

INCIDENT INVESTIGATION FORM

This form will help satisfy requirements of 40 CFR 68.60 Incident Investigation for RMP Program 2 facilities. The person responsible for RMP compliance for this facility may use this form to investigate and record the information on any incident in question which could have reasonably resulted in a catastrophic release per the requirements in 68.60(a).

U.S. EPA Guidance on Reporting Accidents

Incidents at the stationary source that resulted or could have resulted in a catastrophic release should be investigated. Anhydrous ammonia retailers are only required to investigate incidents at the stationary source. As is the case with 5-year accident reports, the retailer is not required to investigate incidents during transportation of nurse tanks or at a farmer's field.

Anhydrous Ammonia Theft

If an incident caused by theft or other criminal action at a covered facility resulted in or could reasonably have resulted in a catastrophic release of anhydrous ammonia (or another regulated substance), then the owner or operator of the covered facility must perform an incident investigation. If it would be unreasonable, based on the owner/operator's knowledge of the facility and the safeguards that are in place, to believe that the criminal act could have resulted in a catastrophic release, then an incident investigation is not required. In making such determinations, owner/operators should judge whether the theft actually resulted in or could reasonably have resulted in a major uncontrolled emission, fire, or explosion that presented an imminent and substantial endangerment to public health or the environment.

Please note: The specific data element used in RMP*Submit is listed for your convenience. Example: 6.1 (a). Detailed instructions on the data required for reporting an incident in RMP*Submit can be found in the RMP*Submit User's Manual.

Was the incident investigation initiated within 48 hours following the incident. 68.60(b)

Yes No

6.1 Date of incident: _____ 68.60(c)(1)

6.2 Time accident began: _____ 68.60(c)(2)

6.3 NAICS Code for the process involved: _____

6.4 Duration of the release: Hours: _____ Minutes: _____

A description of the incident includes: 68.60(c)(3)

Factors that contributed to the incident includes: 68.60(c)(4)

6.5 Chemical(s) involved: _____

6.6 Release event: (Must check at least one)

- a. Gas release
- b. Liquid spill/evaporation
- c. Fire
- d. Explosion
- e. Uncontrolled/Runaway reaction

6.7 Source of release: (Must check at least one)

- a. Storage tank/vessel
- b. Piping
- c. Process tank/vessel
- d. Transfer hose
- e. Valve
- f. Pump
- g. Joint
- h. Other: (Specify) _____

6.8 Weather conditions at the time of event:

- a. Wind speed: _____ Miles per hour: _____ Direction: _____
- b. Temperature in Degrees Fahrenheit: _____
- c. Atmospheric Stability Class: _____ (*Unstable conditions...A...B...C...D...E...F...Stable conditions*)
- d. Precipitation present: Yes No
- e. Unknown weather conditions: Yes No

6.9 On-site impacts: (Enter numbers)

- a. Deaths of: Employees or contractors: _____ Public responders: _____ Public: _____
- b. Injuries of: Employees or contractors: _____ Public responders: _____ Public: _____
- c. On-site Property damage in dollars: _____

6.10 Known Off-site impacts: (Enter numbers)

- a. Deaths: _____
- b. Hospitalization: _____
- c. Other medical treatment: _____
- d. Evacuated: _____
- e. Sheltered-in-place: _____
- f. Off-site Property damage in dollars: _____
- g. Environmental damage: (Select all that apply)

- _____ Fish or animal kills
- _____ Tree, lawn, shrub or crop damage
- _____ Water contamination
- _____ Soil contamination
- _____ None
- _____ Other: (Specify) _____

6.11 Initiating event: (Select the one that best applies)

- _____ a. Equipment failure
- _____ b. Human error
- _____ c. Natural - weather conditions
- _____ d. Unknown

6.12 Contributing factors: (Select all that apply)

- _____ a. Equipment failure
- _____ b. Human error
- _____ c. Improper procedures
- _____ d. Overpressurization
- _____ e. Upset condition
- _____ f. By-pass condition
- _____ g. Maintenance activity or inactivity
- _____ h. Process design failure
- _____ i. Unsuitable equipment
- _____ j. Unusual weather conditions
- _____ k. Management error
- _____ l. Other: (Specify) _____

6.13 Off-site responders notified: (Select the one that best applies)

- _____ a. Notified only
- _____ b. Notified and responded
- _____ c. No, not notified
- _____ d. Unknown

6.14 Changes introduced as a result of the accident: (Must check at least one)

- a. Improved or upgraded equipment
- b. Revised maintenance
- c. Revised training
- d. Revised operating procedures
- e. New process controls
- f. New mitigation systems
- g. Revised emergency response plan
- h. Changed process
- i. Reduced inventory
- j. None
- k. Other: (Specify) _____

Recommendations resulting from the incident investigation include: 69.60(c)(5)

The person responsible for RMP compliance has promptly addressed and resolved investigation findings and recommendations. Corrective action and resolutions include: 68.60(d)

Summary: 68.60(c)

Summary, Continued: 68.60(c)

The person responsible for RMP compliance has reviewed the findings of this incident investigation with all personnel whose job tasks are affected by the findings.

Yes No

Date of Employee Review: _____ 68.60(e)

The person responsible for RMP compliance will retain all incident investigation summary information for five years. 68.60(f)

Signature of person responsible for RMP compliance: _____

Print Name: _____ Date: _____

Business Name: _____ Site Reference: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Incident Number: _____

Duty Officer's: _____

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