CHAPTER D5

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D5.00 Introduction

By statute (Streets & Highway Code, Art. 27 [c]), the California Department of Transportation (Caltrans) has the responsibility of maintaining a safe and usable highway system. Caltrans actions will be based upon the information available at the time of the emergency. After proper identification and hazard assessment, Caltrans will take action to contain spilled material, to remove it or to have it removed by the spiller or by a qualified contractor, and to ensure it is disposed of properly.

Districts shall provide an emergency response for all highway spills to affect the following levels of service:

(A) Caltrans emergency responders shall be en-route within 30 minutes after notification.

(B) District shall conduct hazard assessment as soon as possible and will begin cleanup operations when not prohibited by health or safety considerations for employees or the public.

(C) Notify District Maintenance Hazardous Materials Managers (Hazmat Managers) during the initial notification process.

D5.01 Definition of "Hazardous Material"

Hazardous materials are defined in California Code of Regulations (CCR) Title 22 and the Code of Federal Regulations (CFR) Title 49. A hazardous material is one that poses an unreasonable risk to the health and safety of employees, the public, or the environment if it is not properly controlled during handling, storage, manufacture, processing, packaging, use, disposal, or transportation. They may be gases, liquids, solids, or combinations of these physical states.

The United Nations system provides nine hazard classes:

Class 1 -	Explosives
Class 2 -	Gases
Class 3 -	Flammable liquids (and Combustible liquids)
Class 4 -	Flammable solids; Spontaneously combustible materials; and Dangerous when wet materials
Class 5 -	Oxidizers and Organic peroxides
Class 6	Toxic materials and Infectious substances
Class 7 -	Radioactive materials
Class 8 -	Corrosive materials
Class 9 -	Miscellaneous dangerous substances

When a hazardous material is spilled on the State highway system, it must be cleaned up according to the appropriate regulatory agency requirements. See D5.04 (D): Agency Jurisdictions.

D5.02 Caltrans Use of the Standardized Emergency Management System

As a department of State government, Caltrans is required by Section 8607 of the California Government Code to use the Standardized Emergency Management System (SEMS) in any multi-agency emergency response.

Many highway spills involve multiple agencies, as described in this chapter. Caltrans Maintenance shall train all field employees in SEMS and use the SEMS structure at all highway spill emergencies with multi-agency response.

See D5.08 (A): Training in the Standardized Emergency Management System (SEMS).

See the Caltrans Training Catalog, Mandated Training: SEMS Introductory Course; SEMS Field Course; and SEMS EOC Course.

D5.03 Caltrans Responsibilities in Hazardous Spills Emergencies

In managing emergency spill conditions, Caltrans will establish traffic control to provide public safety. Caltrans will perform hazard assessment to establish reasonable precautions to prevent Caltrans employees, the public, and the environment from being exposed to hazardous or unidentified substances.

If at any stage of this process it appears that Caltrans employees cannot proceed safely using standard Departmental procedures and equipment, Caltrans will use the services of a pre-qualified cleanup contractor.

Within the State highway right of way, Caltrans will take the following actions:

(A) Ensure that the dispatch center specified in the District Spill Contingency Plan immediately notifies the Hazmat Manager in the event of any hazardous material incident affecting a State highway.

(B) Make notifications and reports as required by law and Departmental procedures, at the request of the first responder.

(C) Assign a Caltrans representative to cooperate with other public and private agencies to ensure:

(1) Isolation and containment of spilled material.

(2) Identification and hazard assessment of the material

(3) Proper removal and disposal of hazardous materials.

(4) Restoration of the orderly flow of traffic.

(D) Assist the California Highway Patrol (CHP) or other jurisdictional law enforcement agencies in developing and implementing traffic control and routing operations.

(E) Oversee the restoration of contaminated highways and other transportation facilities under Caltrans jurisdiction.

Unless Caltrans is the spiller, Caltrans is not legally or financially responsible for contamination or cleanup outside the State right of way, even though the incident begins within the right of way. The Incident Commander (IC) shall be notified of contamination outside of the State right of way.

The Hazmat Manager is the contact person for detailed information regarding handling and cleanup of hazardous materials spills.

D5.04 Organizational Authority

(A) Delegation of Responsibility and Authority: California Vehicle Code, Section 2454

It is the responsibility of Caltrans and the appropriate law enforcement agencies to take action when spills of unidentified or hazardous substances occur on State highways. Section 2454 of the Vehicle Code provides that authority for incident command at any on-highway hazardous substance spill or disaster shall be passed to the law enforcement agency having primary traffic investigative authority.

CHP is the authority on all freeways and on most State routes. CHP may also be responsible for some county roads through agreement with local law enforcement agencies. Local law enforcement is responsible for surface roads and streets and for State routes through cities, as delegated by joint agreement with CHP.

(B) Responding Agencies

There may be several emergency response agencies at the site, such as local law enforcement, fire department, county environmental health, Caltrans, and other State agencies. Each agency, including Caltrans, will designate a representative on site to work with the IC.

(C) Incident Command

The CHP is the Incident Commander on all freeways and on most State routes. All emergency responders and their communications shall be coordinated and controlled by the IC.

The IC's function is to coordinate communications and the activities of emergency response agencies through working directly with agency representatives.

The IC is not involved in direction of specialized functions provided by other agencies.

(D) Agency Jurisdictions

Jurisdictions of local, State, and federal environmental agencies must be taken into consideration during a hazardous materials incident and during cleanup operations.

Caltrans representatives shall confer with these and other agencies as required to assure there has been proper cleanup of the spill. These jurisdictions include, but are not limited to, the following:

(1) The County Health Officer or designated local agency is the authority on soil contamination resulting from spills throughout the county. Some cities have local ordinances on soil contamination. The county is usually the Certified Unified Program Agency (CUPA) designated by the California Environmental Protection Agency (Cal/EPA) to enforce State environmental laws.

(2) The County Agricultural Commissioner has jurisdiction when pesticides or other potentially hazardous agricultural materials are involved in an incident.

(3) The Air Pollution Control District representative has control over amounts of contaminants allowed in the air.

(4) The Regional Water Quality Control Board representative is the authority on contamination standards in the adjacent stream or underlying water table.

(5) State Department of Fish and Game officers have control over what is allowed to enter the roadside streams, rivers, and lakes.

(6) Cal/EPA is the State's environmental agency, which includes the Department of Toxic Substances Control (DTSC). Cal/EPA usually delegates its enforcement authority to the counties.

(7) The Governor's Office of Emergency Services (OES) provides coordination during large incidents and other disasters. Many counties have their own emergency operations centers that coordinate communications and resources on the county level.

(8) The Federal Environmental Protection Agency (EPA) may respond to large incidents.

(9) The Coast Guard has jurisdiction over all navigable waters.

Refer to the District Hazardous Materials Contingency Plan for detailed information regarding local administering agencies and jurisdictions.

(E) Resolution of Disputes During Spill Response.

The Department of Transportation -- California Highway Patrol Joint Operational Policy Statement provides: "… Reopening of the highway will be with the concurrence of both departments. Difference of opinion concerning closure or reopening will be resolved in favor of maximum protection for the public and Caltrans employees."

If there is disagreement between Caltrans and other responding agency representatives concerning matters such as cleanup methods or when to open the roads, differences of opinion will be resolved as described in the above policy.

D5.05 Emergency Authority of the Incident Commander

During declared emergencies, the IC may waive specific Hazardous Waste Control laws to allow Caltrans or its contractors to haul any amount of spilled regulated wastes off the highway to eliminate traffic gridlock and restore public safety.

Under direction of the IC, Caltrans may place containers that are undamaged back on the spiller's vehicle when this can be accomplished safely. The containers may be overpacked and hauled away by the spiller if qualified persons are available to handle damaged containers. This permits a spiller or responsible party to haul away regulated materials to its own facilities.

Even during an emergency, the spiller must be qualified and licensed to handle and transport the materials. Hazardous wastes cannot be transported without a Hazardous Waste Hauler's Registration. See D5.06(D).

Caltrans workers shall never work beyond their level of training or capabilities as described in this chapter during hazardous materials emergencies. Employees shall never take action that is prohibited by this chapter, by Codes of Safe Operating Practices, or by Departmental policy. See D5.08 (B): Hazardous Materials Training.

D5.06 Responsible Parties, Identification of Materials, and Cleanup of Spills

The responsible party (the spiller) shall bear all costs incurred in removal and disposal of all spilled materials, whether they are hazardous or not.

(A) The principal tasks in handling a spill are usually performed in the following order:

(1) Safe approach;

(2) Isolation and containment;

(3) Notifications;

(4) Identification and hazard assessment; and

(5) Cleanup and disposal.

(B) Depending upon conditions, identification and hazard assessment, containment, and cleanup may be performed by one or more of the following qualified operators under the direction of a Caltrans representative, trained as a minimum at the First Responder Operational (FRO) level:

(1) The spiller of the material or the spiller's agent, if qualified.

(2) Caltrans

(3) A qualified hazardous materials cleanup contractor who is under contract with Caltrans to identify unknown materials, or is qualified and called to the scene by Caltrans.

(4) Local environmental response agencies

(C) The decision as to who will clean up the spill depends upon:

(1) Whether the material is known to be hazardous or non-hazardous (hazard assessment).

(2) The willingness and ability of the spiller to participate.

(3) Timeliness of response.

(4) Required equipment, expertise, and resources for cleanup.

(D) The spiller or its agents may be permitted by Caltrans to perform one or more of the tasks if the Caltrans representative or Unified Command determines the spiller or agent is qualified to undertake the work. Qualification is based on:

(1) Ability to respond in a timely manner.

(2) Ability to ensure the safety of employees, the public, the environment and property.

(3) Other considerations that affect an efficient and appropriate clean-up operation.

(4) In all cases, approval to haul hazardous spilled material will be granted only to companies possessing a current Hazardous Waste Hauler's Registration, and which meet all local and State requirements including training of cleanup workers.

(E) If the spiller or responsible party does not clean up the spill adequately, Caltrans may call another qualified cleanup contractor to finish the cleanup at the expense of the spiller or responsible party. Caltrans, County Environmental Health, or County Health may determine if the spiller has not done an adequate job in its cleanup.

(F) The Caltrans representative will choose a qualified cleanup contractor for an incident under the following circumstances:

(1) The spiller or responsible party elects not to arrange for cleanup.

(2) The material is not identifiable except by chemical analysis, which the spiller is unable to provide.

(3) The spill appears to be too hazardous for Caltrans to handle within normal operational limits.

(4) The spill requires specialized equipment or expertise beyond the capabilities of the spiller or Caltrans.

(G) Non-emergency and non-hazardous spill removals that require one or more return trips to the site by the spiller will require that the spiller, or the spiller's agent, obtain a salvage permit from the Maintenance Region Manager for such activity.

Encroachment permits are required for cleanup or remediation operations. See Section 501.24 and Appendix D of the Caltrans Encroachment Permit Manual for details.

In addition, a transportation permit issued by Caltrans, Transportation Permits staff may be required for over-length or over-weight tows.

D5.07 Cleanup and Transport Requirements for Government Agencies

Exclusive of that described in D5.03 above, the California Code of Regulations (CCR) Title 22, Regulatory Exemption, Article 66263.43, allows emergency responders from a State, local, or county governmental agency to take the following actions:

(A) After the hazardous material has been identified, government agencies may clean up and haul a limit of five 85-gallon overpack drums per vehicle to a holding site on the agency's property without using container labels or hazardous placard. An appropriate site safety plan must be used. Shipping papers containing all DOT-required information must accompany the hazardous waste when it is transported under this exemption.

Stored waste should be disposed of as soon as practical and under no circumstances stored longer than 90 days.

(B) The appropriate manifest is required when hauling hazardous wastes or non-hazardous waste off-site to a recycler or registered landfill. Transport of hazardous wastes shall be performed only by a registered hazardous waste hauler.

(C) The governmental agency using this exemption shall keep all records of the types and quantities of hazardous wastes handled under this section at the central collection facility on an annual basis. These records shall be retained for a minimum of three (3) years from the date the record was completed.

D5.08 Training

(A) Standardized Emergency Management System (SEMS)

(1) Training in the SEMS is required for all Maintenance personnel who may respond to a highway spill emergency.

(2) All field Maintenance personnel through the rank of Supervisor shall attend the SEMS Introductory Course (G 21430). Caltrans instructors teach this course.

(3) Maintenance Area Superintendents, Maintenance Managers, and district Maintenance management shall complete the two-day SEMS Field Course (G 21431), which is provided under contract with the California Specialized Training Institute (CSTI).

(4) Hazmat Managers and district management staff designated to report to the Regional Emergency Operations Center during an emergency shall attend the one day SEMS Emergency Operations Center (EOC) Course (G 21432) in addition to the Field Course. It is recommended that all Deputy District Directors, Maintenance attend this level of training.

(B) Hazardous materials training will be provided to Maintenance personnel based on the duties and functions to be performed. Employees who are engaged in emergency response, no matter where it occurs, are required to take hazardous material training. (Permanent Intermittent, Limited Term, Temporary Assigned Duties and/or Retired Annuitants may be included in this category).

(1) First Responder Awareness Level

Caltrans field employees at the First Responder Awareness (FRA) level are those likely to witness or discover a hazardous substance release. They have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They take no further action beyond notifying the authorities and isolating the area.

(2) First Responder Operations Level

Caltrans employees at the First Responders Operations (FRO) level are part of the initial response to the sites of potential and actual releases of hazardous substances. They are trained to respond in a defensive fashion without actually trying to stop the release. They attempt to identify the type of material from a safe distance, if it is possible to do so. They attempt to protect nearby people, the environment, and property from the effects of the release. They may attempt to contain the release from a safe distance, if it can be done without risk, to keep it from spreading and to prevent exposures. The FRO also ensures that notifications are made.

(3) Hazardous Materials Technician

Generally, Hazardous Materials Technicians assume a more aggressive role than a first responder at the operational level and may attempt to plug, patch, or otherwise stop the release of hazardous substances.

However, Caltrans employees trained at the Hazardous Materials Technician level shall not take any action that requires use of self-contained breathing apparatus. They shall not attempt to enter an area with an unknown substance that requires use of such equipment, or perform any other function that requires use of a self-contained breathing apparatus.

(4) Hazardous Materials Specialist

Generally, Hazardous Materials Specialists provide support to Hazmat Technicians. Specialists have more detailed and specific knowledge of hazardous materials than the technician level. If a technician is not present, a specialist is trained to perform the functions of a technician. A Hazmat Specialist can also act as site liaison with federal, State, local, and other government authorities in regard to site activities.

As with Hazmat Technicians, Caltrans personnel trained at the Hazardous Materials Specialist level shall not take any action that requires use of self-contained breathing apparatus. They shall not attempt to enter an area with an unknown substance that requires use of such equipment or perform any other function that requires use of a self-contained breathing apparatus.

(5) Policy regarding use of self-contained breathing apparatus:

Self-contained breathing apparatus shall be used only during formal specialist and technician training and refreshers, and during training exercises involving local emergency response agencies. Employees who take formal classes or participate in exercises must have undergone the appropriate respiratory function medical examination. Use of self-contained breathing apparatus is prohibited under any circumstances other than that described in this section.

Refer to Caltrans Safety Manual: Chapter 15 - Respiratory Protection Program.

(C) Training Requirements for Headquarters and District Hazmat Managers.

Headquarters and District Hazmat Managers shall attend the California Specialized Training Institute (CSTI) Hazardous Materials Specialist course.

They shall maintain competency by attending the CSTI Specialist Refresher annually, or by completing at least 24 hours of annual emergency response training equivalent to the CSTI Hazmat Specialist Refresher curriculum. Refresher training shall include curriculum related to emergency response operations, environmental compliance, hazardous materials, and hazardous waste laws and regulations.

In addition to the training described above, Hazmat Managers are recommended to attend a minimum of 16 hours of annual refresher training related to environmental compliance, hazardous materials, and hazardous wastes laws and regulations.

This requirement may be satisfied through attending University of California extension courses or those offered by private vendors. It may also be satisfied through attending Hazmat conferences that offer courses certified by the State Fire Marshall's Office. No portion of this requirement is satisfied through attending Hazmat Manager's meetings or Steering Committee meetings sponsored by the Caltrans Maintenance Hazardous Material Program, unless the meeting format includes a formal training module. Hazmat Managers will receive credit only for the time spent in the actual training session.

Hazmat Managers shall attend the CSTI instructor certification course, which qualifies them to teach the FRO course through the CSTI Outreach Program in the districts.

Instructors who do not teach at least four (4) hours per year will lose certification. Hazmat Managers who allow their instructor's certification to lapse shall attend the CSTI instructor course to renew their certification.

(D) Training Standards

No CSTI outreach instructor may delete any material contained in the CSTI curriculum.

CSTI requires that 100 percent of the CSTI Outreach Program course material be included in CSTI certified training programs. In addition, the courses may include Caltrans material.

The Headquarters Hazmat Manager shall operate an operational and training standards committee with members selected from District Hazmat Managers. The Headquarters Hazmat Manager will also select CSTI staff trainers to serve on the committee. The committee will support and supplement district training efforts.

See D5.10 (B) for district personnel training requirements.

D5.09 Actions Required by Districts

Each district will take the following actions to comply with this chapter:

(A) Contingency Plan

Each district must prepare a Hazardous Spill Contingency Plan. Deputy District Directors, Maintenance shall provide annually the Chief, Division of Maintenance, a copy of the district's Hazardous Spill Contingency Plan. The Contingency Plan shall include the following:

(1) Organization of response at the scene of a hazardous material spill.

(2) Reporting and notification procedures.

(3) Emergency response personnel.

(4) Mitigation for highway spills and spills at Caltrans facilities.

(5) Response to news media during incidents.

(6) Contingency plans for incidents involving flammable or toxic vapors, fire and explosion, and hazardous materials (solid and liquid).

(7) Contractors to be used by the district.

(8) The District Hazardous Materials Spill Site Safety Plan.

(9) The District Hazardous Materials Spill Cleanup Safety Plan (if applicable).

The District Hazardous Spill Contingency Plan shall be reviewed annually and updated as needed to reflect changes in personnel, information, regulations, local requirements, Departmental and District policy.

(B) Training of District Maintenance personnel

Chapter "D-5" shall be distributed to all District Maintenance personnel.

(1) The following employees shall be trained to First Responder Operations (FRO) level and shall attend refresher training annually:

(a) All Maintenance Office Chiefs.

(b) All Maintenance Managers and Area Superintendents.

(c) All Maintenance Supervisors, including landscape and special crews.

(d) All Maintenance personnel responsible for communications dispatch.

In some districts, Traffic Operations personnel are responsible for communications dispatch. The Division of Maintenance strongly recommends that these dispatchers attend FRO training. Hazmat Managers will arrange for such training on request.

Training of others at the FRO level is optional.

(2) All other field Maintenance employees shall attend the First Responder Awareness (FRA) Level training annually.

(3) Districts shall provide the Hazardous Material Operations' Manager annually with schedules of planned training. Schedules are due no later than May 1st for training held the following fiscal year. The Hazardous Material Operations Manager may attend training in the districts to provide updated information and to monitor course standardization.

See D5.08 above for detailed descriptions of hazardous materials training levels.

(C) Actions to be taken by the employees first at the scene of a hazardous material spill.

There are four (4) basic steps all employees will take when confronted with a suspected spill:

(1) Approach the site safely. Always use the "buddy system." Observe the situation and conditions.

(2) Isolate the area. Provide for traffic control, closing a lane or entire road if necessary. Do not leave spill site unattended.

(3) Make appropriate notifications, following district procedures. The District Hazmat Manager must be notified of suspected hazardous materials spills.

(4) Perform identification and hazard assessment within their capabilities. This must be confirmed by a person trained to at least the FRO level before further action is taken.

(D) Documentation by the FRO at the scene of a hazardous material spill.

A Caltrans employee at the leadworker level or above who is trained to at least the FRO level shall take appropriate action as described in this chapter. Each situation is unique and will require the FRO to use his or her judgment, based on FRO training standards. The Hazmat Manager shall provide guidance to FROs in performance of their Hazmat-related duties.

Unless directed otherwise, the FRO will do the following to document the spill:

(1) Attempt to secure responsible party identification from CHP or local police involved.

(2) Complete a Spilled Substance Report (DM-M-164) and enter information into the Spill Info tab on the IMMS Service Request form.

(3) Prepare a Spill Narrative and enter information within IMMS on the comments tab.

(4) Complete a Hazardous Spill Diary Form (DM-M-157).

(5) Ensure that a California Uniform Hazardous Waste Manifest is prepared.

(6) Note the Assigned IMMS Service Request Number on the Spill Diary Form (DM-M-157) and complete all required data fields in IMMS.

(7) Ensure a Site Safety Plan is prepared prior to initiating cleanup operations.

(E) Role of the District Hazmat Manager

First responders shall notify the District Hazmat Manager early in the incident notification phase.

The District Hazmat Manager will:

(1) Coordinate with other agencies, contractors, the spiller, and Caltrans responders concerning the best contractor or subcontractor to call.

(2) Review all IMMS documentation and note completion by checking the Spill Packet Complete and Hazmat Manager review box.

(3) Input all Emergency Spill Contractor costs in the Work Order Extra Item tab within IMMS.

(F) Contract Management

District Hazmat Managers are contract managers for Maintenance for highway spills that occur in the districts. See the Maintenance Hazmat Contract Manager's Handbook for detailed instructions.

(G) Choice of Contractor

When an immediate danger to life, health, or the environment is eminent an Emergency Spill Contractor will be called out in accordance with the terms of the current executed contract.

(H) Cleanup of Known Hazardous Materials by Caltrans Personnel

(1) Caltrans personnel may clean spills of working stock and known hazardous materials only if all conditions are met:

(a) Employees are trained in the potential hazards and proper handling of the material through review of the Material Safety Data Sheet (MSDS), other pertinent product information, the appropriate Code of Safe Operating Practices (CSOP), and the District Contingency Plan.

(b) Employee exposure to the material is minimized.

(c) Employees are equipped with and use the personal protective equipment specified in the MSDS, product information, or CSOP, such as impervious gloves, boots and eye protection.

(d) An appropriate spill Site Safety Plan shall be completed and attached to the Spill Report for spills on the right of way.

(e) Entry into the area does not require use of a self-contained breathing apparatus.

(2) The cleanup of gasoline spills on the operating right of way using Caltrans personnel is not recommended. If it must be done the following conditions must be met:

(a) The cleanup method involves no contact with the liquid or vapors.

(b) The spill occurs in a well-ventilated outdoor area.

(c) Employees shall work upwind from the spilled material.

(d) Cleanup methods will produce no sources of ignition.

(I) Hazardous Waste Resulting from Spills

(1) Temporary storage of hazardous waste

District Hazmat Managers should identify several holding sites where fuel contaminated soil and other hazardous waste resulting from highway spills can be hauled for temporary storage. This will speed the process of opening traffic lanes after a spill.

In some areas, Caltrans must acquire local regulatory approval for such storage. The District Hazmat Manager shall ascertain if such approvals are necessary.

(2) Waste disposal

Districts should evaluate the available options and select the most cost-effective method of waste disposal. These options include transporting the waste to a commercial recycler, to an incineration facility, or to a landfill. Use of landfills should be considered only when other options are not available or practical.

Removal of waste resulting from a highway spill when defined as non-emergency, where digging and excavation are not required and when a responsible party can't

be identified shall be removed through the "Milkrun" contract as a cost effective method. Highway spilled waste shall at no time be co-mingled within the same containers as Caltrans self-generated waste. Waste containers are to be uniquely identified as a highway spill material using a county specific EPA ID number. Manifest documentation is required separate from Caltrans self-generated waste.

(J) Process for submitting contractor's invoices for payment.

Refer to the Maintenance Hazmat Contract Manager's Manual for instructions regarding use of the statewide spill contract.

Processes for approval and submission of contractor's invoices vary in the districts. The District Hazmat Manager can provide detailed information regarding each district's process. The District Hazmat Manager is responsible for reviewing all spill documentation prior to submittal to HQ Accounting.

(K) Documentation and Records

(1) Copies of the following documents must be submitted to the Division of Maintenance attention: Hazardous Material Operations:

(a) Reports of all hazardous spills (Spilled Substance Report DM-M-164)

(b) Receiving records

(2) In addition to the above documents, the following must be maintained on file by the District Hazmat Manager and may be requested by the Hazardous Material Operation's Manager:

(a) Spill Narratives

(b) Hazardous Spill Diary Forms (DM-M-157) and Site Safety Plan, if applicable

(c) Completed copies of California Uniform Hazardous Waste Manifests

(d) IMMS Service Request Numbers (Identifies all associated Accident Damage Reports

(e) Proposition 65 notification reports

(f) Invoices and all back-up documentation.

D5.10 Monthly and Annual Reports

The Maintenance Program provides oversight of all district highway spill activities. District Hazmat Managers shall maintain the IMMS database for spill information and expenditures by fiscal year.

District Hazmat Managers shall ensure that the IMMS database has complete and correct information for hazardous spills. Monthly corrects and/or input shall be completed by the first of the month after the spill occurrence.

Information included in the reports is used to compile the statewide annual spill report and to provide up-to-date reports as needed. Upon request, Hazardous Material Operations creates reports for Caltrans and Agency management, Caltrans Public Affairs, the Legislature, other State departments, and the public.

Annual reports shall be submitted to the Hazardous Material Operations' Manager by July 15 for the previous fiscal year. Reports shall be submitted electronically. Districts may track information additional to that required on IMMS. At the request of the Hazardous Material Operations Manager, the districts may be required to submit other annual reports.

Districts must include the following information in their report to The Hazardous Material Operations' Manager:

(A) County

(B) Route

(C) Post Mile

(D) Spill Date

(E) Time

(F) Material spilled

(G) Quantity spilled

(H) Units (pounds, gallons or metric measurements)

(I) Hazardous class (see Emergency Response Guide)

(J) Method of cleanup (Caltrans, responsible party, contractor)

(K) Name of Emergency Spill Clean-up Contractor

(L) Whether there was direct billing

(M) Invoice number

(N) Amount of invoice

(O) Service Request number

Figure D5-1: Reporting Information