



**NASA Ames Research Center
Ames Environmental Procedural Requirements**

Chapter 14 - Emergency Planning and Community Right-to-Know

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14.1 Applicability

This instruction is applicable to all civil servant contractor employees, NRP Partners and tenant personnel at NASA Ames Research Center (Ames), and Crows Landing Flight Facility who produce, store, or use extremely hazardous substances or hazardous materials, as defined in Section 14.6 of this chapter.

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14.2 Purpose

This chapter establishes the minimum requirements for the Ames Emergency Planning and Community Right-to-Know Program to encourage and support emergency planning efforts at the state and local levels. It also prescribes the responsibilities for providing citizens and local governments with information concerning potential chemical hazards present in their communities.

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14.3 Policy

It is the policy of the Ames Research Center to:

1. Comply with all pertinent statutory and regulatory requirements and Executive Orders related to emergency planning and community right-to-know. Ames recognizes and will comply with applicable Federal, state, and local regulations.
2. Consult about the best techniques and methods related to emergency planning and community right-to-know, as appropriate, with Federal, state, and local agencies, including:
 - U.S. Environmental Protection Agency (EPA)
 - California Office of Emergency Services (OES)
 - Santa Clara County Health Department
 - Local Emergency Planning Commission
3. Promote employee awareness of emergency planning and community right-to-know through training and active information dissemination.

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14.4 Authority

All relevant Federal, state, and local laws and regulations pertaining to Emergency Planning and Community Right-to-Know including, but not limited to:

1. Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, (42 U.S.C. 11001-11050)
2. Title 40 CFR 350, Trade Secrecy Claims for Emergency Planning and Community Right-to-Know Information; and Trade Secret Disclosures to Health Professionals
3. Title 40 CFR 355, Emergency Planning and Notification
4. Title 40 CFR 370, Hazardous Chemical Reporting; Community Right-to-Know
5. Title 40 CFR 372, Toxic Chemical Release Reporting; Community Right-to-Know
6. Chapter 6.95, California Health and Safety Code
7. NS-517.31 Santa Clara County Hazardous Materials Storage Permit Ordinance
8. Presidential Executive Order 12856, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements, issued August 4, 1993
9. Presidential Executive Order 12898, Environmental Justice, issued February 11, 1994
10. Presidential Executive Order 12969, Federal Acquisition and Community Right-to-Know, issued August 8, 1995

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14.5 Responsibilities

14.5.1 Environmental Services Office, Code QE (Environmental Office)

1. Serve as technical point of contact for all regulatory agency interface and correspondence.
2. Perform hazardous materials emergency response duties with 24-hour hazardous materials emergency response capability. Refer to Chapter 15, Emergency Response, for more information.
3. Develop and maintain the Building Emergency Action (BEAP) documents for buildings that store hazardous materials. Refer to Chapter 3, Hazardous Materials Management, for more information.
4. Develop and maintain the Spill Prevention Control and Countermeasures (SPCC) Plan and Facility Response Plan (FRP). Refer to Chapter 13, Spill Prevention Control Countermeasures and Facility Response Plan, for more information
5. Develop and maintain the Hazardous Waste Contingency plans for N265, 950 and 498. Refer to Chapter 4, Hazardous Waste Management, for more information.
6. Submit centerwide hazardous materials inventory to Santa Clara County and the Moffett Field Fire Department. Refer to Chapter 3, Hazardous Materials Management, for more information.
7. Submit the Toxic Release Inventory, Form R to the Environmental Protection Agency (EPA) and to NASA Headquarters. Refer to Chapter 2, Pollution Prevention Program Requirements, for more information.

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14.5.2 Line Management



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14.6 Definitions

14.6.1 Building Emergency Action Plan (BEAP)

A plan required for facilities that store, handle, or dispense hazardous materials at the Ames Research Center; it describes the chemicals stored and used, their locations, building hazards, chemical spill response procedures, and building escape routes.

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14.6.2 CEPRC

California Emergency Planning and Response Commission (CEPRC). The CEPRC is chaired by the Director of the Office of Emergency Services. Membership includes representatives from 8 state agencies, the 6 LEPCs, and 3 representatives of local government.

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14.6.3 Extremely Hazardous Substance

A substance or combination of substances that, if human exposure should occur, would likely result in death, disabling personal injury, or serious illness because of its quantity, concentration, or chemical characteristics. A list of these substances can be found in 40 CFR, Part 355, Appendix A, and is included as Appendix A to Chapter 3 of this handbook.

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14.6.4 Hazardous Material

As defined in Section 25501 of Chapter 6.95 of the California Health and Safety Code, any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to

the environment if released into the workplace or the environment. Hazardous materials include, but are not limited to, hazardous substances, hazardous waste, and any material that a handler has a reasonable basis for believing would be injurious to the health and safety of persons or harmful to the environment.

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14.6.5 LEPC

Local Emergency Planning Committee. OEC Coastal Regional Branch-Mutual Aid Region 2 is the LEPC for the San Francisco Bay Area and nearby counties.

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14.6.6 Material Safety Data Sheet (MSDS)

Documentation prepared by the manufacturer or distributor of a hazardous material that describes the product and its use; identifies and describes any hazardous ingredients; describes the material's physical and chemical characteristics; and explains any special hazards (such as fire, explosion, polymerization), health hazards, the reactivity of the product, precautions for safe handling and use, and any necessary control measures to minimize exposure.

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14.6.7 Release

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, dumping, leaching, or disposing into the environment (including abandonment or discarding of barrels, containers, and other closed receptacles), unless permitted or authorized by a regulatory agency.

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14.6.8 Reportable Quantity (RQ) Spills

The reportable quantity of hazardous substances established by 40 CFR 302 (Table 302.4 - CERCLA Hazardous Substances) and 355 (Appendix A -Extremely Hazardous Substances). Releases of any of the chemicals listed in 40 CFR 372 (Subpart D - Specific Toxic Chemical Listings) are also applicable.

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14.6.9 SERC

State Emergency Response Commission (SERC). The SERC for California is the California Emergency Planning and Response Commission.

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14.6.10 Threshold Planning Quantity (TPQ)

The quantity of an extremely hazardous substance, as defined in Title 40 CFR 355. If a substance is stored at or above its TPQ, notification must be made to the SERC and LEPC.

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14.7 Emergency Notification and Planning

14.7.1 Extremely Hazardous Substances

1. The Environmental Office notifies the SERC, Santa Clara County, and the LEPC if extremely hazardous substances are present onsite in quantities exceeding TPQ.
2. In California, the SERC provides facility notification information to the administering agencies designated under California law. Initial notification for Section 302 of EPCRA is a notice on company letterhead indicating that extremely hazardous substances are being handled at Ames and that the Center may have to comply with Title III.
3. The Environmental Office filed a notification in 1987, and periodically updates the list of extremely hazardous substances.

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14.7.2 Reportable Quantity (RQ) Releases

RQ releases or spills are reported by the Environmental Office to the National Response Center. However, any release of hazardous materials to the environment must be reported by the Environmental Office to state and/or local regulatory agencies. Refer to Chapter 15, Emergency Response, for more information.

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14.7.3 Emergency Response Coordinator

1. Ames designates a facility chemical emergency response coordinator, who can be contacted for participation in the emergency planning process. This person acts as liaison to LEPC.

2. See the Emergency Response Coordinators List in Appendix A for Ames-designated emergency response coordinators.

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14.7.4 Local Emergency Response Plans

1. Ames provides the LEPC or the local administering agency which is Santa Clara County with information necessary to revise local emergency response plans.
2. The following information must be provided to the LEPC or local administering agency:
 - Routes used for transportation of hazardous substances.
 - Methods and procedures for notifying appropriate people and providing medical services to be followed in the event of a release.
 - Methods for determining the occurrence of a release and the areas most likely to be affected.
 - Emergency equipment available at the facility.
 - Evacuation plans.
 - Descriptions of training programs for emergency response and medical personnel.
 - Notifications of releases following criteria set forth in 40 CFR 355.40.

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14.8 Hazardous Materials Reporting

1. The Environmental Office annually submits the center-wide hazardous materials inventory at Ames to Santa Clara County and the local fire department.
2. Line Management annually submits to the Environmental Office updated inventories of hazardous materials kept or used onsite.
3. Tier one and tier two formats:
 - Ames must annually submit hazardous materials inventories following EPCRA tier one and tier two formats to the LEPC or the local administering agency who is Santa Clara County and to the local fire department. In California, the BEAP, required by Chapter 6.95, Section 25509 of the California Health and Safety Code, satisfies the EPCRA requirement.
 - The Environmental Office submits BEAPs to Santa Clara County and the Moffett Field Fire Department.

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14.9 Metrics

Percent of LEPC/SERC requests met within deadline

Goal: 100%

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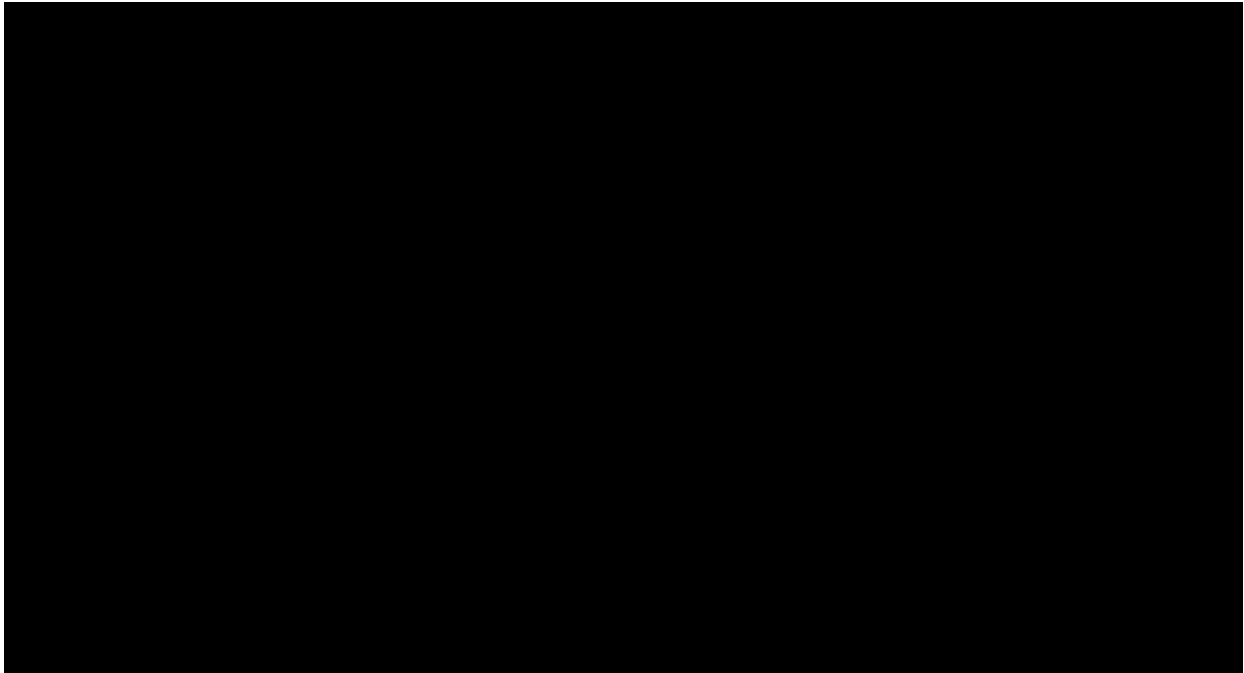
14.10 Sources of Additional Information or Assistance

1. Environmental Office [REDACTED]
2. Building Emergency Action Plans (see web site at <http://beap.arc.nasa.gov/>)
3. Toxic Chemical Release Inventory Reporting Form (Form R)

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14.10 Appendices

14.10.1 Appendix A: NASA Ames Hazardous Materials Emergency Response Coordinators



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