification	IIRC Classification	Responding Personnel
<ul style="list-style-type: none"> • Spill or Release 		Incidental – Does not pose a significant safety or health hazard	Very Small	1. HAZWOPER Trained Personnel
			Small	1. HAZWOPER Trained Personnel 2. ERT 3. Safety 4. Environmental
<ul style="list-style-type: none"> • Fire • Explosion • Spill or Release • Discharge • Personnel Exposure • Transportation Incident 	Activation of Integrated Incident Response and Contingency (IIRC) Plan	Imminent or Actual Emergency Incident – May endanger human health, safety or environment	Small Level 1	1. ERT 2. Safety 3. Environmental
			Medium Level 2	1. ERT 2. Safety 3. Environmental 4. Possible Offsite Assistance
		Actual Emergency Incident – Affects public health, safety, & environment offsite	Large Level 3	1. ERT 2. Safety 3. Environmental 4. Major Offsite Assistance



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TABLE 11-2

REQUIRED TRAINING

Incident Type	Incident Classification	Required Training
<ul style="list-style-type: none"> • Spill or Release 	<p>Incidental – Does not pose a significant safety or health hazard</p>	<p>Response Employees need</p> <ol style="list-style-type: none"> 1. Hazard Communication Training 2. Hazardous Materials Training
<ul style="list-style-type: none"> • Fire • Explosion • Spill or Release • Discharge • Personnel Exposure • Transportation Incident 	<p>Imminent or Actual Emergency Incident – May endanger human health, safety or environment</p> <p>Actual Emergency Incident – Affects public health, safety, & environment offsite</p>	<p>Response Employees need:</p> <ol style="list-style-type: none"> 1. HAZWOPER Hazardous Materials, Technician / Emergency Response Training 2. ICS-100



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12.0 RECORD KEEPING AT UTC

Each department within UTC is responsible for maintaining documentation on training, emergency response, and past incidents.

12.1 ENVIRONMENTAL DEPARTMENT

The Environmental Department maintains all environmental permits, plans (e.g., the SPCC Plan and the SWPPP), internal and government agency incident reports, and record of agency receipt of incident reports. All records, plans, reports, and other documents related to spill and pollution prevention and required monitoring are also maintained in the Environmental files.

12.2 ERT

The Security Department maintains permanent records on all ERT personnel, response equipment, all emergency and non-emergency incidents (fire, medical, oil, HAZMAT, etc.), and a daily attendance and activity log.

12.3 SECURITY DEPARTMENT

The Security Department maintains the following permanent records:

- Daily attendance records
- Activity logs
- Rounds reports
- Contractor register
- Truck logs
- Visitor cards
- Accident and incident reports
- Investigation reports
- Clearance records
- Personal vehicle registries

12.4 SAFETY DEPARTMENT

Safety maintains centralized training records for UTC employees and purchased labor, including Security and ERT.



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12.5 FACILITIES DEPARTMENT

The Facilities Department maintains records for the inspections and maintenance carried out by department personnel. These records include the following documentation:

- Any inspection reports of aboveground electrical power transformers (for the past three years)
- The gauging records for ASTs
- Repair records for equipment and containment structures



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13.0 PLAN REVIEW AND UPDATING

13.1 REVIEW AND UPDATE PROCEDURES

The Environmental Department is responsible for updating and distributing this IIRC Plan. Revisions are summarized in Appendix J with a revision number, date, section numbers and pages affected, and any other instructions intended to emphasize or explain the revision. Pen and ink changes may be made for minor revisions only. Table 13-1 lists the official recipients of this IIRC Plan, who must receive copies of any revisions.

13.2 PROGRAM REVIEW/UPDATE REQUIREMENTS

Each of the regulatory programs that are addressed by this IIRC Plan has review/update requirements, as described below.

13.2.1 SPCC Plan

The SPCC Plan components of this IIRC Plan must be amended when there is change in facility design, construction, operation, or maintenance that materially affects the facility's potential to discharge oil. These changes include, but are not limited to, the following conditions:

- Commission or decommission of tanks
- Replacement or installation of piping systems
- Construction or demolition that might alter secondary containment structures
- Revision of standard operation or maintenance procedures at a facility

Amendments need to be made as soon as possible, but not later than six months after a change occurs.

UTC shall complete a review and evaluation of the SPCC components of this IIRC Plan at least once every five years. As a result of this review and evaluation, UTC shall amend the IIRC Plan within six months of the review to include more effective prevention and control technology if: (1) such technology will significantly reduce the likelihood of a spill event from the facility; and (2) such technology has been field-proven at the time of the review. Technical plan amendments, if required, will be certified by a California-registered Professional Engineer.



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Whenever a facility subject to 40 CFR 112.3 has discharged either more than 1,000 U.S. gallons of oil in a single spill event; or, more than 42 gallons of oil in two reportable spill events occurring within any consecutive twelve month period, the owner or operator of such facility shall submit to the EPA Administrator, within 60 days from the time such facility becomes subject to this section, a report describing the nature, conditions, and impact of such a spill(s) and a copy of the SPCC Plan. (See Section 6.0 for additional reporting information.) The EPA may require an amendment of the SPCC Plan, based on a review of the spill information provided. UTC may comment upon (within 30 days of notice) and/or may appeal the required amendment, following procedures identified in 40 CFR 112.4.

13.2.2 CalOSHA HAZWOPER

No specific review/updates are required under the CalOSHA HAZWOPER programs. However, the plan must remain accurate at all times.

13.2.3 Hazardous Waste Storage and Treatment Contingency Plan

The Hazardous Waste (i.e., RCRA) Contingency Plan components of the IIRC Plan must be reviewed and amended, if necessary, whenever the following condition(s) exist:

- The facility permit is revised
- The plan fails in an emergency
- Applicable regulations are revised
- Changes in facility design, construction, maintenance, or other circumstances that materially changes the response necessary in an emergency
- The list of emergency coordinators changes
- The list of emergency equipment changes

13.2.4 CalOSHA and Federal OSHA Emergency Action Plan

The CalOSHA and Federal OSHA Emergency Action Plan requires that the results of the initial pre-emergency planning will be reviewed annually and revised as necessary when new hazardous substances or process changes are introduced into the work place that may present the potential for an emergency response incident if that substance is released.

13.2.5 Hazardous Materials Business Plan

The Santa Clara County Department of Environmental Health requires annual updates to the HMBP, including the Hazardous Materials Inventory Statement. Any addition of a new hazardous material or change in structures or practices involving hazardous materials will trigger an immediate revision to the HMBP submitted to the Department. Whenever the HMBP is revised, the applicable portions of this IIRC plan will be reviewed and revised as necessary.



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13.3 REVISION PURSUANT TO TRAINING OR EMERGENCY RESPONSE

Revisions to this IIRC Plan that are deemed appropriate following either a training session, or an actual response, will be made as necessary. These revisions will be submitted to relevant agencies according to the submission procedures described in Section 13.4.

13.4 REVISION SUBMISSION PROCEDURES

This IIRC Plan is reviewed once each calendar year by the Environmental Department. The plan is revised by the department if any of the criteria for revision listed in Sections 13.2.1 through 13.2.6 are met. The revised plan must be approved by the UTC Environmental Manager. The approved plan is submitted to the appropriate agencies, as required.



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**Table 13-1
List of IIRC Plan Holders**

UTC
ERT Security Safety Environmental Stations 0312 and 2233 (TSD Facilities)
Local Emergency Response Services
California State Office of Emergency Services – Hazardous Materials Division Santa Clara County Department of Environmental Health, Hazardous Materials Compliance Division Santa Clara Valley Medical Center (San Jose) California Department of Forestry (Morgan Hill Headquarters) Santa Clara County Emergency Services Agency, Public Health Department San Jose Fire Department Santa Clara County Sheriff's Department US-EPA (Region 9) Department of Toxic Substances Control (Facility Permitting Branch)



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14.0 REFERENCES

BBLES. 2005. *Stormwater Pollution Prevention Plan for Industrial Activities*. August 24, 2005.

UTC. Work Instruction 23-03-03. *Hazardous Waste Training Plan*.

UTC. Work Instruction 23-06-10. *Use and Storage of Flammable and Combustible Liquids/Materials*.

UTC. Work Instruction 23-07-28. *Housekeeping*.

UTC. Work Instruction 23-08-03. *Environmental Release Reporting*.

UTC. Work Instruction 23-08-07. *Incident Planning Management System*.

UTC. Work Instruction 23-08-08. *Incident Investigation and Reporting*.

UTC. 1992. *Manufacturing Standard Instruction for Hazardous and Explosive Waste Disposal*.



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Appendix A CONTACT LIST



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**Table A-1
Current Incident Management and Spill Response Contacts for UTC, San Jose**

Name	Title	UTC Phone	Home Phone
Designated Individual Accountable for Spill Prevention			
Timothy Marker	Environmental Manager	408-776-6040	408-776-1149
Technical Contact for Environmental Concerns			
Timothy Marker	Environmental Manager	408-776-6040	408-776-1149
Primary Emergency Coordinator			
Leonard Orton 1722 Granada Street Seaside, CA 93955	Security Manager	408-776-6018	831-394-7815
Alternate Emergency Coordinator			
Rueben Dayaw 574 Arasteradero Road, #55 Palo Alto, CA 94306	Security Officer	408-776-6000	650-565-9021
Primary Incident Commander			
Dan Lopez 150 Casten Ct. Hollister, CA 95023	Fire Chief	408-776-4430	831-637-0723
Alternate Incident Commanders			
Robert Skinner 103 Beth Drive Felton, CA 95018	Fire Lieutenant	408-776-4282	408-335-5409
Dan Villalon 171 Recht St. Hollister, CA 95023	Fire Lieutenant	408-776-4282	408-637-0691
Person Responsible for Maintaining USTs and Monitoring Equipment			
Frank Thomas	Facilities Manager	408-776-5542	408-839-4665
Person Responsible for Health and Safety			
Joe McKean	Safety Manager	408-776-4262	408-553-5761

N/A – not applicable



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**Table A-2
Off-Site Emergency Providers**

Provider	Phone Number
California Department of Forestry, Morgan Hill Office	408-779-2121 (Business) 408-201-0490 (Off hours)
California Highway Patrol	408-467-5400
Local Fire, Law Enforcement, and Ambulance Services	911 (Need outside line)
Santa Clara Valley Medical Center	408-885-5000
Kaiser Permanente Santa Teresa Community Hospital	408-972-3000
Santa Clara County Sheriff's Department	408-808-4900
San Jose Fire Department/Hazardous Incident Team	408-277-4444
Santa Clara County DEH Hazardous Materials Compliance Division	408-918-3400



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**Table A-3
List of Outside Agencies**

Outside Agencies	Phone Number
Federal Agencies	
National Response Center	1-800-424-8802
United States Coast Guard, San Francisco Office	1-510-437-3073
Department of Transportation	1-800-424-8802
U.S. Environmental Protection Agency (Region IX)	415-744-2000
State Agencies	
California Office of Emergency Services	1-800-852-7550
California Department of Forestry (Morgan Hill Headquarters)	408-779-2121
California Department of Industrial Relations-Occupational Safety and Health (San Jose)	408-452-7288
California Department of Toxic Substances Control	916-255-2002
Regional and Local Agencies	
Bay Area Air Quality Management District	415-771-6000
Regional Water Quality Control Board	510-622-2300
Santa Clara County Department of Environmental Health (CUPA)	408-918-3400
Santa Clara Valley Water District	408-265-2600

CUPA – Certified Unified Program Agency



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APPENDIX B CROSS REFERENCE TO REGULATORY REQUIREMENTS



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Table B-5	Hazardous Materials Release Response Plans and Inventory
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Table B-9	Bay Area Air Quality Management District Breakdown Excess Emissions
Table B-10	CalOSHA Process Safety Management of Acutely Hazardous Materials
Table B-11	DOD Contractors' Safety Manual for Ammunition and Explosives
Table B-12	RWQCB Site Waste Discharge Requirements, Site Cleanup Requirements, and Self-Monitoring Programs
Table B-13	Toxic Substances Control Act, Requirements for PCB Spill Cleanup



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**TABLE B-1
SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN
40 CFR 112**

EPA Regulation 40 CFR 112 Requirement	40 CFR 112 Section No.	Where to find materials in this Document	
		Section	Title
Requirements for preparation and implementation of SPCC	112.3	1.1	Applicable Regulatory Programs
Certification by a registered professional engineer	112.3(d)	2	Certifications
Amendment of SPCC Plans by Regional Administrator	112.4	13	Plan Review and Updating
Amendment of SPCC Plans by Owners and Operators	112.5	13	Plan Review and Updating
General Requirements for SPCC Plans	112.7	1	Overview
General requirements Full approval is given by management with the authority to commit resources. Cross-reference table Facility characteristics Spill reporting information Emergency procedures	112.7(a)	1 Title Page 2 Appendix B Table B-1 Appendix G Appendix C 6.1.3 5	Overview Statement of Plan Commitment Spill Prevention Control and Countermeasure Facility Description UTC Site Maps Agency Notification Emergency Response
Fault analysis	112.7(b)	9	Spill/Release Risk and Hazard Assessment
Secondary containment	112.7(c)	8.2	Tank Construction and Secondary Containment
Contingency planning	112.7(d)	This plan	IIRC Plan
Inspections, tests, and records	112.7(e)	10 12.5	Maintenance, Inspection, and Testing Facilities Department
Employee training and discharge prevention procedures Training in operation and maintenance of oil pollution prevention equipment and pollution control laws and regulations. A person accountable for oil spill prevention is designated in Plan and reports to line management. Spill prevention briefings are given for operating personnel at least once a year. Method facility uses to prevent discharged oil from reaching a navigable water:	112.7(f)	11 8.4.3, 11.2.7 and 11.2.3 Appendix A Table A-1 11.2.3 8.0	Training and drills Training in Spill Prevention Equipment Use Certification & Hazardous Substance Storage Training Contact List Hazardous Substance Storage Training Spill Prevention Program
Security including: Fencing and entry Non-operating valves Oil pump starter controls Loading/unloading connections of oil pipelines Facility lighting	112.7(g)	Appendix G G.11 3.2.1 10.1.2 10.1.2 10.1.2 Appendix G G.11.2	Security and General Site Control Security and Communication Equipment Maintenance Equipment Maintenance Equipment Maintenance Lighting
Loading/unloading Department of Transportation loading/unloading procedures Containment provisions Prevention of premature vehicular departure Inspection for leakage	112.7(h)	8.4.5 Appendix I 8.4.5 8.4.5 8.4.5 Appendix I	Oil Transfer Operations Department of Transportation Loading and Unloading Procedures Oil Transfer Operations Oil Transfer Operations Oil Transfer Operations and Department of Transportation Loading and Unloading Procedures
Brittle fracture evaluation	112.7(l)		Not applicable



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**TABLE B-1
SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN
40 CFR 112**

EPA Regulation 40 CFR 112 Requirement	40 CFR 112 Section No.	Where to find materials in this Document	
		Section	Title
Conformance with state requirements	112.7(j)	1	Overview
Requirements for onshore facilities	112.8	1	Overview
General and specific requirements	112.8(a)	1	Overview
Facility Drainage	112.8(b)	Appendix G G.6	Facility Drainage
Bulk storage containers	112.8(c)	7.1	Oil Storage and Transfer System Descriptions
<ul style="list-style-type: none"> • Material compatibility • Secondary containment • Testing of tanks • Fail-safe engineering • Tank maintenance 		8.4.1	Material Compatibility
		8.2	Tank Construction and Secondary Containment
		10.2	Materials Storage Unit and Secondary Containment Inspections and Testing
		8.3	Release Detection Systems
		10.1	Maintenance of Tanks and Storage Areas
Facility transfer operations, pumping, and facility process	112.8(d)	8.2	Tank Construction and Secondary Requirement
Buried piping		10.1.2	Equipment Maintenance
Piping terminal connections	112.8(d)	8.2	Tank Construction and Secondary Requirement
Pipe supports	(continued)	10.2	Materials Storage Unit and Secondary Containment Inspections and Testing
Valves and piping inspections		Appendix G G.11.3	Site Access
Warnings to vehicle operators			
SPCC requirements for onshore oil production facilities	112.9		Not applicable
SPCC requirements for onshore oil drilling and workover facilities	112.10		Not applicable
SPCC requirements for offshore oil drilling, production, or workover facilities	112.11		Not applicable
SPCC requirements for onshore facilities (animal, fish, and vegetable oils)	112.12		Not applicable
SPCC requirements for onshore oil production facilities (animal, fish, and vegetable oils)	112.13		Not applicable
SPCC requirements for onshore oil drilling and workover facilities (animal, fish, and vegetable oils)	112.14		Not applicable
SPCC requirements for offshore oil drilling, production, or workover facilities (animal, fish, and vegetable oils)	112.15		Not applicable



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TABLE B-2

OSHA AND CALOSHA EMERGENCY ACTION PLAN 29 CFR 1910.38(a) and 8 CCR 3220

OSHA 29 CFR 1910 and CalOSHA 8 CCR 3220 EAP Requirements	29 CFR 1910 Section No.	8 CCR 3220 Section No.	Where to find materials in this document	
			Section	Title
Emergency escape procedures and emergency route assignments	38(a) (2) (I)	3220(b) (1)	5.8	Evacuation Plan
Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.	38(a) (2) (ii)	3220(b) (2)	5.8	Evacuation Plan
Procedures to account for all employees after emergency evacuation have been completed.	38(a) (2) (iii)	3220(b) (3)	5.8	Evacuation Plan
Rescue and medical duties for those employees who are to perform them.	38(a) (2) (iv)	3220(b) (4)	5.9	General Response Procedures
The preferred means of reporting fires and other emergencies.	38(a) (2) (v)	3220(b) (5)	6.1.1	Notification by Employee of Possible Incident
Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under plan.	38(a) (2) (vi)	3220(b) (6)	4.0 Appendix A Table A-1	Organization and Responsibilities Contact List
Alarm system	38(a) (2) (3)	3220(c)	5.12.1	Communications System
Evacuation	38(a) (2) (4)	3220(d)	5.8	Evacuation Plan
Training	38(a) (2) (5)	3220(e)	11.2	Personnel Training and Drills



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**TABLE B-3
California OSHA Hazardous Waste Operations Emergency Response
8 CCR 5192 et. seq.**

CalOSHA HAZWOPER Emergency Response Plan Requirements	Title 8 CCR Section No.	Where to find materials in this IRP Document	
		Section	Title
Elements of an Emergency Response Plan			
Pre-emergency planning	5192 (l)(2)(A)	4.3	Incident Planning and Follow-up Responsibility
Personnel roles, lines of authority, and communication	5192 (l)(2)(B)	4.0	Organization and Responsibilities
Emergency recognition and prevention	5192 (l)(2)(C)	5.0 11.2	Emergency Response Personnel Training and Drills
Safe distances and places of refuge	5192 (l)(2)(D)	5.8	Evacuation Plan
Site security and control	5192 (l)(2)(E)	Appendix G.11	Security and General Site Control
Evacuation routes and procedures	5192 (l)(2)(F)	5.8	Evacuation Plan
Decontamination procedures which are not covered by the site health and safety plan	5192 (l)(2)(G)	5.7	Spill Response Procedure
Emergency medical treatment and first aid	5192 (l)(2)(H)	5.9 5.12.3.2	General Response Procedures Medical Resources
Emergency alerting and response procedures	5192 (l)(2)(I)	5.0	Emergency Response
Critique of response and follow-up	5192 (l)(2)(J)	5.13.5	Incident Investigation and Follow-up
Personal protective equipment and emergency equipment	5192 (l)(2)(K)	Appendix E	List of Emergency Equipment
Procedures for handling emergency incidents	5293 (l)(3)	5.0	Emergency Response
Site topography, layout, and prevailing weather conditions	5293 (l)(3)(A) 1.	Appendix G	Facility Description
Procedures for reporting incidents to local, state, and federal governmental agencies	5293 (l)(3)(A) 2.	6.0	Notification and Reporting Requirements
The emergency response plan shall be rehearsed regularly as part of the overall training program for site operations	5293 (l)(3)(D)	11.2	Personnel Training and Drills
The site emergency response plan shall be reviewed periodically and, as necessary, be amended to keep it current with new or changing site conditions or information.	5293 (l)(3)(E)	13.0	Plan Review and Updating
Based upon the information available at time of the emergency, the employer shall evaluate the incident and the site response capabilities and proceed with the appropriate steps to implement the site emergency response plan	5293 (l)(3)(G)	5.0	Emergency Response



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**TABLE B-4
HAZARDOUS WASTE MANAGEMENT CONTINGENCY PLAN
22 CCR DIVISION 4.5, CHAPTER 14**

Hazardous Waste Management Contingency Plan Requirements	22 CCR Section Number	Where to find materials in this Document	
		Section	Title
Content of Contingency Plan	66264.52		
(a) Emergency response actions		5.0	Emergency Response
(b) Hazardous waste management provisions		7.4	Waste Collection, Recycling, and Disposal
(c) Coordination with State and local responsible parties		4.1.3.7 and 5.12.3	Arrangements with Local Authorities Community Support Personnel
(d) Emergency coordinator(s)		4.1.3.1	Emergency Coordinator
(e) Detailed description of emergency equipment on-site		Appendix E	List of Emergency Equipment
(f) Evacuation plan, if applicable	5.8	Evacuation Plan	
Copies of Contingency Plan	66264.53	Table 13-1	List of IIRC Plan Holders
Amendment of Contingency Plan	66264.54	13.0	Plan Review and Updating
Emergency Coordinator	66264.55	4.1.3.1	Emergency Coordinator
Emergency Procedures	66264.56		
(a) Activation of alarm and community response services		6.1.1 and 6.1.2	Notification by Employee of Possible Incident Community Emergency Response Personnel Notification
(b) Emergency identification/ characterization		5.7	Spill Response Procedure
(c) Health/environmental assessment		5.7 and 5.9	Spill Response Procedure General Response Procedures
(d) Reporting to local authorities and government agencies		6.1.3	Agency Notification
(e) Containment of incident		5.1 thru 5.9	Fire Response Procedure Bomb Threat Procedure Earthquake Response Flood Response Procedure Spill Response Procedure Evacuation Plan General Response Procedures
(f) Monitoring site		5.1 thru 5.9	Fire Response Procedure Bomb Threat Procedure Earthquake Response Flood Response Procedure Spill Response Procedure Evacuation Plan General Response Procedures
(g) Treatment, storage or disposal of wastes		5.10 and 7.4	Incident-Related Waste Disposal Procedure Waste Collection, Recycling, and Disposal
(h) Cleanup procedures		5.7	Spill Response Procedure
(i) Follow-up procedures		5.7 and 6.1	Spill Response Procedure Verbal Notification
(j) Follow-up report		6.2	Reporting Requirements



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TABLE B-5

HAZARDOUS MATERIALS RELEASE RESPONSE PLANS AND INVENTORY

California Health & Safety Code, Division 20, Chapter 6.95

California Code of Regulations, Title 19, Division 2, Chapter 4

HAZARDOUS MATERIAL RELEASE REPORTING, INVENTORY, AND RESPONSE PLANS

Health Code or 19 CCR Regulatory Requirement	Health Code or 19 CCR Section No.	Where to find materials in this Document	
		Section	Title
BUSINESS PLAN - Emergency response plans and procedures - Immediate notification - Procedures for mitigation of release or threatened release and minimization of impact - Evacuation plans and procedures - Training	CA H&SC 25504		
	25504(b)	5.0	Emergency Response
	25504(b)(1)	6.1.3	Agency Notification
	25504(b)(2)	5.7	Spill Response Procedure
	25504(b)(3)	5.8	Evacuation Plan
	25504(c)	11.2	Personnel Training and Drills
INVENTORY AMENDMENTS	25510	7.3 and 13.2.5	Hazardous Materials Storage and Handling Hazardous Materials Business Plan
IMMEDIATE REPORTING OF RELEASE OR THREATENED RELEASE - Verbal - Information to report - Exception to reporting - Agency contact information	19CCR 2703		
	2703(a)	6.1.3	Agency Notification
	2703(b)	6.1.3	Agency Notification
	2703(c)	6.1.3	Agency Notification
	2703(d)	Appendix A	Contact List
WRITTEN REPORTING OF EMERGENCY RELEASES - Business plan general requirements (thresholds) - Inventory reporting (forms)	19CCR 2705	6.2	Reporting Requirements
	19CCR 2729.1		
	19CCR 2729.2 and 3		
EMERGENCY RESPONSE PLAN AND PROCEDURES - Immediate notification of release or threatened release - Mitigation, prevention, or abatement of hazards to persons, property, or the environment - Immediate notification and evacuation of facility - Identification of areas/systems requiring immediate inspection or isolation because of vulnerability to effects of earthquakes	19CCR 2731		
	2731(a)	6.1.3	Agency Notification
	2731(c)	5.7	Spill Response Procedure
	2731(d)	5.7	Spill Response Procedure
	2731(e)	5.5	Earthquake Response
TRAINING - Reasonable and appropriate - Initial and refresher	19CCR 2732	11.2	Personnel Training and Drills
	2732(a)	11.2	Personnel Training and Drills
	2732(b)	11.2	Personnel Training and Drills



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**TABLE B-7
CALIFORNIA ABOVEGROUND PETROLEUM STORAGE ACT
HEALTH AND SAFETY CODE 25270**

California Aboveground Storage Tank Health and Safety Code Section 25270 Requirement	Health and Safety Code Section No.	Where to find materials in this Document	
		Section	Title
Each owner or operator specified in this subdivision shall prepare a Spill Prevention Control and Countermeasure Plan (SPCC Plan) prepared in accordance with 40 CFR 112.	25270.5 (c)	Table B-1	Cross-reference for this Integrated Incident Response Plan to SPCC Plan.
Each owner or operator specified in this subdivision shall conduct periodic inspections of the storage tanks to assure compliance with 40 CFR 112.7.	25270.5 (c)	10.2	Materials Storage Unit and Secondary Containment Inspections and Testing
Except as provided in subdivision (e), the owner or operator of a tank facility ... shall establish and maintain a monitoring program...to detect releases to the soil or water, including both groundwater and surface water.	25270.7 (a)	8.3 and 10.0	Release Detection Systems Maintenance, Inspection, and Testing
Each owner or operator of a tank facility...shall ... Install an maintain a system ... to detect releases into surface waters or sensitive ecosystems or allow a drainage valve to be opened and remain open only during the presence of an individual who visually observes the discharge.	25270.7 (b)(1) or (b)(2)	8.3 and 8.4.5	Release Detection Systems Oil Transfer Operations
Tank owners or operators shall report all positive findings from the detection systems required by subdivision (c) to the appropriate regional board within 72 hours after learning of the finding.	25270.7 (d)	6.1.3	Agency Notification
Each owner or operator of a tank facility shall immediately, upon discovery, notify the Office of Emergency Services (OES) of the occurrence of a spill or other release of one barrel (42 gallons) or more of petroleum. The owner or operator shall notify the local responding agency or the 911 emergency system when the operator determines that emergency response assistance is required	25270.8	6.1.3 6.1.2	Agency Notification Community Emergency Response Personnel Notification



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**Table B-9
Bay Area Air Quality Management District
Breakdown Excess Emissions
Regulation 1**

BAAQMD Regulation 1 Requirements	Regulation 1 Section	Where to find materials in this Document	
		Section	Title
Comply with administrative requirements for reporting on breakdown of air pollution abatement equipment.	1-112	5.11.3 6.1.4.1	Other Releases Notification of Air Emissions Release and/or Abatement Equipment Malfunction/Breakdown
Show that appropriate corrective measures have been taken to maintain compliance or that equipment shutdown has occurred.	1-113	5.11.3	Other Releases
Breakdown Procedures	1-430	5.11.3	Other Releases
Breakdown Report	1-431	6.1.4	Special Permit Requirements
Written Breakdown Report - information on cause of breakdown - summary of corrective action - present breakdown status - actions taken to prevent recurrence	1-432	6.2	Reporting Requirements



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**Table B-10
CalOSHA Process Safety Management of Acutely Hazardous Materials
8 CCR 5189**

Cal OSHA 8 CCR 5189 Process Safety Management	8 CCR Div 1, Chapter 4, Subchapter 7, Group 16, Article 109	Where to find materials in this IRP Document	
	Section	Section	Title
Develop and implement written procedures consistent with process safety information <ul style="list-style-type: none"> • emergency operations including emergency shut down procedures • post-emergency startup • administrative and engineering controls, and personal protective equipment 	5189 (f) (1)		
	5189 (f) (1) (A) (4)	5.1, 5.2 and 5.7	Fire Response Procedure – Inert Area, Fire and Explosion Response Procedure—Live Area
	5189 (f) (1) (A) (6)		
	5189 (f) (1) (C) (2)	5.13.3 Appendix E	Spill Response Procedure Startup of Equipment Emergency Equipment at Chemical Systems Division
Initial employee training in process and operating procedures including emergency response	5189 (g) (1)	11.2.1	New Hire Training
Refresher and supplemental employee training must be provided at least every three years or as necessary	5189 (g) (2)	11.2.12	Employee Emergency Plans and Fire Prevention Plans Training
Familiarize contractors with the facility's emergency action plan	5189 (h) (2)	11.2.10	"Live" Area Access Training
The contractor's training program shall be conducted in accordance with the requirements in subsection (g)	5189 (h) (4)	11.2	Personnel Training and Drills
A pre-startup safety review shall confirm the adequacy of safety, operating, maintenance, and emergency procedures	5189 (l) (2) (B)	5.13	Incident Response Termination
Establish a written procedure for prompt reporting and investigating of incidents and accidents	5189 (m) (1)	6.0	Notification and Reporting Requirements
Incident investigation shall be initiated no later than 48 hours following the incident	5189 (m) (2)	5.13.5	Incident Investigation and Follow-Up
The investigation team shall consist of personnel knowledgeable about the process	5189 (m) (3)	4.3.6	Environmental Health and Safety Central Committee
The post-investigation report shall include at a minimum: <ul style="list-style-type: none"> • Date of the incident; • Date investigation began; • Description of the incident; • Factors that contributed to the incident; and, • Any recommendations resulting from the investigation 	5189 (m) (4)	5.13.5	Incident Investigation and Follow-Up
	5189 (m) (4) (A)		
	5189 (m) (4) (B)		
	5189 (m) (4) (C)		
	5189 (m) (4) (D)		
5189 (m) (4) (E)			
The report shall be reviewed by involved personnel within the facility where the incident occurred	5189 (m) (5)	5.13.5	Incident Investigation and Follow-Up
Report findings and recommendations shall be promptly addressed, implemented, and resolved	5189 (m) (6)	5.13.5	Incident Investigation and Follow-Up
Reports shall be retained for five (5) years	5189 (m) (7)	12.0	Recordkeeping at UTC
Establish and implement an Emergency Action Plan	5189 (n)	Table B-2	Emergency Action Plan



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TABLE B-11

DOD Contractors' Safety Manual for Ammunition and Explosives

Mishap Investigation and Reporting	Chapter 2 Section	Where to find materials in this Document	
		Section	Title
Reporting criteria	B	1.3	Definitions
Control of the mishap scene	C	5.9	General Response Procedures
Telephone report	D	6.1.3	Agency Notification
Written report	E	6.2	Reporting Requirements
Technical mishap investigation and reporting	G	4.3	Incident Planning and Follow-up Responsibility



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**Table B-12
RWQCB Site Waste Discharge Requirement, Site Cleanup Requirements
and Self-Monitoring Programs**

California Water Code Requirements	Chapter 4 Article 3 Regional Water Quality Control Plans and Article 4 WDRs Section No.	Where to find materials in this Document	
		Section	Title
Order No. R2-2004-0032 Self-Monitoring Program for Discharges and Extracted and Treated Groundwater: Spill Reports	13271 and 13272	5.7	Spill Response Procedure
Order No. 95-190 Treatment Unit By-Pass Reporting	13271 and 13272	5.11	Other Types of Incident Responses
Order No. 95-190 General Discharge Requirements	13271 and 13272	5.7	Spill Response Procedure
NPDES General Permit No. CAS000001. WDRs for Stormwater Associated With Industrial Activities: Receiving Water Limitation Notification	Chapter 5.9 Storm Water Enforcement Act and 13399.30	6.1.3 and 6.2	Agency Notification Reporting Requirements
Order No. R2-2004-0032 Water Reclamation Specifications; Notification of breakdown or accident; or change in water quality	Chapter 7 Water Reclamation and 13529.2	5.11	Other Types of Incident Responses
Order No. R2-2004-0032 Final Site Cleanup Requirements for Operable Unit 1, as amended by Order No. 95-194 and Order No. 97-065: hazardous substance discharge notification	13000, 13271 and 13272	6.1.3 and 6.2	Agency Notification Reporting Requirements
Order No. 95-190 WDRs for UTC CSD: discharge violation reporting	13271	6.1.3 and 6.2	Agency Notification Reporting Requirements



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**Table B-13
Toxic Substances Control Act
Requirements for PCB Spill Cleanup
40 CFR 761.125**

EPA Regulation 40 CFR 761-125 Requirement	40 CFR 761.125 Section No.	Where to find materials in this Document	
		Section	Title
General Reporting Requirements	761.125(a)(1)	Table F-1	Release Notification and Reporting Requirements
Disposal of cleanup debris and materials	761.125(a)(2)	5.10	Incident-Related Waste Disposal Procedure
Determination of spill boundaries in absence of visible traces	761.125(a)(3)	5.7	Spill Response Procedure
Requirements for cleanup of low-concentration spills or less than 270 gallons of untested mineral oil			
Decontamination requirements	761.125(b)(1)	5.7	Spill Response Procedure
Records and certification	761.125(b)(3)	6.3	Follow-Up Documentation
Requirements for cleanup of low-concentration spills of greater than 270 gallons of untested mineral oil			
Immediate requirements	761.125(c)(1)	5.7	Spill Response Procedure
Requirements for decontaminating spills in restricted access areas	761.125(c)(2)	5.7	Spill Response Procedure



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Appendix C Site Maps



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LIST OF FIGURES

- Figure C-1 Topographic Map of UTC Facility Showing Storage Facility (2233), Hydrolysis Treatment Facility (0503), Storage Magazine (0312), Closed Open Burning Facility (0891), and Closed Surface Impoundments 0250, 0635, and 0706
- Figure C-2 Site Map
- Figure C-3 Storm Water Runoff Flow
- Figure C-4 Emergency Evacuation Map
- Figure C-5 Route to Santa Teresa Hospital
- Figure C-6 [Reserved]
- Figure C-7 AST Locations, Stations 0020 and 0028
- Figure C-8 AST Location, Station 0101
- Figure C-9 [Reserved]
- Figure C-10 [Reserved]
- Figure C-11 AST Piping Location, Station 1230
- Figure C-12 [Reserved]
- Figure C-13 [Reserved]
- Figure C-14 AST Location, Station 1920
- Figure C-15 AST Location, Station 2100



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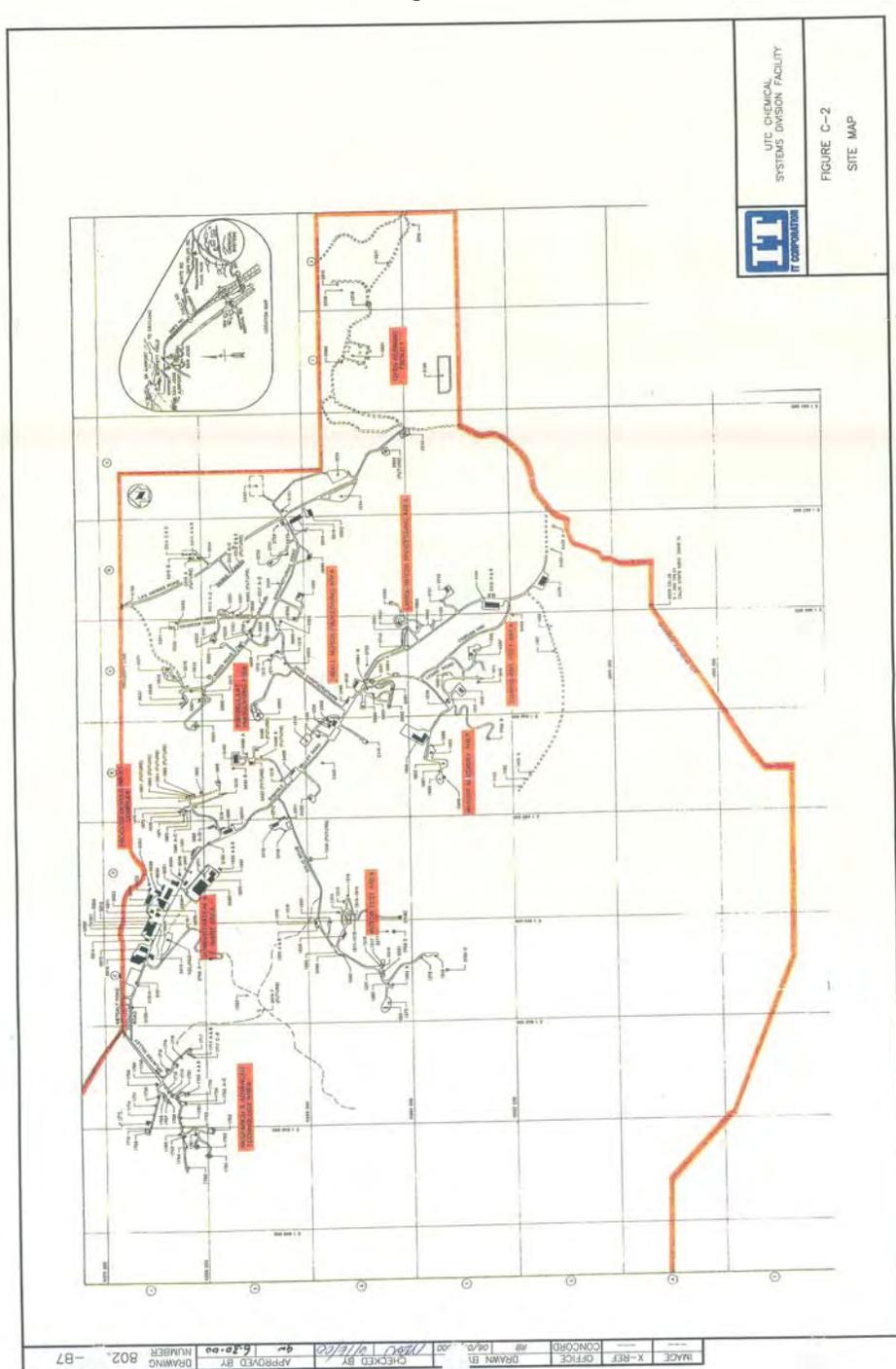
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Figure C-2





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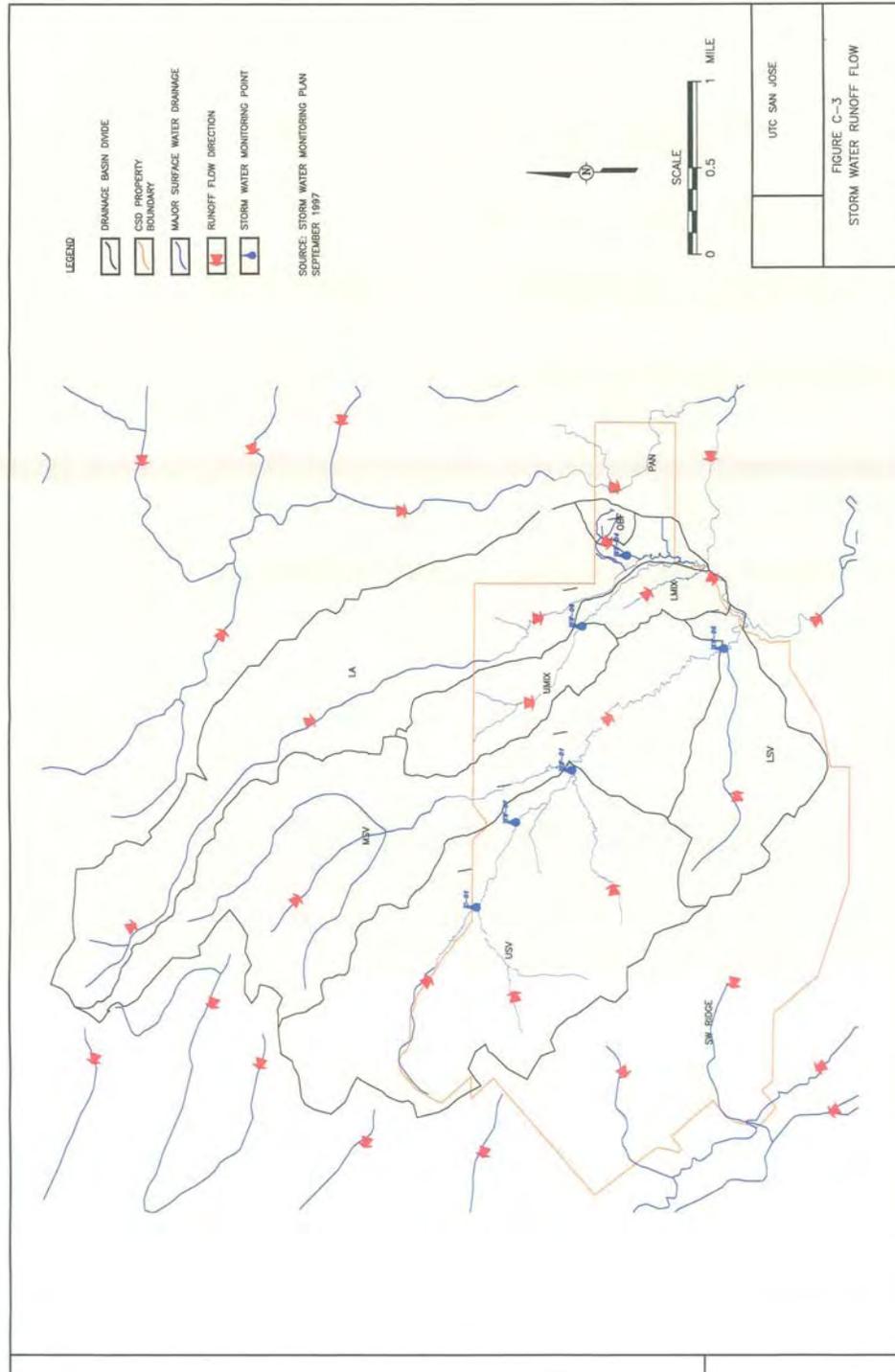
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Figure C-3





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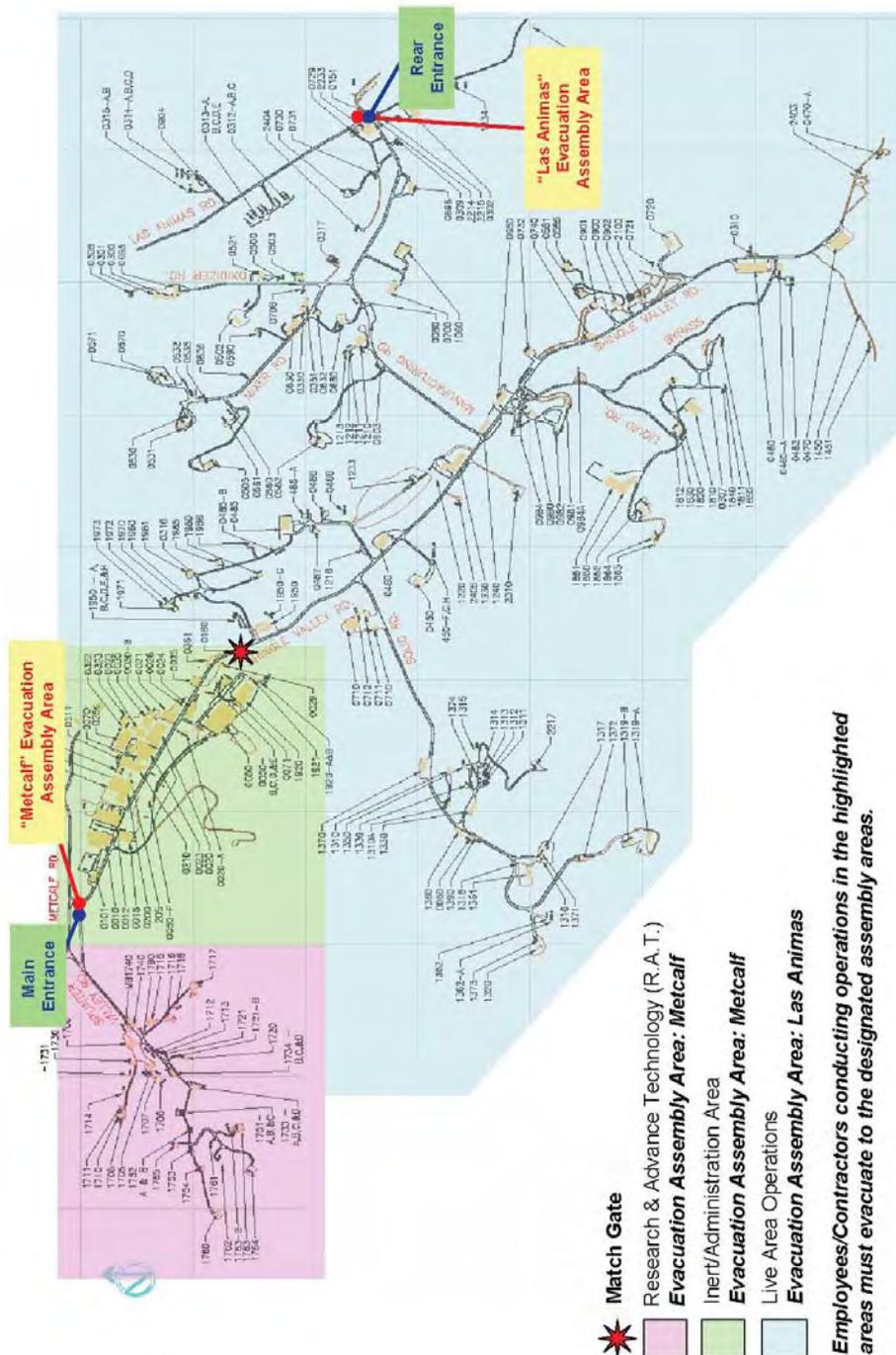
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Figure C-4



-  **Match Gate**
-  Research & Advance Technology (R.A.T.)
-  **Evacuation Assembly Area: Metcalf**
-  Inert/Administration Area
-  **Evacuation Assembly Area: Metcalf**
-  Live Area Operations
-  **Evacuation Assembly Area: Las Animas**

Employees/Contractors conducting operations in the highlighted areas must evacuate to the designated assembly areas.

Figure C-4 Emergency Evacuation Map

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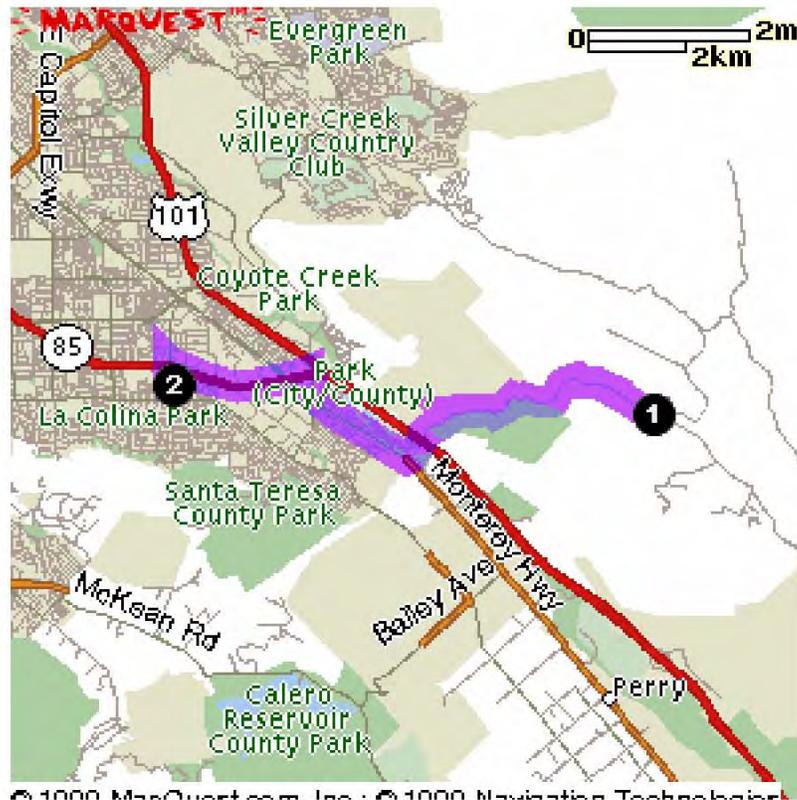
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Figure C-5



600 METCALF RD
SAN JOSE, CA
95138-9801

250 HOSPITAL PKWY
SAN JOSE, CA
95119-1103

Directions

1. Start out going Northwest on SHINGLE VALLEY RD towards METCALF RD by turning right. 0.0
2. Turn LEFT onto METCALF RD. 3.9
3. Turn RIGHT onto MONTEREY HWY. 1.4
4. Turn RIGHT onto ramp. 0.2
5. Merge onto BERNAL RD. 0.1
6. Turn LEFT to take the CA-85 NORTH ramp. 0.2
7. Merge onto CA-85 N. 1.3
8. Take the COTTLE RD exit. 0.2
9. Keep RIGHT at the fork in the ramp. 0.2
10. Turn SHARP LEFT onto COTTLE RD. 0.3
11. Turn LEFT onto HOSPITAL PKWY. 0.1
12. Turn LEFT onto INTERNATIONAL CIR. 0.0
13. Turn LEFT onto HOSPITAL PKWY. 0.0

UTC SAN JOSE	
FIGURE C-5	
ROUTE TO SANTA TERESA HOSPITAL	



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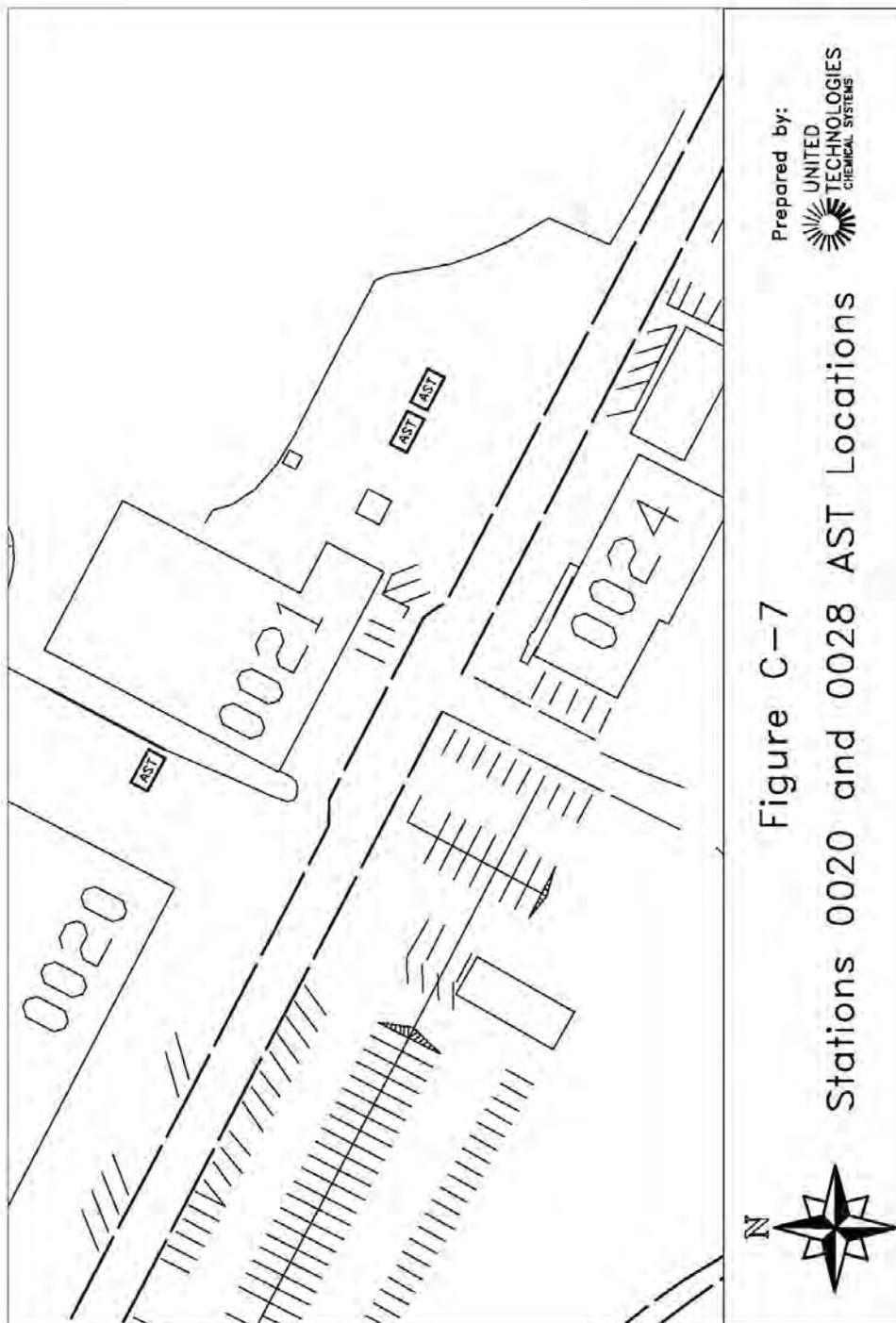
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Figure C-7





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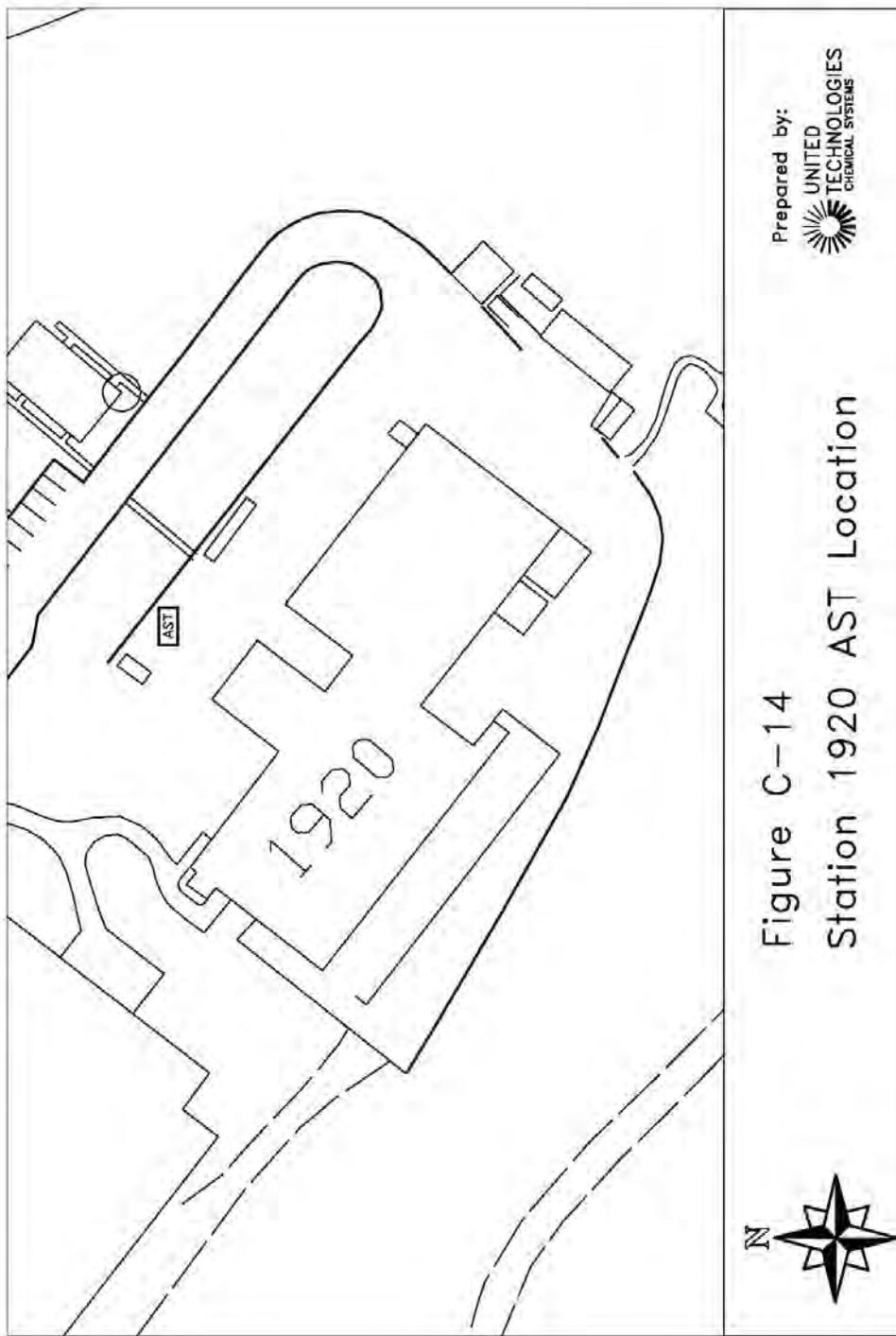
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Figure C-14





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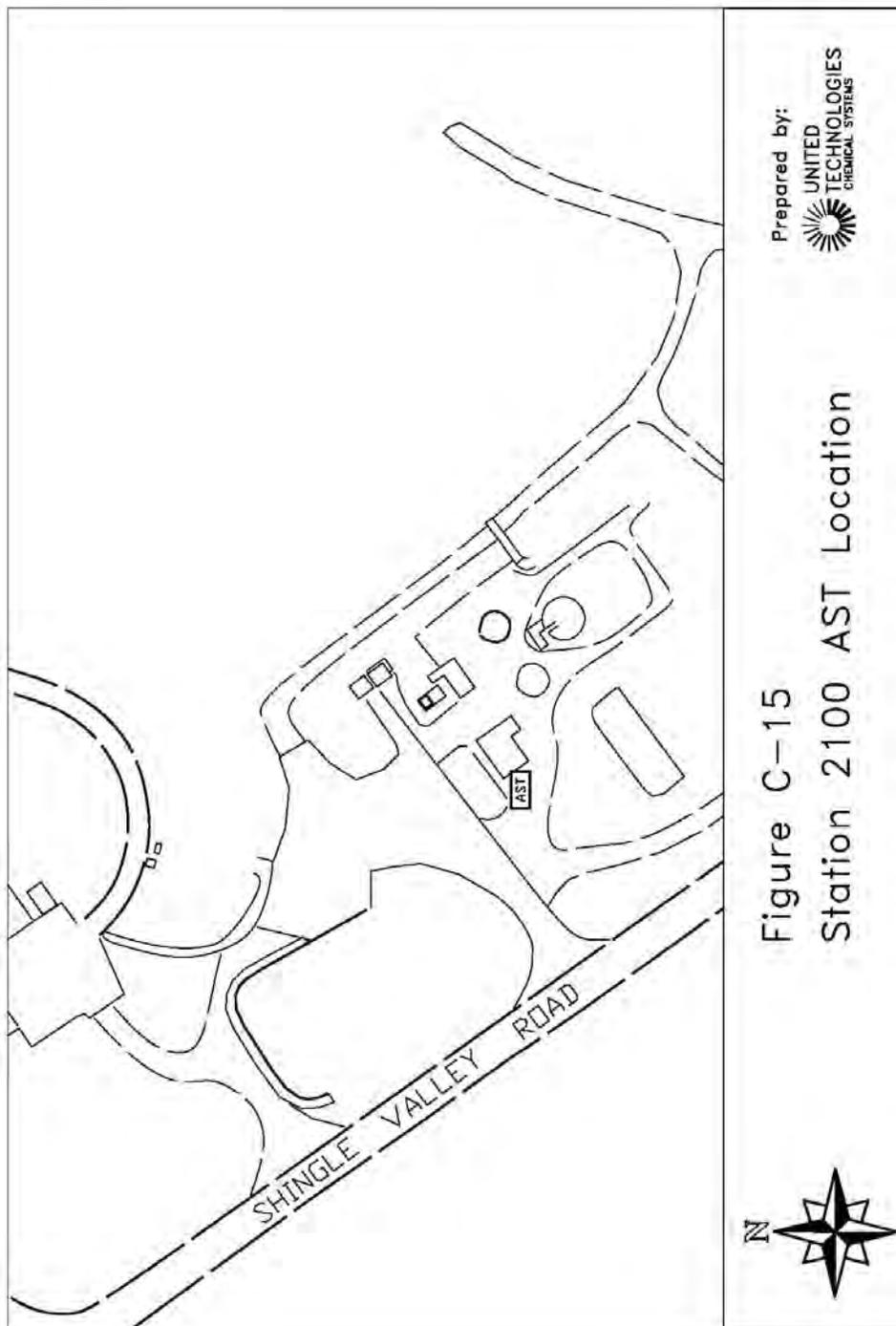
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Figure C-15





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APPENDIX D FORMS



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List of Forms

Off-Site Emergency Incident Form
Emergency Release Follow-Up Notice Reporting Form
Bomb Threat Report Form
Unauthorized Release Log Form



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Off-Site Emergency Incident Form

• Fill out appropriate items below.

• If possible, tape record all information

Primary Information: (Caller's Responsibility)

Date: _____

Time: _____

Nature of Problem?

Concerns and Hazards?

Name of Caller?

Telephone call-back number

Where (Address)?

When did the incident occur?

Chemicals, Wastes, or Hazardous Materials Involved (if known)?

Prevailing weather conditions

Nature of surrounding area

Exposures (Homes, Business, Creeks, Rivers, Lakes)

Name of Carrier?

Shipping paper or Manifest Number

Type and Condition of Containers?

Security Officer's Responsibilities:

1. Inform the caller that they will be connected with personnel from UTC who will be able to provide technical information. The caller that they might want to call CHEMTREC for assistance (800-424-9300).
2. Notify:
 - Safety Manager (life safety, MSDA, or explosive issues)
 - Environmental Manager (Waste and Manifest Issues)
 - Environmental Manager (Hazardous Materials Issues)
 - Communications
 - Legal.

Name: _____

Time: _____

Date: _____



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EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

For use in reporting releases of (1) extremely hazardous substances or (2) hazardous substances (CERCLA list) that are greater than reportable quantities.

This form is used in compliance with 19 CCR 2705 and is also provided in that regulation.



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EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

Section A Business Name: United Technologies Corporation, San Jose
Facility Emergency Contact & Phone No.: _____

Section B Incident Date: _____
Time OES Notified (use 24-hr Time): _____ OES Control No.: _____

Section C Incident: _____
UTC Internal Location: _____
Facility Street Address: 600 Metcalf Road
City/Community: San Jose County: Santa Clara Zip: 95138

Chemical or Trade Name:	Concentration	CAS

Check if chemical is listed in 40 CFR 355, Appendix A [RQ of Extr Haz Substances]: []
Check if release requires notification under 42 USC 9603(a) [CERCLA Sec 103(a)]: []

Section D Physical State Contained: [] Solid [] Liquid [] Gas
Physical State Released: [] Solid [] Liquid [] Gas
Quantity Released: _____
Environmental Contamination [] Air [] Water [] Ground
[] Other - Specify: _____
Time of Release: _____
Duration of Release: Days: __ Hours: _____ Minutes: _____

Section E Actions Taken: _____

Section F Known or anticipated health effects (Use the comments section for additional information)
[] Acute or immediate - Explain: _____
[] Chronic or delayed - Explain: _____
[] Not known - Explain: _____
[] None

Section G Advice regarding medical attention necessary for exposed individuals: _____

Section H _____

Section I **CERTIFICATION:**
I hereby certify under penalty of law that I have personally examined and I am familiar with the information and believe the submitted information is true, accurate, and complete.
Reporting Facility Representative: _____

Signature : _____ Date: _____



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EMERGENCY RELEASE FOLLOW-UP NOTICE FORM COMPLETION INSTRUCTIONS

General Instructions:

- This form reports follow-up information required by 42 USC 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

Specific Instructions:

- **Section A:** Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.
- **Section B:** Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal communication is made. Enter this control number in the space provided.
- **Section C:** Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county, and the zip code.
- **Section D:** Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide the best available information on quantity, time, and duration of the release.
- **Section E:** Indicate all actions taken to respond to and contain the release as specified in 42 USC 11004(c).
- **Section F:** Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Section H for additional comments/information if necessary to meet the requirements specified in 42 USC 11004(c).
- **Section G:** Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 USC 11004(c).
- **Section H:** List any additional pertinent information.
- **Section I:** Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

REPORT SUBMITTAL INSTRUCTIONS

Mail the completed report **no later than 30 days following the release** to:

Chemical Emergency Planning and Response Commission (CEPRC)
Local Emergency Planning Committee (LEPC) Attn.: Section 304 Reports
3650 Schriever Ave.
Mather, CA 95655-4203



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Bomb Threat Report Form

A. GENERAL INFORMATION TO REPORT

Call received by Last Name:	First:	M. I.:
-----------------------------	--------	--------

Telephone number call received on:

Date Call Received:	Time:
---------------------	-------

Exact words of person making threat:

B. CALLER'S IDENTITY

<u>Type</u>	<u>Voice</u>	<u>Accent</u>
<input type="checkbox"/> Male	<input type="checkbox"/> Loud <input type="checkbox"/> Soft	<input type="checkbox"/> Foreign
<input type="checkbox"/> Female	<input type="checkbox"/> High Pitch <input type="checkbox"/> Low Pitch	<input type="checkbox"/> Race
<input type="checkbox"/> Adult	<input type="checkbox"/> Deep <input type="checkbox"/> Normal	<input type="checkbox"/> Local region
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not local region
	<input type="checkbox"/> Other	

<u>Mannerisms</u>		<u>Speech</u>	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Distinct	<input type="checkbox"/> Garbled
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp
<input type="checkbox"/> Righteous	<input type="checkbox"/> Flippant	<input type="checkbox"/> Other:	



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Bomb Threat Report Form

<u>Language</u> <input type="checkbox"/> Excellent <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Other:		<u>Background Sounds</u> <input type="checkbox"/> Voices <input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Trains <input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Street Traffic <input type="checkbox"/> Mixed <input type="checkbox"/> Bedlam <input type="checkbox"/> Sirens <input type="checkbox"/> Whistles/horns <input type="checkbox"/> Other:	
C. INFORMATION TO REQUEST			
6. When will it go off?			
7. What kind of bomb?			
8. Where is the bomb?			
9. What does it look like?			
10. How do you know about the bomb?			
D. Remarks			



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UNAUTHORIZED RELEASE LOG

Submit a copy of this report to the Environmental Department within 24 hours from the time the release is discovered.

Date and time release occurred:	Date and time release discovered:
Date and time Security/Fire Dept notified:	Called 2222 or Radio Emergency? <input type="checkbox"/> YES Station 800 notification? <input type="checkbox"/> YES
Station where released occurred:	Specific location of release:
Material released:	Amount released & basis of estimate:
Did release escape impervious surface (concrete, asphalt)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Did release reach soil? <input type="checkbox"/> YES <input type="checkbox"/> NO Did release reach creek? <input type="checkbox"/> YES <input type="checkbox"/> NO Describe surroundings:	
Cause of release:	
What was done to cleanup the release?	Date and time release cleaned up:
What was done to prevent a reoccurrence?	Date and time corrective actions completed:
Disposition of released materials:	
Person recording release:	Badge number and phone extension:
Supervisor's signature	
Date and time agency notified:	Agency and person notified:
Person reporting release:	Summary of discussion:

ATTACH ADDITIONAL SHEETS AS NECESSARY

Retain this document in Environmental for a minimum of 3 years.



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UNAUTHORIZED RELEASE LOG INSTRUCTIONS FOR COMPLETING THE UNAUTHORIZED RELEASE LOG

Field	14.2 INSTRUCTION
Date/Time release occurred:	Date and time the release occurred, if unknown or estimated, indicate such.
Date/Time discovered:	Date and time the release was first discovered.
Date/Time notified:	Date and time Security or the Fire department was notified about the release.
2222/Radio Emergency?	Indicate if emergency notification of the release was done by calling extension 2222 or an emergency call was placed on the radio.
Station 800 call?	Indicate if routine notification of an incidental spill was made to the Fire Department by calling Station 800.
Station:	Identify the closest station number.
Specific location of release:	Specifically where did the release occur?
Material released:	Identify the material spilled, if known. Indicate any particular contaminants if applicable.
Amount released:	List the approximate amount released (give units). Provide basis of estimate.
Did release escape impervious surface?	If yes, did release reach soil and/or creek, and describe surroundings (e.g., release to asphalt parking lot, release to grassy ditch, release to Shingle Creek, release to concrete pad and then to storm drain, etc).
Cause of release:	What specifically caused the release?
What was done to clean up the release?	What was done to clean up the release?
Date/Time cleaned up:	Date and time the release was cleaned up.
What was done to prevent a reoccurrence?	What was done to prevent a reoccurrence?
Date/Time corrective actions completed:	Date and time the corrective actions to prevent a reoccurrence were completed.
Disposition of release materials:	List the method by which the released material and associated clean-up materials were disposed of, (e.g. packaged in 55 gallon drums and transferred to Haz Pad.)
Person recording release:	Your name.
Badge number and phone extension:	Your badge number and your phone extension.
Supervisor's Signature:	Your supervisor's signature.
Shaded areas	Leave shaded areas open. They will be filled in by Environmental.



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APPENDIX E EMERGENCY EQUIPMENT



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List of Tables

Table E-1	Station 2233 – Emergency and Personal Protective Equipment
Table E-2	Station 0312 – Emergency and Personal Protective Equipment
Table E-3	ERT Emergency Equipment



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Table E-1

Station 2233 – Emergency and Personal Protective Equipment

Capabilities
The emergency equipment and personal protective equipment is adequate to contain and clean up at least a moderate size spill of 2x55 gallon (110 gallons) drums. This emergency equipment includes all the absorbents, over pack drums and personal protective equipment (PPE) for at least 2 workers to safely manage the spill. As equipment is used to manage spills it is replaced from either an on-site storage warehouse or through purchases.
Physical Description
<i>Emergency Equipment</i>
<ul style="list-style-type: none"> Fire extinguishers (3) Safety shower and eye wash (2) Telephone (2) Acid and base neutralizer absorbent in storage shed Absorbent cloth and clay “Plug and Dike” in storage shed Drain plug rug, spill dike Drum inverter and drum lifter Shovels and brooms Salvage drums and containment tanks Drum pump, dolly and wrench Fork lift and pallet jack Containment drum (55-gallon) Secondarily contained, portable storage units
<i>Personal Protective Equipment</i>
<ul style="list-style-type: none"> Tyvek, acid resistant, and Saranex suits Respirators (full face) with cartridge assortment Safety glasses Goggles and shields Gloves - latex, neoprene, nitrile, and PVA supported

Note: Employees will also wear fire retardant overalls and lab coats, leather gloves, and steel-toe boots, as appropriate.



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Table E-2

Station 0312 – Emergency and Personal Protective Equipment

<p>The emergency equipment and personal protective equipment is adequate to contain and clean up at least a small size spill of a 30-gallon drum. This emergency equipment includes all the absorbents, over pack drums and personal protective equipment (PPE) for at least 2 workers to safely manage the spill. As equipment is used to manage spills it is replaced from either an on-site storage warehouse or through purchases.</p>
Physical Description
<i>Emergency Equipment</i>
<ul style="list-style-type: none"> Fire extinguishers: ABC type Portable safety shower and eye wash Telephone (at Station 0313) Absorbent cloth and clay Secondarily contained, portable storage units
<i>Personal Protective Equipment</i>
<ul style="list-style-type: none"> Tyvek, acid resistant, and Saranex suits in spill kit at Station 0312A Safety glasses Goggles and shields Gloves - latex, neoprene, nitrile, and PVA supported

Note: Employees will also wear fire retardant overalls and lab coats, dust masks, safety glasses, goggles, shields, leather gloves, and steel-toe boots, as appropriate. Additional supplies are stored at Station 2233.



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Table E-3

Fire Department Emergency Equipment

Ambulance	BLS ambulance
Engine 1	1,000 gal/min triple combination, class "A" pumper
Engine 111	1,000 gal/min triple combination, class "A" pumper
Patrol 3	300 gal/min, 4x4, 2 20 gal class "A" foam tanks
Patrol 4	300 gal/min, 4x4, 2 20 gal class "A" foam tanks
HAZMAT 7	Hazardous material response trailer
	"Big Tex" utility trailer (hauling sandbags)



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Table E-3 (continued)

Ambulance (BLS)

Capabilities	
<p>This Ambulance is a basic life support transport vehicle. The maximum capacity is three patients. The vehicle is able to communicate with County 911 system and local hospitals. As equipment and supplies are used to manage medical incidents, they are replaced from either on-site reserves or through purchases.</p>	
Physical Description	
<i>Emergency Respiratory Equipment</i>	
Portable suction unit Nasal cannulas Oxygen masks Suction unit	Set of air ways Oxygen extension tubing Extra oxygen cylinder Ambu bags
<i>Splints, Backboards and Stretchers</i>	
Hare traction splint Miscellaneous splints EVAC chair Scoop stretcher Ambulance gurney	Backboard with belts KED Spine Board CPR Board Cervical - collars
<i>Miscellaneous Emergency Equipment</i>	
Clipboard and report forms Fire blankets Insta glucose Shears/scissors Bite sticks Blood pressure kit Stethoscopes O.B. kit Flats with hangers Trauma kit County communications radio	Set of restraints Emergency blankets Flashlights Male urinal/bed pan Quick ice Dry chemical extinguisher Flares Dressings and bandages Burn kit Exam gloves Burn sheets



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Table E-3 (continued)

Engine 1 (Type 1)

Capabilities	
<p>Engine 1 is used for manage fire suppression of structure fires. This vehicle can also be used as a booster pump to support wild land fires in a stationary role. The vehicle does not support a pump and role capability, but is used for foam suppression and rescue (rescue tools and ropes). As equipment and supplies are used to manage incidents they are replaced from either on-site reserves or through purchases.</p>	
Equipment Inventory	
<i>Pump/Tank Specifications</i>	
1,000 gal/min, 2 stage centrifugal pump	500-gallon tank
<i>Engineers Compartment</i>	
1.5-inch clusters 2.5-inch cluster 5-inch to 4.5-inch reducer 2.5-inch to 1.5-inch reducer 2.5-inch valve cap Rack nipple Spanners Hydrant wrench Wildland nozzle Siamese	Akron turbo jet nozzle Grated Y Lug spanner Pin spanner Wire brush Rubber mallet Utility knife Wet water 1.5-inch rubber gasket 2.5-inch rubber gasket
<i>SCBA Compartment</i>	
SCBA set up Extra bottles I.C. vest	Extra SCBA Masks Air Monitor
<i>Compartment 4</i>	
Rescue hardware bag Tool box	Flare box Rope edge protector
<i>Tailboard</i>	
20-pound BC dry chemical extinguisher Pick head axe Spanner wrench Large hose clamp	10-pound ABC extinguisher Hooligan tool Cones Cluster



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Table E-3 (continued)

Engine 1 (Type 1)

Compartment 5	
Hurst tool	Partner saw
Compartment 5 (continued)	
Hurst rams High lift jack Bolt cutters Water thief	Partner gas Hurst gas Hurst attachment case Hurst/Partner saw oil
Compartment 6	
Salvage covers Hurst hydraulic pump Hurst pump hose	Hurst generator floor mat Air bag kit and sm/med air bags
Right Side of Engine	
24-foot extension ladder 14-foot roof ladder	12-foot attic ladder Pike pole
Medical Compartment	
Red medical bag C-spine bag Oxygen bag Gloves	Clip board PPE kit Emergency blanket AED (Automatic external defibrillator)
Running Boards	
5-inch supply hose	



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Table E-3 (continued)

Engine 1 (Type 1)

Cross Lay Bed	
Cross lay #1	Cross lay #2
Hose Beds	
Wildland pack	1-inch hose (100-foot length)
Absorbent	3-inch hose
Foam	Hydrant wrench
Foam inductor	2.5-inch hose
Backboard	Stokes basket
McCloudes	Ked sled
Pulaski	1.5-inch skid load
Round Nose Shovel	Hotel packs
Engine Cab	
Ear protection covers	Vehicle registration
Spot light	Compass
T-cards	PPE kit
Thomas Brothers map book	SCC protocol binder
Motorcycle Park maps	Site preplan binder
Assorted pens	ICS vest/supplies
Window punch	Water system map book
Binoculars	Motorcycle Park preplan



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**Table E-3 (continued)
Engine 111 (Type 1)**

Capabilities	
<p>Engine 111 is used as a back up structure fire response engine for fire suppression. This vehicle is designed for a pump and role capability. As equipment and supplies are used to manage incidents, they are replaced from either on-site reserves or through purchases.</p>	
Physical Description	
Fire Suppression Equipment	
<ul style="list-style-type: none"> 750-gallon water tank 1000 gal/min, 2 stage centrifugal pump 2.5-inch double cotton jacketed hose 3-inch double cotton jacketed hose 1.5-inch pre-connects 100-foot booster line 2.5-inch nozzles AFFF foam Hose clamp Hydrant wrench Spanner wrench Wild land packs Water key Cribbing 2 filler hoses Extraction tools 	<ul style="list-style-type: none"> Monitor with 1 tip Portable monitor stand 15-pound carbon dioxide extinguisher 10-pound dry chemical extinguisher 15 foot 5-inch suction Suction hose and screen Various fittings Cluster fittings 1.5-inch form bundles Mclouds 2 hotel packs Lift bag and connections Tool box 2 body harnesses Salvage covers Partner saw
Personal Protective Equipment	
<ul style="list-style-type: none"> SCBA SCBA bottles 	<ul style="list-style-type: none"> Ear protection Personal protection kit (blood borne pathogen)
Emergency Medical Equipment	
<ul style="list-style-type: none"> Trauma kit 	<ul style="list-style-type: none"> Back board/spine board
Miscellaneous Equipment	
<ul style="list-style-type: none"> Hydraulic pump 10-foot pike pole 24-foot extension ladder Spotlights 10-foot folding attic ladder Rescue rope Flares Flat head and round shovels Salvage covers Pick head axe Water Map 	<ul style="list-style-type: none"> Mallets Salvage Covers Utility rope 14-foot roof ladder Wheel chocks Thomas Brothers map DOT Emergency Response Guide T-Cards Bolt cutters Dust masks Hard and software bag



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Table E-3 (continued)

Patrol 3

Capabilities	
Brush Patrol 3 and 4 are used for quick attack wild land fire suppression vehicles. These vehicles are designed for a pump and role capability. They also respond to medical calls. As equipment or supplies are used to manage incidents, they are replaced from either on-site reserves or through purchases.	
Equipment Inventory	
<i>Fire Suppression Equipment</i>	
300-gallon tank 1 1/2 -inch pre-connect Dry chemical extinguisher 300 gal/min skid mount pump 1000 feet 1 1/2-inch hose 1 1/2 -inch section of hose and nozzle (front)	Booster line Fill hoses Hose pack Brass fittings 800 feet 1-inch forestry hose
<i>Emergency Medical Equipment</i>	
Blood pressure kit Triangular bandages Medical trauma bag Airway management equipment AED Suction unit	Cervical – collars First aid kit Cervical-spine bag Wet water bottles Sager
<i>Miscellaneous Medical Equipment</i>	
Flashlight Flares Fire shovel Pulaski Pre-fire plans Non-sparking shovel Water map of site Hydrant wrench E.R.G. Crow bar Chaps and helmet	Haz-mat guide Bolt cutter Thomas Brothers Map Rescue equipment SCBAs Sledge hammer Water keys Misc. forms 2-inch suction hose and filter 5-gallon water jugs Iron stakes Chain saw and mix



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Table E-3 (continued)

Patrol 4

Capabilities	
Brush Patrol 3 and 4 are used for quick attack wild land fire suppression vehicles. These vehicles are designed for a pump and role capability. They also respond to medical calls. As equipment or supplies are used to manage incidents, they are replaced from either on-site reserves or through purchases.	
Equipment Inventory	
Fire Suppression Equipment	
300-gallon tank Hose pack Chain saw Indian back pump 10-pound dry chemical extinguisher 800 feet 1-inch forestry hose	Fill hoses 1 1/2 -inch pre-connect Booster line Brass fittings 1000 feet 1 1/2-inch hose 300 gal/min skid mount pump
Emergency Medical Equipment	
Wet water bottles Disposable blankets Splints Emergency blankets Sagers	Dressings and bandages Quik ice Medical trauma bag C-spine bag Airway management equipment
Miscellaneous Medical Equipment	
Pocket mask Burn sheets Fire shovels SCBA Pulaski Command Vests Cribbing Haz-boots Haz socks and pillows Dust pan and broom Extra bags Chaps and helmet	Flashlight Flares SCBA bottles Rescue equipment Bolt cutter Jumper cables Misc. forms Chain saw mix 5-gallon water jug Iron stakes Sledge hammer



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**Table E-3 (continued)
Hazardous Materials Response Trailer (Hazmat 7)**

Capabilities	
The Hazardous Materials Response Trailer is used for supporting the containment and clean up of spills. The vehicle is used to transport spill kits, containment equipment, personnel protective equipment (PPE), reference guides, test kits, and absorbents. As equipment and supplies are used to manage incidents, they are replaced from either on-site reserves or through purchases.	
Physical Description	
Personal Protective Equipment	
Level B Haz Mat suits Splash suits Dry chemical gloves Rubber boots	Scott SCBA Solvex gloves Dust and Mist Respirator Goggles/glasses
Spill Clean Up Material	
Absorbent pads Absorbent socks Absorbent Absorbent pillows	Haz-Mat response kits Non-sparking cleanup equipment Plugging kits Haz-Cat kit
Waste Handling Equipment	
Hazardous waste labels	Miscellaneous plastic bags
Emergency Lighting and Power Equipment	
Generator	Circle D lights
Miscellaneous Equipment	
Reference guides Pre-plan book Megaphone Foam extinguishers Decontamination pools IC vest Lift bags Tarps Water squeegee Sand bags Garden hose	Smoke ejector Bolt cutter Crow bar Barrier tape Utility knives Traffic cones Tri-pod and winch Site map Misc. hardware Hydraulic lift and jack



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APPENDIX F NOTIFICATION AND REPORTING REQUIREMENTS



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Table F-1

Release Notification and Reporting Requirements

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- M. Releases or Permit Non-Compliance at TSD Facilities (Stations 2233 and 0503)

Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
A. Discharges of Hazardous Substances to Waters of the State (Surface, Groundwater, Soil) or Navigable Waters of the USA					
Discharge of Hazardous Substance into Waters of the State (Provision 10 of RWQCB SCR Order R2-2004-0032)	Discharge of any hazardous substance (regardless of quantity) defined in CCR Title 22 that is discharged in or on any waters of the State, or discharged and deposited where it is, or probably will be, discharged to waters of the State. (Waters of the state means surface water, groundwater).	RWQCB (8AM to 5PM) or OES (non-office hours)	Immediate	Environmental Engineering	5 day
Discharge of Hazardous Substance into Surface Waters	Discharge of any hazardous substance greater than reportable quantity listed in 40 CFR Part 302, 40 CFR 116.1 and 40 CFR 117.1 that is discharged in or on any waters of the State, or discharged and deposited where it is, or probably will be discharged to waters of the State. (Waters of the state means surface water, groundwater.)	OES	Immediate	Environmental Engineering	5 d



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
Discharge of Hazardous Substance into Waters of the State (Provision 10 of RWQCB SCR Order R2-2004-0032)	Discharge of any hazardous substance defined in Substances listed in Health and Safety Code § 25140 (CCR § 66261.30-.33 or 66261.126 Appendix X), without regard to whether the substance is intended to be used, reused, or discarded. (Waters of the state means surface water, groundwater)	RWQCB (8AM to 5PM) or OES (non-office hours)	Immediate	Environmental Engineering	5 d
Discharge of Hazardous Substance or sewage in Waters of the State (Porter-Cologne Water Quality Control Act, Water Code 13271, 23 CCR 2250 & 2251)	Discharge of any hazardous substance greater than a CERCLA reportable quantity or sewage greater than 1,000 gallons in waters of the state. (Waters of the state means surface water, groundwater). Under Senate Bill No. 1004 (2003), the reportable quantity for perchlorate is 10 pounds. Any spill of any material containing perchlorate at Stations 0312, 0503, and 2233 to the environment must be reported under the RCRA Hazardous Waste Facility Permit (page 29).	RWQCB and OES and SCCDEH	Immediate	Environmental Engineering	7 d
Discharge of Waste in Waters of the State (Porter-Cologne Water Quality Control Act, Water Code 13260, 13264, 23 CCR 2200 et seq., and H&S Code 5411.5)	Discharge of any waste including sewage or any other waste substances (liquid, solid, gaseous, or radioactive) associated with manufacturing operations. (Waters of the state means surface water, groundwater)	RWQCB and SCCDEH	Immediate	Environmental Engineering	7 d
Discharge of Hazardous Substances into or upon navigable waters of USA (Federal Water Pollution Control Act 33 USC 1321(b)(3),(5), 33 CFR Part 153)	Discharge of Hazardous Substances into or upon navigable waters of USA from onshore facility. Discharges that result in violation of water quality standards or cause a film, sheen upon or discoloration of surface waters or shoreline. (Navigable waters include: waters subject to ebb and flow of tide, interstate waters, interstate lakes, rivers, streams, tributaries, and wetlands.)	NRC or EPA Regional Administrator if NRC is not available	Immediate	Environmental Engineering	
B. Discharges of Oil to Waters of the State (Surface, Groundwater, Soil) or Navigable Waters of the USA					
Discharge of Oil into or upon navigable waters of USA (Federal Water Pollution Control Act 33 USC 1321(b)(3),(5), 33 CFR Part 153, 40 CFR Part 110)	Discharge of Oil into or upon navigable waters of USA from onshore facility. Discharges that result in violation of water of water quality standards or cause a film, sheen upon or discoloration of surface waters or shoreline. (Navigable waters include: waters subject to ebb and flow of tide, interstate waters, interstate lakes, rivers, streams, tributaries, and wetlands.)	NRC or EPA Regional Administrator if NRC is not available	Immediate	Environmental Engineering	



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
Discharge of Oil in Waters of the State (Porter-Cologne Water Quality Control Act, Water Code 13272)	Discharge of 1,000 gallons or more of oil (single discharge) or 42 gallons or more of oil (more than one release). (Waters of the state means surface water, groundwater.)	OES and SCCDEH	Immediate	Environmental Engineering	7 ³
C. Discharges of Treated and Untreated Sewage					
Discharge of Treated and Untreated Sewage (Prohibition 1. of RWQCB Order 95-190)	Release of sewage from the collection, treatment, or disposal system.	RWQCB	ASAP	Environmental Engineering	5 ³
Discharge of Treated and Untreated Sewage (Prohibition 3. of RWQCB Order 95-190)	Treated sewage effluent escapes designated spray area, except into holding ponds, via surface flow or airborne spray.	RWQCB	ASAP	Environmental Engineering	5 ³
Discharge of Treated and Untreated Sewage (Specification 2. of RWQCB Order 95-190)	Freeboard less than 2 feet in ponds 4 and 2120. Freeboard less than 1 foot in ponds 1, 2, 3, and water treatment plant pond 2215.	RWQCB	ASAP	Environmental Engineering	5 d ¹
Discharge of Treated and Untreated Sewage (Specification 8 & 9. of RWQCB Order 95-190)	Ponding of wastewater in sprayfield, and in vicinity of leachfields and septic tanks.	RWQCB	ASAP	Environmental Engineering	5 ³
Discharge of Treated and Untreated Sewage (Specification 1. of RWQCB Order 95-190)	Exceedance of any treated sewage effluent limit.	RWQCB	ASAP	Environmental Engineering	5 ³
D. Discharges of Reclaimed Water					
Reclaimed Water (Water Reclamation Specification 1. of RWQCB SCR Order R2-2004-0032.)	Reclaimed (treated groundwater) water exceeds effluent limit.	RWQCB	24 hr	Environmental Engineering	1 wk ⁴
Reclaimed Water (Water Reclamation Specification 2. of RWQCB SCR Order R2-2004-0032.)	Reclaimed water (treated or untreated) release from conveyance facilities.	RWQCB	24 hr	Environmental Engineering	1 wk ⁴
Reclaimed Water (Water Reclamation Specification 6. of RWQCB SCR Order R2-2004-0032.)	Reclaimed water ponds 2130 or 2140 have less than 2 feet of freeboard.	RWQCB	24 hr	Environmental Engineering	1 wk ⁴
E. Releases of Hazardous Waste					
Release of Hazardous Waste (Health & Safety Code 25100 et seq., 22 CCR 66264.56)	Release of hazardous waste and hazardous waste constituents which could threaten human health, or the environment, outside the waste facility.	OES	Immediate	Environmental Engineering	15 d
Release of Hazardous Waste (Health & Safety Code 25189 and 25189.2)	Disposing, or causing disposal or abandonment of hazardous waste or extremely hazardous waste.	DTSC	Immediate	Environmental Engineering	



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
F. Releases of Hazardous Materials or Substances to the environment					
Release of Hazardous Substances (CERCLA, 42 USC 9603 & 9611(g), 40 CFR 300.405, 40 CFR 302)	Release or threatened release in a 24 hour period that exceeds 40 CFR 302 of all hazardous substances greater than a CERCLA reportable quantity.	NRC and OES and SCCDEH	Immediate	Environmental Engineering	None
Release of Extremely Hazardous Substances and CERCLA Hazardous Substances (SARA Title III, 42 USC 11004, 40 CFR 355.40)	Release or threatened release in a 24 hour period of Extremely Hazardous Substances greater than reportable quantity (40 CFR 355 Appendices A&B) or CERCLA Hazardous Substances greater than reportable quantity (40 CFR 302)	NRC and OES and SCCDEH	Immediate	Environmental Engineering	ASAP
Release of Hazardous Substances (Carpenter-Presley-Tanner Hazardous Substance, Health & Safety Code 25359.4(b))	Release of all hazardous substances greater than a CERCLA reportable quantity OR that may pose a significant threat to public health and safety of the environment that does not require immediate notification of OES.	DTSC	None	Environmental Engineering	30 d
Release of Hazardous Materials (Health & Safety Code 25507 and 25507.1, 19 CCR 2701-2705)	A release or threatened release of any Hazardous material, Hazardous waste, or Hazardous substances (MSDS required) that poses a significant present or potential hazard to human health and safety, property, or the environment.	SCCDEH and OES	Immediate	Environmental Engineering	30 d
G. Releases from Aboveground Tanks					
Aboveground Storage of Petroleum Storage (H&S Code 25270.8 & 25270.7(d))	Any spill of 1 barrel (42 gallons) or more of oil.	OES; if emergency exists, SCCDEH	Immediate	Environmental Engineering	None
H. Releases of Medical Waste					
Release of Medical Waste (Health & Safety Code 117610, 22 CCR 656232)	A Release of any Medical Waste including Biohazardous waste or Sharps Waste that endanger the public health or environment.	Department of Health Services	24 hr	Environmental Engineering	5 d
I. Disclosure of Serious Concealed Dangers Known to Corporations / Managers					
California Corporate Criminal Liability Act (Penal Code 387)	Report imminent risk of great bodily harm or death including hazardous substances.	Department of Industrial Relations – Occupational Safety and Health	Immediate	Environmental Engineering	15 d



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
J. Release of Hazardous Materials During Transport					
Release of Hazardous Material During Transport (California Vehicle Code 34501(b), 13 CCR 1166)	Release of Hazardous Materials (49 CFR 172.101 and 172.102 or meeting criteria of 49 CFR Part 173), Hazardous Substances exceeding CERCLA reportable quantity (49 CFR 172.101 Appendix A), Hazardous Wastes (40 CFR Part 261, 262), Marine Pollutants exceeding 119 gallons for liquids or 882 pounds for solids (49 CFR 172.101 Appendix B), Elevated Temperature Materials. The following incidents or accidents during transportation, loading or unloading, or temporary storage must be reported: 1) Any spill or discharge of hazardous materials or wastes from any package, container, or tanker, 2) Fatality, injury or hospitalization of any person due to fire, explosion of, or exposure to any hazardous materials or wastes, 3) Continuing danger to life, health, or natural resources at the scene or the incident, or 4) Estimated property damage exceeding \$50,000.	Department of California Highway Patrol	Immediate	Emergency Coordinator / Designee* of the Carrier (Only Report if UTC is the Carrier of Hazardous Materials off-site).	30 d
Release of Hazardous Material or Waste on Highway (California Vehicle Code 23112.5)	Release of Hazardous Materials posing an unreasonable risk to health, safety, or property during transportation (Substances in H&SC 25141, Explosives, Medical Wastes), Hazardous Materials (49 CFR 172.101 and 172.102 or meeting criteria of 49 CFR Part 173), Hazardous Substances exceeding CERCLA reportable quantity (49 CFR 172.101 Appendix A), Hazardous Wastes (40 CFR Part 261, 262 or 22 CCR 66260.10, 66261.1 et seq.), Marine Pollutants exceeding 119 gallons for liquids or 882 pounds for solids (49 CFR 172.101 Appendix B), Elevated Temperature Materials. The following incidents or accidents during transportation, loading or unloading, or temporary storage must be reported:	Department of California Highway Patrol	Immediate	Emergency Coordinator / Designee* of the Carrier (Only Report if UTC is the Carrier of Hazardous Materials off-site).	30 d



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
Hazardous Material Transportation Authorization Act (49 CFR 171.15 and 171.16)	Release of Hazardous Materials (49 CFR 172.101 and 172.102 or meeting criteria of 49 CFR Part 173), Hazardous Substances exceeding CERCLA reportable quantity (49 CFR 172.101 Appendix A), Hazardous Wastes (40 CFR Part 261, 262), Marine Pollutants exceeding 119 gallons for liquids or 882 pounds for solids (49 CFR 172.101 Appendix B), Elevated Temperature Materials. The following incidents must be reported: which results in a person being killed, persons injury requires hospitalization, or property damage in excess of \$50,000, evaluation of general public lasting more than an hour.	Department of Transportation	Immediate	Emergency Coordinator / Designee* of the Carrier (Only Report if UTC is the Carrier of Hazardous Materials off-site).	30 d
K. Releases of PCB or Toxic Substances into the Environment					
Polychlorinated biphenyls (PCBs) or Chemical Substances or Mixtures that present a substantial risk of injury to health or the environment. (Toxic Substance Control Act, 40 CFR 761.125)	Releases of materials containing polychlorinated biphenyls (PCB) greater than 50 ppm or Chemical Substances or Mixtures that present a substantial risk of injury to health or the environment that exceed 10 pounds and released to the environment. (If mineral oil is untested, then oil is presumed to contain greater than 50 ppm.)	EPA Regional Office	ASAP, but no later than 24 hr after discovery	Environmental Engineering	Kept in facility records.
L. Releases or Permit Non-Compliance into Air					
Release of Extremely Hazardous Substances and CERCLA Hazardous Substances (SARA Title III, 42 USC 11004, 40 CFR 355.40)	Release or threatened release in a 24 hour period of Extremely Hazardous Substances greater than reportable quantity (40 CFR 355 Appendices A&B) or CERCLA Hazardous Substances greater than reportable quantity (40 CFR 302)	NRC and OES and SCCDEH	Immediate	Environmental Engineering	ASAP
Breakdown of Permitted Source (BAAQMD Rules and Regulations-"Breakdown Relief," Regulation 1, General Provisions and Definitions, Section 1-112)	Excess of emissions resulting from the breakdown of air pollution abatement equipment or operating equipment.	BAAQMD, Enforcement Division	Immediate	Environmental Engineering	Within 30 d of the occurrence of the Breakdown
Air Permit Requirements (BAAQMD Rules and Regulations, Specific Permit Requirements)	Exceeding specific permit condition and/or operating requirement.	BAAQMD, Enforcement Division	Permit condition specific	Environmental Engineering	Permit condition specific
M. Releases or Permit Non-Compliance at TSD Facilities (Stations 2233 and 0503)					
Imminent or actual emergency situation involving Hazardous Waste Permit (22 CCR 66264.56 (a)(2))	Hazardous Waste Release and/or implementation of the Contingency Plan where there is imminent or actual emergency situation (circumstances that	OES	Immediate	Environmental Engineering	15 d



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Regulation or Act	Type of Release	Agency to Notify	Verbal Notification ¹	Who Notifies	Written Report ²
	may endanger human health or environment).				
Noncompliance with Hazardous Waste Permit (22 CCR 66270.30 (l)(6))	Non-compliance with Hazardous Waste permit which may endanger health or the environment.	DTSC Branch Chief ⁵	24 hr	Environmental Engineering	5 d
Release from Tank (22 CCR 66264.196 (b)(5)(B) & 66264.196 (b)(5)(C))	Detection of release to the environment from a Tank.	DTSC Branch Chief		Environmental Engineering	30 d
Other instances of Non-compliance with Hazardous Waste Permit (22 CCR 66270.30 (l)(10))	Other instances of non-compliance with Hazardous Waste Permit not previously reported under above listed Hazardous Waste Facility Permit Notifications.	DTSC Branch Chief or Fax Message ⁵		Environmental Engineering	Time of Monitoring Report Submission

¹ See Table F-2 or Appendix A, Table A-3 for telephone numbers.

² The supervisor/manager of the area where the spill or release occurred is responsible for the written report. Environmental and Facilities Engineering is responsible for approval of report and its submittal to the agencies.

³ If required depending on severity by RWQCB.

⁴ Written report only if deemed necessary by RWQCB.

⁵ 4/29/99 Andrew Berna-Hicks says to Fax Message to (510) 540-3937 or call (510) 540-3956

BAAQMD denotes Bay Area Air Quality Management District.

DHS denotes Department of Health Services.

DTSC denotes Department of Toxic Substances Control.

EPA denotes Environmental Protection Agency.

NRC denotes National Response Center.

OES denotes Office of Emergency Services.

RWQCB denotes Regional Water Quality Control Board.

SCCDEH denotes Santa Clara County Department of Environmental Health.

SWRCB denotes State Water Resources Control Board.

ASAP denotes as soon as practicable/possible.

d denotes day(s).

hr denotes hour(s).

wd denotes working days.

wk denotes week(s).



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**Table F-2
Agency Telephone Numbers**

Agency	Telephone Number
Bay Area Air Quality Management District, Enforcement Division	(415) 771-6000
Department of California Highway Patrol	(408) 467-5400
Department of Health Services	(916) 323-3022
Department of Industrial Relations – Occupational Safety and Health	(408) 452-7288
Department of Transportation	(800) 424-8802
DTSC	(916) 255-2002
DTSC, Branch Chief	(510) 540-3734 (510) 540-3937 (fax)
EPA Regional Office	(415) 744-1094 or (415) 744-2000
NRC	(800) 424-8802
OES	(800) 852-7550
RWQCB	(510) 622-2300
SCCDEH	(408) 918-3400



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APPENDIX G FACILITY DESCRIPTION



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Appendix G

Facility Description

The UTC site encompasses approximately 5,200 acres and is located in the foothills of Santa Clara County. Approximately 110 acres are covered by impervious surfaces such as roads, parking lots, and buildings. The terrain consists of moderate to steeply sloping hillsides and several interconnecting valleys (Section 3.2.2). This terrain has aided in the safety-related segregation of the various operations at the facility. A layout of the facility and the various building/station locations is shown in Figure B-2.

1.0 OPERATIONS AT UTC

Current operations at UTC include decommissioning of the buildings used to produce solid rocket motors, remediation of impacted soil and groundwater, and ancillary activities for a large, relatively isolated facility. Some of these activities include:

- A water production, treatment, and supply system to provide potable water for domestic and industrial purposes;
- A sanitary wastewater collection, treatment, storage and disposal system;
- A non-potable groundwater collection, treatment, and reuse system;
- Various maintenance activities including welding, plumbing, painting, heating, ventilation, and air conditioning (HVAC), and electrical;
- A fire department (ERT); administration offices; shipping, receiving, storage, site delivery services; company vehicle gasoline dispensing and washing stations; and
- Aboveground storage tanks used to store gasoline and diesel fuel.

Currently, all hazardous wastes generated by the site activities are collected within covered secondary containment at the generating station, then transported to onsite storage facilities at Station 2233 or magazine Station 0312, which are operated in accordance with RCRA requirements. The stations serve as permitted storage and staging areas where operators prepare and manifest hazardous wastes for offsite disposal.

2.0 BUILDINGS

There were over 240 Stations within the UTC facility, 120 of which are building structures. A detailed discussion of the historical manufacturing activities at each station can be found in the RCRA Facility Investigation/Corrective Measures Study, (ICF Technology, Inc., 1992).



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3.0 TOPOGRAPHY

South Santa Clara Valley is dominated by roughly linear hills and intervening valleys, and is aligned in a northwest to southeast direction. The terrain at the UTC facility varies from flat valley floors to moderate and steep slopes. The Figure B-3 displays surface drainage patterns and shows the area within $\frac{1}{4}$ mile of the site boundary. Elevations range from about 680 feet above mean sea level (msl) on the valley floors to over 1,400 feet-msl along the ridges in the western portion of the site. The site can be divided into three main geographic areas: Shingle Valley, Mixer Valley, and the Panhandle.

3.1 Shingle Valley

The topography underlying the UTC facility is dominated by Shingle Valley, which is about three miles long and runs in a southeasterly direction. The valley is about 1,000 feet wide at its northwest end by Metcalf Road, widens to about 2,000 feet in mid-valley (at the UTC property line), and narrows again at its southeastern boundary. Shingle Creek flows through the UTC facility in the upper valley and into Las Animas Creek about mid-valley, outside the UTC property line. About 3,000 feet southeast of this confluence, Las Animas Creek empties into Anderson Reservoir. The southwest side of Shingle Valley is broken by several small steep tributary valleys containing intermittent streams. Because of differing industrial activities along the valley, UTC has divided Shingle Valley into Upper Shingle Valley, Middle Shingle Valley, and Lower Shingle Valley for organizational purposes even though the three areas are not geographically distinct.

3.2 Mixer Valley

East of Shingle Valley is Mixer Valley, whose drainage is parallel to and separate from Shingle Valley. Mixer Valley cuts across the northeastern section of the site, and is aligned in a northwest to southeast direction. The width of Mixer Valley is about 600 feet at its upper reaches, steadily decreasing to about 300 feet at mid-valley, then widening to about 500 feet downgradient from that location. The valley floor is relatively flat, except in the upper reaches of the valley, and is confined by Santa Clara Formation ridge slopes along both sides. Mixer Creek runs along the valley floor until it eventually joins with Las Animas creek south of the Panhandle. Mixer Creek is an intermittent stream that is generally dry in summer and early fall.

3.3 Panhandle

The Panhandle, located in the eastern portion of the site, contains the former Open Burning Facility (OBF) at Station 0891 where explosive waste materials were thermally treated prior to 1997 and one of the wastewater treatment system effluent temporary storage ponds (Station 2120). The eastern half of the Panhandle is relatively flat, open rangeland and contains no industrial activities or structures. San Felipe creek cuts through the eastern half of the Panhandle just east of the former OBF, and Las Animas creek runs through the extreme western end of the Panhandle. The former OBF is situated on a slightly elongated, gently



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sloping hilltop that drops off relatively quickly on the north, west, and east sides. Drainage from the former OBF is towards the northwest where it eventually enters Las Animas creek.

4.0 LAND USE

At the UTC facility, most of the historical operational areas were contained in Shingle Valley. The Research and Advanced Technology Area, Administrative and Inert Area, Large Motor Assembly Area, Motor Test Area, Motor Assembly Area, and Component Test Area are all located in Shingle Valley or in tributary valleys. Mixer Valley and Las Animas Valley are only partially developed. The Panhandle is located in the far eastern section of the site. The Panhandle is largely undeveloped, containing only the former OBF and a storage pond for the wastewater treatment plant effluent.

Most of the land surrounding UTC is zoned and used for agriculture. Ranch lands are located to the north, east, and southeast of UTC, and some areas within UTC are also used for cattle grazing. The Santa Clara County Planning Commission has restricted the development of the areas surrounding UTC. To the west and northwest of the site are two regional parks and some open public land. No commercial establishments are located on adjacent properties. Encinal School is located within one-half mile of the southwestern UTC facility property boundary, which is a large section of undeveloped land where there is no industrial activity. The nearest residences are a few ranch houses or other dwellings located within 3,000 feet to the north, northeast, and southeast of the UTC property boundaries. Rural residences are also located further north along San Felipe Road.

5.0 SITE SIZE AND ESTIMATE OF IMPERVIOUS AREA

UTC's total facility size is approximately 5,200 acres and is displayed on the site map B-1. In September 1997, a computer evaluation of site drainage was performed. The overall goal of the evaluation was to accurately determine the area of the drainage basins and impervious areas, and to verify that the current storm water monitoring points were properly located. For each of the drainage basins, off-site and on-site area was estimated by tracing the ridge lines (and thus the drainage area within the ridges) on a digital topographic map obtained from the United States Geological Survey (USGS). The digital map was then converted into a two-dimensional spatial model upon which the area of each basin calculated. Figure 1 in the SWPPP (UTC, 1998) shows the drainage basins.

Impervious areas for each basin were similarly calculated using the digital topographic map. To calculate the impervious area, an outline of all paved roads, parking lots, concrete pads, and buildings was created on the map. The area of this outline was then calculated and compared to the total area for each drainage basin. Figure 2 in the SWPPP (BBLES, 2005) shows the impervious areas and how they relate to the other drainage basins. The resulting impervious area is approximately 110 acres, or roughly 2% of the total facility.



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6.0 FACILITY DRAINAGE

The majority of the facility's surface runoff flows overland to nearby drainage courses and into one of several ephemeral streams. Stream flow in the region is highly seasonal with the majority of the annual run-off occurring from November to April. Formal storm drain inlets and piping are provided only in those areas where natural drainage is insufficient to prevent ponding of storm water. Most of these drains only extend a short distance to the nearest drainage course or stream.

Most of the historical activities at UTC took place in Shingle and Mixer Valleys. Shingle Valley drains to Shingle Creek, which drains to Las Animas Creek. Mixer Valley drains to Mixer Creek, which also drains to Las Animas Creek. The Panhandle drains to Las Animas Creek and San Felipe Creek. San Felipe Creek drains to Las Animas Creek, which drains to Anderson Reservoir. Thus, all of the drainages eventually reach Anderson Reservoir.

Anderson Reservoir is a municipal water source for Santa Clara County. It ultimately drains to Coyote Creek, which flows to the San Francisco Bay. Uses of the reservoir include recreational activities, groundwater recharge, wildlife habitat, and fish spawning.

The majority of the tanks and container storage areas are located in paved areas where any spillage will flow towards a nearby depression in the pavement, gutter, storm drain, or, at a few locations, an unpaved area. In most cases, there are a number of opportunities along the spill drainage path for containment and recovery.

6.1 Storm Drain System

The storm drain system for the UTC facility is shown on the site map in the SWPPP (UTC, 1998). The conveyance is a hybrid system of natural creek drainage and man-made storm drains, culverts, and catch basins. The natural drainage system at and beyond the confines of the UTC facility forms a network of dendritic type drainage. Most of the hillside drainage consists of narrow washes and gullies that eventually drain to intermittent/ephemeral creek flow along the valley floors.

In addition to the natural drainage system, the man-made drainage system consists of a network of underground pipes and catch basins with multiple outfalls into the creek system. Storm drains are located in paved areas to direct rainfall runoff away from industrial activities and roads. Typically, the paved areas are sloped to channel runoff into the drains or off the paved area. In addition, roads and parking areas are sloped to facilitate runoff movement from the pavement. Most of the storm drains carry runoff only a short distance to the creek system. UTC has certified in the SWPPP that there are no unauthorized non-storm water discharges entering the storm drain system.



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6.2 Surface Water

The surface water system at the UTC facility consists of three ephemeral streams: Shingle Creek, Mixer Creek, and Las Animas Creek. All three are generally small streams with both dry and wet sections during the summer months. Stream flow in the region is highly seasonal, with at least 90 percent of the annual runoff occurring from November to April. In addition to these three streams, San Felipe Creek traverses the far east portion of the UTC facility before flowing into Las Animas Creek to the south of the facility boundary.

Shingle Creek flows in a southeasterly direction through the upper valley from the northern UTC property boundary. Several small steep tributary valleys to Shingle Valley contain intermittent streams, which flow into Shingle Creek. A seep area is known to exist in the middle of Shingle Valley (behind Station 0024) where the bed of Shingle Creek is wet most of the year. Shingle Creek joins Las Animas Creek in lower Shingle Valley just outside the property line. Two small springs are known to exist in the lower section of Shingle Creek approaching the property boundary. About 3,000 feet southeast of this confluence, Las Animas Creek empties into Anderson Reservoir. Anderson Reservoir ultimately discharges to Coyote Creek, which flows northwest to South San Francisco Bay.

Mixer Creek, which begins near the northern boundary of the site, flows in a southeasterly direction through Mixer Valley. Mixer Creek is joined by two tributaries in the upper valley and continues to flow in a southeasterly direction to the mid-valley where it is joined by a drainage ditch that runs parallel to Oxidizer Road. Mixer Creek continues to flow in a southeasterly direction into lower Mixer Valley and ultimately merges with Las Animas Creek.

UTC has been monitoring the surface waters of the facility since the mid-1980's when it became apparent that contaminated groundwater was recharging to surface waters in several areas of Shingle and Mixer Creeks. UTC is currently operating soil vapor and groundwater extraction systems under RWQCB Site Cleanup Requirements (SCR) Order No. R2-2004-0032 to remedy the areas of contamination requiring cleanup. Various volatile organic compounds (VOCs), including 1,1-dichloroethane (DCA), 1,1-dichloroethene (DCE), cis-1,2-DCE, 1,1,1-trichloroethane (TCA), trichloroethene (TCE), and tetrachloroethene (PCE), and perchlorate have been detected at times in surface waters. Diesel has also been detected in Shingle Creek near Station 0710.

Several surface water locations are being monitored per the Environmental Monitoring Program Plan. Detailed surface water quality analytical results are available on a quarterly basis as reported in the Environmental Monitoring Program quarterly reports.



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7.0 SUPPLY WELLS

The potable water supply for the facility is from water well No. 101B located on UTC property near Highway 101. This water is pumped approximately six miles to the site, where it is treated at Station 2217 and transferred to any of the five onsite water storage tanks. UTC has installed another potable water well near Well 101B and is currently assessing the well's production capacity.

There are no injection wells at the UTC facility.

8.0 RAINFALL

According to the Western Regional Climate Center, the mean annual precipitation for San Jose is 14.2 inches. The Santa Clara Valley Water District (SCVWD) has maintained a meteorological station (2067) at the UTC facility since 1961. The mean annual precipitation calculated from the District's station is 18.5 inches.

9.0 HAZARDOUS WASTE STORAGE AND TREATMENT

Hazardous waste is generated primarily from three activities at the UTC facility: decommissioning, site remediation of soil and groundwater, and facilities support operations. The majority of hazardous wastes generated at the facility result from the decommissioning and remediation activities.

There are two permitted RCRA hazardous waste storage facilities at the site. The Storage Facility (2233), Storage Magazine (0312), and the Hydrolysis Treatment Facility (0503) currently operate under a Hazardous Waste Part B Permit Application. The Storage Facility (2233) is the primary site for storage of hazardous waste generated at the UTC facility prior to its shipment off site for disposal. The Storage Magazine (0312) is presently used for storage of ignitable and reactive wastes.

The Hydrolysis Treatment Facility (0503) was used to treat energetic wastes prior to shipment off site to reduce the hazard of those wastes. The Hydrolysis Treatment Facility (0503) is planned to be closed in the near future.



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10.0 OIL STORAGE AT THE FACILITY

A UTC vehicle fueling station is located onsite with one diesel and one gasoline AST. Small quantities of oils are kept onsite for use in UTC's facility maintenance operations.

Diesel fired boilers were used to heat various buildings. Therefore, diesel fuel was stored in aboveground tanks adjacent to several of the buildings, as well as in small aboveground tanks to supply the facility's emergency generators. These are planned to be closed in the near future.

11.0 SECURITY AND GENERAL SITE CONTROL

The UTC facility has security provisions intended to prevent and minimize the possibility of undetected and unauthorized entry of persons into any portion of the facility. The facility is not open to the public and entry is limited to authorized personnel.

11.1 Security and Communications

Onsite security includes 24-hour, 7-day surveillance by video monitors and security personnel. The active portion of the facility is enclosed by an 8-foot chain link fence topped by three-strand barbed wire and posted with no trespassing signs.

Security is controlled by trained staff in the Security Control Room located adjacent to the facility's main entrance. This room serves as a 24-hour emergency and security communication center. Telephone and radio communications are controlled from this room. Fire, smoke, personnel assistance, and leak detection alarms are all monitored from the Security Control Room. There is also a closed circuit television monitor at the Security Control Room that is connected to surveillance cameras throughout the facility. The Security Control Room also monitors access to all gates.

11.2 Lighting

Security lighting is provided around the perimeter of buildings and along roadways. Uniformed security officers in radio-dispatched vehicles make continuous rounds of the facility during non-work hours. These officers are trained and equipped to respond to security emergencies.

11.3 Site Access

UTC employs security measures designed to limit access to the site. These measures include badging, prohibiting various items from use at the site, traffic control measures, limited access areas, and station warning placards. Each person entering the facility is required to obtain a badge from security. Badges must be visible at all times. Only badged personnel are allowed entry to the UTC facility.



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Certain incendiary items are not allowed on the site. These items include explosives or incendiaries in any form, guns, ammunition, or similar weapons. It is UTC's intent to severely limit explosive hazards onsite.

The UTC facility is divided into an Inert Area and a Limited Access "live" Area. The Inert Area contains office and support facilities. The Limited Access Area contains facilities that were historically involved with solid propellant systems. When entering the Limited Access Area, all matches, lighters, or other flame-producing devices (including vehicle cigarette lighters) must be left at the Match Station. All onsite areas are considered nonsmoking unless specifically designated otherwise.

11.4 Traffic Control

UTC has also instituted traffic control measures to enhance safety in the presence of hazardous materials. The speed limit in the inert area is 15 miles per hour, and traffic in the limited access area is restricted to 25 miles per hour. Vehicles carrying explosives or energetic wastes display red flags; emergency vehicles have flashing red lights. Cars are required to pull onto the shoulder of the road and stop when an emergency vehicle or vehicle carrying explosives is approaching. Overtaking or passing a vehicle carrying explosives or energetic wastes is strictly prohibited. All UTC staff and contractors are instructed in these procedures prior to entering the site for the first time.

12.0 REFERENCES

United Technologies Corporation/Chemical System Division (UTC), 1998, *Storm Water Pollution Prevention Plan, Revision 5*, San Jose, California.

ICF Technology, 1992, *RCRA Facility Investigation/Corrective Measures Study*.



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APPENDIX H REPORTABLE SPILL HISTORY



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Appendix H

Reportable Spill History

This appendix provides a description of oil spills that have occurred at the facility for the past five years from the beginning of 2002 through the end of 2006 in compliance with the OPA-1990 Spill Prevention, Control, and Countermeasures (SPCC) Plan requirements. It is a history of UTC San Jose oil releases greater than 1 gallon. The individual releases are described below and Table H-1 summarizes the spill history. All releases were cleaned up and properly disposed as hazardous waste. None of these releases were to any body of water. UTC's plan to limit recurrence of these spills is to continue to follow the oil spill prevention program discussed in Section 8 of the IIRC Plan.

On August 29, 2002, 8 to 15 gallons of hydraulic oil were spilled to an equipment room floor drain at Station 0720 from maintenance operations on a hydraulic ram cylinder. The floor drain connects to the wastewater Treatment Plant. Visual observations combined with a 24-hour composite sampling and analysis for total oil & grease at the wastewater Treatment Plant did not reveal any sign of an oil impact.

On February 14, 2003, approximately 5 gallons of diesel fuel were spilled to the pavement at Station 1920 during a routine fuel transfer operation to the above ground storage tank (AST). The diesel was immediately cleaned up on the same day. Investigation into the incident revealed operator error as well as malfunction of the automatic shut-off valve both led to the spill. The valve was later replaced. This spill was reported to the Santa Clara County DEH.

On May 13, 2003, 5 to 15 gallons of hydraulic oil were spilled to the asphalt surface of Mixer Road and Manufacturing Road as a forklift with a hydraulic leak drove from Station 0630 to Station 0700. The forklift was transported off site for repair. The oil was immediately cleaned up with absorbent on the same day. The absorbent was disposed of properly.

On August 29, 2003, 2 to 3 gallons of hydraulic oil were spilled to a paved area at Station 1811. The spill occurred when a bulldozer was dropped off with a loose oil filter that allowed hydraulic oil to escape. The oil filter was tightened. The oil was immediately cleaned up with absorbent on the same day. The absorbent was disposed of properly.



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On May 12, 2004, 7 gallons of diesel fuel were spilled to concrete and asphalt at Station 0480. A contractor was removing diesel fuel from an underground diesel storage tank in preparation for closure of the tank. The spill occurred when a shut off valve on a vacuum truck failed. The truck was returned to the manufacturer for repair. The diesel fuel was immediately cleaned up with absorbent. The absorbent was disposed of properly. In addition, the area of the release was pressure-washed.

On July 8, 2004, 2.5 gallons of hydraulic oil were spilled to a bucket, a vehicle surface and underlying plywood at Station 0030. The spilled occurred when a hydraulic line on a drill rig ruptured. The drillers stopped work and placed a bucket beneath the rupture and collect the hydraulic oil. The oil on the drill rig and the plywood was immediately wiped up with rags on the same day. The rags and oil were removed from the site by the driller.

On August 11, 2004, 1.5 gallons of power steering fluid were spilled to asphalt at Station 0480. A tube in a contractor's truck ruptured. The oil was immediately cleaned up with absorbent on the same day. The absorbent was disposed of properly.

On May 10, 2006, 5 gallons of hydraulic oil were spilled to asphalt at Station 1763, UTC roads, Las Animas Road, and Metcalf Road. The spill occurred when a contractor backed his truck into a bollard at Station 1763 and broke the site glass for a hydraulic system on the truck. As the driver drove away, hydraulic oil was released to several roads. By early the next morning, the spill had been cleaned up with absorbent. The absorbent was disposed of properly. Several corrective actions were implemented including assuring the drivers have spotters during vehicle positioning and retraining of current spotters.

On July 27, 2006, 1 gallon of hydraulic oil was spilled at Station 0500. The spill occurred when a hydraulic hose broke during drilling activities due to a faulty ram. About 1 quart was spilled to soil, while the rest was retained on the deck of a drill rig. The ram and hose were fixed. The spill was immediately cleaned up with absorbent. The impacted soil was placed in a drum. The absorbent and soil were disposed of properly.

On August 2, 2006, 1 gallon of hydraulic oil was spilled to asphalt at Station 0521. The spill occurred when a hydraulic hose broke while a drill rig was being moved. The hose was fixed. The spill was immediately cleaned up with absorbent. The absorbent was disposed of properly.

On August 9, 2006, 5 gallons of hydraulic oil was spilled to asphalt at Station 0521; a small amount of oil went to soil. The spill occurred when a hydraulic hose broke on a drill rig. The hose was fixed. The spill was immediately cleaned up with absorbent. The impacted soil was placed in a drum. The absorbent and soil were disposed of properly.



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On October 12, 2006, 5 gallons of hydraulic oil was spilled to asphalt at Station 0015. The spill occurred when a hydraulic hose broke on an excavator. The hose was fixed. The spill was cleaned up with absorbent. The absorbent was disposed of properly.

On October 21, 2006, 2 gallons of hydraulic oil was spilled to asphalt at Station 1240 to Station 0010. The spill occurred as a result of a poor O-ring on a hydraulic line of a manlift that was moved from Station 1240 to Station 0010. The O-ring was repaired. The spill was cleaned up with absorbent. The absorbent was disposed of properly.



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Table H-1

Oil Releases Beginning 2001 Through End 2005

Release Date	Material	Quantity (gal)	Source
08/29/02	Hydraulic Oil	15	Maintenance release
02/14/03	Diesel Fuel	5	Operator error and malfunction of shut-off valve during refueling operation
05/13/03	Hydraulic Oil	10	Leaking line on forklift
08/29/03	Hydraulic Oil	3	Loose oil filter on bulldozer
05/12/04	Diesel Fuel	7	Shut off valve failed on vacuum truck
07/08/04	Hydraulic Oil	2.5	Broken line on drill rig
08/11/04	Hydraulic Oil	1.5	Broken line on truck
05/10/06	Hydraulic Oil	5	Broken oil reservoir on truck
06/27/06	Hydraulic Oil	1	Broken line on drill rig
08/02/06	Hydraulic Oil	1	Broken line on drill rig
08/09/06	Hydraulic Oil	5	Broken line on drill rig
10/12/06	Hydraulic Oil	1	Broken line on excavator.
10/21/06	Hydraulic Oil	2	Leaking line on manlift



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APPENDIX I U.S. DEPARTMENT OF TRANSPORTATION LOADING AND UNLOADING PROCEDURES



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**U.S. DEPARTMENT OF TRANSPORTATION
LOADING AND UNLOADING PROCEDURES
49 CFR 177.834, 837**

The following regulations are to be followed at the UTC facility during loading and unloading of flammable materials.

Subpart B – Loading and Unloading

§ 177.834 General Requirements

- (a) **Packages secured in a vehicle.** Any tank, barrel, drum, cylinder, or other packaging, not permanently attached to a motor vehicle, which contains any Class 3 (flammable liquid), Class 2 (gases), Class 8 (corrosive), Division 6.1 (poisonous), or Class 7 (radioactive) material must be secured against movement within the vehicle on which it is being transported, under conditions normally incident to transportation.
- (b) **No hazardous materials on pole trailers.** No hazardous materials may be loaded into or on or transported in or on any pole trailer.
- (c) **No smoking while loading or unloading.** Smoking on or about any motor vehicle while loading or unloading any Class 1 (explosive), Class 3 (flammable liquid), Class 4 (flammable solid), Class 5 (oxidizing) material, or Division 2.1 (flammable compressed gas) is forbidden.
- (d) **Keep fire away, loading and unloading.** Extreme care shall be taken in the loading or unloading of any Class 1 (explosive), Class 3 (flammable liquid), Class 4 (flammable solid), Class 5 (oxidizing), or Division 2.1 (flammable gas) materials into or from any motor vehicle to keep fire away and to prevent persons in the vicinity from smoking, lighting matches, or carrying any flame or lighted cigar, pipe, or cigarette.
- (e) **Handbrake set while loading and unloading.** No hazardous material shall be loaded into or on, or unloaded from, any motor vehicle unless the handbrake is securely set and all other reasonable precautions are taken to prevent motion of the motor vehicle during such loading or unloading process.
- (f) **Use of tools, loading and unloading.** No tools which are likely to damage the effectiveness of the closure of any package or other container, or likely adversely to affect



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such package or container, shall be used for the loading or unloading of any Class 1 (explosive) material or other dangerous article.

- (g) **Prevent relative motion between containers.** Containers of Class 1 (explosive), Class 3 (flammable liquid), Class 4 (flammable solid), Class 5 (oxidizing), Class 8 (corrosive), Class 2 (gases) and Division 6.1 (poisonous) materials, must be so braced as to prevent motion thereof relative to the vehicle while in transit. Containers having valves or other fittings must be so loaded that there will be the minimum likelihood of damage thereto during transportation.
- (h) **Precautions concerning containers in transit; fueling road units.** Reasonable care should be taken to prevent undue rise in temperature of containers and their contents during transit. There must be no tampering with such container or the contents thereof nor any discharge of the contents of any container between point of origin and point of billed destination. Discharge of contents of any container, other than a cargo tank, must not be made prior to removal from the motor vehicle. Nothing contained in this paragraph shall be so construed as to prohibit the fueling of machinery or vehicles used in road construction or maintenance.

I. Attendance requirements

1. **Loading.** A cargo tank must be attended by a qualified person at all times when it is being loaded. The person who is responsible for loading the cargo tank is also responsible for ensuring that it is so attended.
2. **Unloading.** A motor carrier who transports hazardous materials by a cargo tank must ensure that the cargo tank is attended by a qualified person at all times during unloading. However, the carriers obligation to ensure attendance during unloading ceases when:
 - i. The carrier's obligation for transporting the materials is fulfilled;
 - ii. The cargo tank has been placed upon the consignee's premises; and
 - iii. The motive power has been removed from the cargo tank and removed from the premises.



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3. A person "attends" the loading or unloading of a cargo tank if, throughout the process, he is awake, has an unobstructed view of the cargo tank, and is within 7.62 meters (25 feet) of the cargo tank.
 4. A person is "qualified" if he has been made aware of the nature of the hazardous material which is to be loaded or unloaded, he has been instructed on the procedures to be followed in emergencies, he is authorized to move the cargo tank, and he has the means to do so.
 5. A delivery hose, when attached to the cargo tank, is considered a part of the vehicle.
- J. **Prohibited loading combinations.** In any single driven motor vehicle or in any single unit of a combination of motor vehicles, hazardous materials shall not be loaded together if prohibited by loading and storage chart, § 177.848. This section shall not be so construed as to forbid the carrying of materials essential to safe operation of motor vehicles. (See Motor Carrier Safety Regulations part 393 of this title.)
- K. [Reserved]
- L. **Use of cargo heaters when transporting certain hazardous material.** Transportation includes loading, carrying, and unloading.
1. **When transporting Class 1 (explosive) materials.** A motor vehicle equipped with a cargo heater of any type may transport Class 1 (explosive) materials only if the cargo heater is rendered inoperable by: (i) Draining or removing the cargo heater fuel tank; and (ii) disconnecting the heater's power source.
 2. **When transporting certain flammable material:**
 - i. **Use of combustion cargo heaters.** A motor vehicle equipped with a combustion cargo heater may be used to transport Class 3 (flammable liquid) or Division 2.1 (flammable gas) materials only if each of the following requirements are met:



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- A. It is a catalytic heater.
 - B. The heater's surface temperature cannot exceed 130°F (54°C) - either on a thermostatically controlled heater or on a heater without thermostatic control when the outside or ambient temperature is 61°F (16°C) or less.
 - C. The heater is not ignited in a loaded vehicle.
 - D. There is no flame, either on the catalyst or anywhere in the heater.
 - E. The manufacturer has certified that the heater meets the requirements under paragraph (1)(2)(i) of this section by permanently marking the heater "MEETS DOT REQUIREMENTS FOR CATALYTIC HEATERS USED WITH FLAMMABLE LIQUID AND GAS."
 - F. The heater is also marked "DO NOT LOAD INTO OR USE IN CARGO COMPARTMENTS CONTAINING FLAMMABLE LIQUID OR GAS IF FLAME IS VISIBLE ON CATALYST OR IN HEATER."
 - G. Heater requirements under § 393.77 of this title are complied with.
- ii. **Effective date for combustion heater requirements.** The requirements under paragraph (1)(2)(i) of this section govern as follows:
- A. Use of a heater manufactured after November 14, 1975, is governed by every requirement under (1)(2)(i) of this section;
 - B. Use of a heater manufactured before November 15, 1975, is governed only by the requirements under (1)(2)(i) (A), (C), (D), (F), and (G) of this section until October 1, 1976; and
 - C. Use of any heater after September 30, 1976, is governed by every requirement under paragraph (1)(2)(i) of this section.
- iii. **Restrictions on automatic cargo-space-heating temperature control devices.** Restrictions on these devices have two dimensions: Restrictions upon use and restrictions which apply when the device must not be used.



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- A. **Use restrictions.** An automatic cargo-space-heating temperature control device may be used when transporting Class 3 (flammable liquid) or Division 2.1 (flammable gas) materials only if each of the following requirements is met:
1. Electrical apparatus in the cargo compartment is nonsparking or explosion proof.
 2. There is no combustion apparatus in the cargo compartment.
 3. There is no connection for return of air from the cargo compartment to the combustion apparatus.
 4. The heating system will not heat any part of the cargo to more than 130°F (54°C).
 5. Heater requirements under § 393.77 of 49 CFR Title 177 are complied with.
- B. **Protection against use.** Flammable liquid or flammable gas may be transported by a vehicle, which is equipped with an automatic cargo-space-heating temperature control device that does not meet each requirement of paragraph (1)(2)(iii)(a) of this section, only if the device is first rendered inoperable, as follows:
1. Each cargo heater fuel tank, if other than LPG, must be emptied or removed.
 2. Each LPG fuel tank for automatic temperature control equipment must have its discharge valve closed and its fuel feed line disconnected.
- M. Tanks constructed and maintained in compliance with Spec. 106A or 110A (§§ 179.300, 179.301 of this subchapter) that are authorized for the shipment of hazardous materials by highway in Part 173 of this subchapter must be carried in accordance with the following requirements:



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1. Tanks must be securely chocked or clamped on vehicles to prevent any shifting.
 2. Equipment suitable for handling a tank must be provided at any point where a tank is to be loaded upon or removed from a vehicle.
 3. No more than two cargo carrying vehicles may be in the same combination of vehicles.
 4. Compliance with §§ 174.200 and 174.204 of this subchapter for combination rail freight, highway shipments, and for trailer-on-flat-car service is required.
- N. Specification 56, 57, IM 101, and IM 102 portable tanks, when loaded, may not be stacked on each other nor placed under other freight during transportation by motor vehicle.

§ 177.837 Flammable Liquids (Class 3 Materials)

- (a) **Engine stopped.** Unless the engine of the motor vehicle is to be used for the operation of a pump, no flammable liquid shall be loaded into, or on, or unloaded from any motor vehicle while the engine is running.
- (b) **Bonding and grounding containers other than cargo tanks prior to and during transfer of lading.** For containers which are not in metallic contact with each other, either metallic bonds or ground conductors shall be provided for the neutralization of possible static charges prior to and during transfers of flammable liquids between such containers. Such bonding shall be made by first connecting an electric conductor to the container to be filled and subsequently connecting the conductor to the container from which the liquid is to come, and not in any other order. To provide against ignition of vapors by discharge of static electricity, the latter connection shall be made at a point well removed from the opening from which the flammable liquid is to be discharged.



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(c) Bonding and grounding cargo tanks before and during transfer of lading:

1. When a cargo tank is loaded through an open filling hole, one end of a bond wire shall be connected to the stationary system piping or integrally connected steel framing, and the other end to the shell of the cargo tank to provide a continuous electrical connection. (If bonding is to the framing, it is essential that piping and framing be electrically interconnected.) This connection must be made before any filling hole is opened, and must remain in place until after the last filling hole has been closed. Additional bond wires are not needed around All-Metal flexible or swivel joints, but are required for nonmetallic flexible connections in the stationary system piping. When a cargo tank is unloaded by a suction-piping system through an open filling hole of the cargo tank, electrical continuity shall be maintained from cargo tank to receiving tank.
2. When a cargo tank is loaded or unloaded through a vapor-tight (not open hole) top or bottom connection, so that there is no release of vapor at a point where a spark could occur, bonding or grounding, is not required. Contact of the closed connection must be made before flow starts and must not be broken until after the flow is completed.
3. Bonding or grounding is not required when a cargo tank is unloaded through a nonvapor-tight connection into a stationary tank provided the metallic filling connection is maintained in contact with the filling hole.

(d) Manholes and valves closed. A person shall not drive a cargo tank and a motor carrier shall not require or permit a person to drive a tank motor vehicle containing a flammable liquid (regardless of quantity) unless:

1. All manhole closures on the cargo tank are closed and secured; and
2. All valves and other closures in liquid discharge systems are closed and free of leaks.



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APPENDIX J INTEGRATED INCIDENT RESPONSE AND CONTINGENCY PLAN REVISION SUMMARY



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Appendix J

IIRC Plan Revisions

Revision Number	Date	Section Number	Pages	Change Made
1	December 20, 2002	Throughout document	Throughout document	Site name, names and titles of responsible people, inclusion of new SPCC regulations, updated SPCC history and changes in fuel storage tanks.
2	September 25, 2003	Appendix A	Table A-1	Update current incident management and spill response contacts for UTC.
3	February 13, 2004	Throughout document	Throughout document	Update names and titles of responsible people, post response review procedure, SPCC history, and changes in fuel storage tanks.
4	March 24, 2004	Throughout document	Throughout document	Update name and address of emergency contacts, update UTC certifications, remove the UTC Fire and Hazmat Brigades, and update the emergency equipment.
5	September 30, 2004	Throughout document	Throughout document	Update name and address of emergency contacts, removal of references to the emergency response team, update emergency response procedures, removal of the 6,000-gallon diesel UST at Station 0480, update stations storing hazardous waste and materials, update the emergency response equipment, and update the facility description.



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IIRC Plan Revisions

Revision Number	Date	Section Number	Pages	Change Made
6	January 25, 2006	Throughout document	Throughout document	Update facility name, update name and address of emergency contacts, remove CalARP participation, update emergency response procedures, remove diesel USTs at Stations 0710 and 1240, update stations storing hazardous waste and materials, update the facility description and remove Appendix K.
7	February 8, 2006	Table of Contents 5.9 11.2.8	iv, v 5-30 11-5 through 11-7	Update TOC Update the description of who provides initial rescue and first aid to injured personnel Included brief discussion of 8 CCR 3220(e) requirements
8	August 18, 2006	Throughout document	Throughout document	Updated emergency response to separate Incident Commander from Emergency Coordinator. Updated Table 7-3 with PCB concentrations. Updated Appendix E to remove Station 0503 and update emergency response equipment.
9	April 16, 2007	Throughout document	Throughout document	Referenced the construction SWPP, updated the SPCC certification, added the incidental release procedure, removed diesel ASTs at Stations 0010 and 0070, added Station 0101 emergency generator,



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				updated transformer storage at Station 0020, updated the hydraulic equipment list, updated the transformer list, update stations storing hazardous materials and waste, updated the Unauthorized Release Log form, and updated the reportable spill history.
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